



# ELK GROVE HIGH SCHOOL STUDENT/PARENT HANDBOOK 2021- 2022

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Mark Cerutti, Deputy Superintendent, Education Services and Schools  
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Richard Gutierrez, Director, Secondary Education  
John Dixon, Ed.D., Director, Secondary Education  
Amy Besler, Ed.D., Director, Secondary Education  
Jane Ross, Director, College and Career Connections

## Elk Grove High School Administration

Eugene Christmas III, Ed.D., Principal  
Zeta Dendy, Vice Principal  
Chris Beischel, Vice Principal  
Brandie Sphar, Program Administrator/Teacher in Charge  
TBA, Teacher in Charge  
John Heffernan, Athletic Director  
James Pale, Activities Director

## Elk Grove High School Counselors

Kelly Teresi, Student Last Names A-Do  
Deanna Sommers, Student Last Names Dr-Hi  
Amanda Wilson, Student Last Names Hj-Mor  
Kaitlin Kolb, Student Last Names Mos-Sa  
Jason Emperador, Student Last Names Sc-Z  
Nicole N. Brown, District Head Counselor

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**Elk Grove High School Student/Parent Handbook**  
**2021-2022 Table of Contents**

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## Principal's Message

Greetings to all the parents, students, and members of the Thundering Herd,

EGHS hopes that this message finds you in good spirits and you are enjoying in person instruction as much as the EGHS staff. We are excited to have all the students back on campus and the atmosphere has been outstanding! Please, keep in mind that during the EGHS modernization project, traffic will be congested; it will be important to plan for extra time as the only parking lot/pick up/drop off area will be the parking lot off Valley Oak Lane, which is now the main entrance to EGHS. Our website address is [www.eghs.egusd.net](http://www.eghs.egusd.net) and is loaded with valuable information about Elk Grove High School. Also, we have new protocols for COVID-19 that includes mask wearing inside all buildings. Until these mandates change, please, familiarize yourself with all of the COVID protocols at the district website at <http://www.egusd.net/egusd-covid-19-safety-plan/>. Any changes to the COVID-19 Safety Plan will be updated on the website for your convenience. We want all of our students, staff, and families to be safe. We encourage everyone to wear a mask, wash your hands frequently, and socially distance as much as possible.

### **Our Vision for Students**

The staff at Elk Grove High School expects all students to graduate as lifelong learners who are well prepared to meet the challenging demands of our rapidly evolving society. In a nutshell, our fundamental purpose is to ensure that your student is college and career ready. The EGHS Leadership developed a definition for college and career ready: *As a result of their rigorous course work and preparation, upon graduating from Elk Grove High School, students will have the necessary academic, collaborative, and technical skills to successfully pursue the college or career path of their choice.*

### **Student and Staff Safety**

Modernization construction has begun and changed some things for EGHS, and will continue to for the next few years. We no longer have a front parking lot off of Elk Grove-Florin Rd. During school hours, the gates will be locked and everyone must enter through the new **EGHS Welcome Center** located in Portable 1A, by the large double pedestrian gates in the large parking lot on Valley Oak Lane. As a reminder, please sign-in at the welcome center and EGHS staff will be more than happy to help you. These procedures are in place to ensure student safety will not deter you from visiting our school.

We all do our best work in an environment that is safe, respectful and promotes positive interactions. To this end, our school has four overarching pillars that encompass what it means to be part of the **HERD**. We show **Honor, Effort, Respect, and Determination** in all that we do here at Elk Grove High. I ask that you discuss these behavior expectations with your student before school begins and periodically throughout the school year. You can find more information on these pillars in the handbook section titled HERD Expectations.

### **Parent/Guardian Involvement**

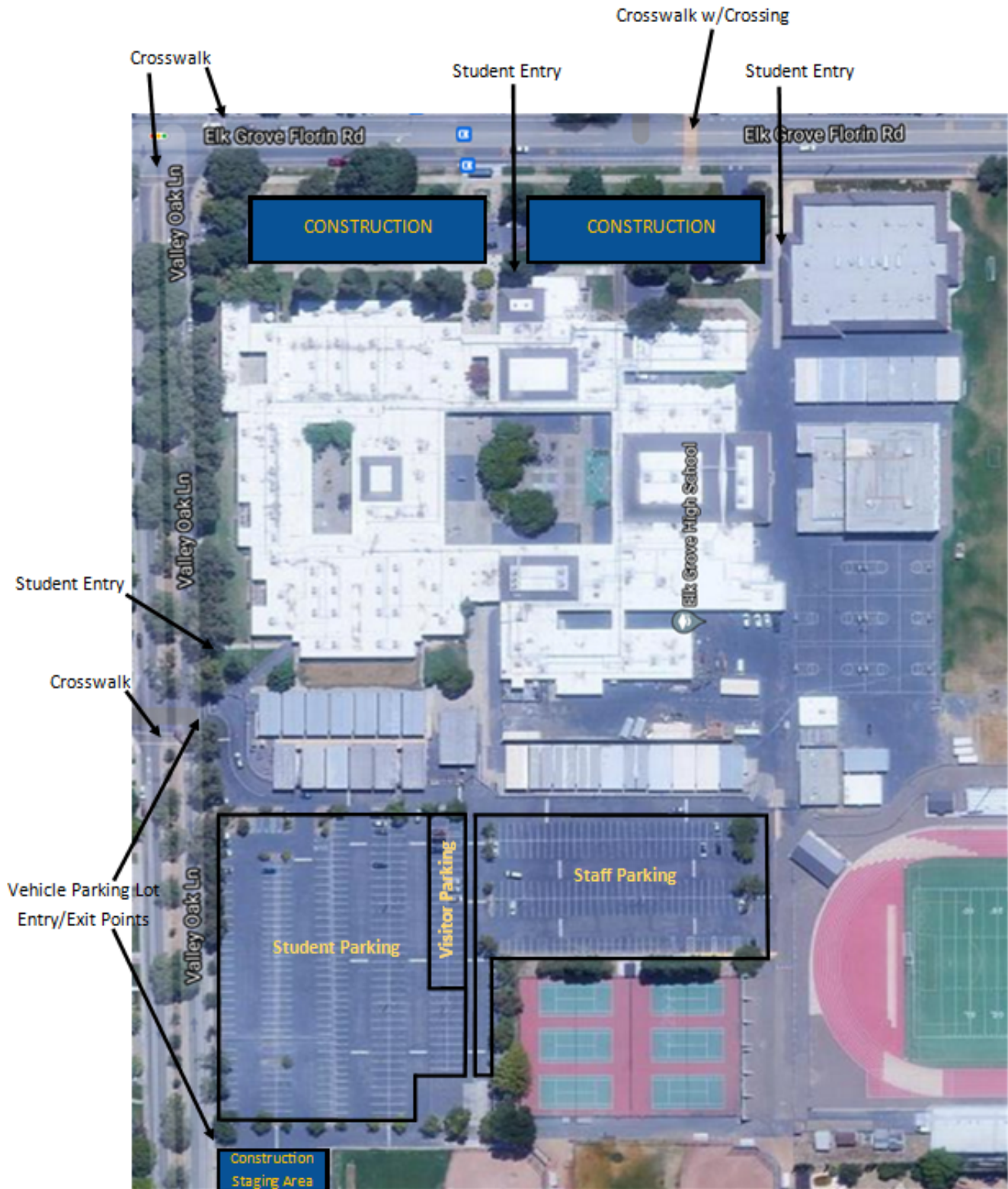
The EGHS staff recognizes that parent/guardian involvement is essential for student success. Although students are and want to be more independent, research shows that parent involvement enhances student success. While you may not have time to be on campus frequently, there are many ways you can be involved. The Parent-Teacher-Student-Organization (PTSO), School Site Council (SSC), and English Learner Advisory Committee (ELAC) allow parents to support and collaborate with teachers, students, and administrators. Meetings are held monthly and you are always welcome even if you can only attend one meeting.

If you have questions or concerns, feel free to email me at [echristm@egusd.net](mailto:echristm@egusd.net) or call the school at 916-686-7741 and we will address your concerns as quickly as possible. Our staff is here to support students and parents. We will do our best to ensure each student's success, so, please, do not hesitate to ask for assistance. I look forward to meeting you all and hope to see you on the campus soon. Back to School night is on Thursday, August 19 starting at 6 pm, please, save the date.

Respectfully,  
Dr. Eugene Christmas III, Ed.D.  
Principal

EGHS Map - Bird's-eye View

2021-2022



**\*Please be mindful of the designated parking areas. Staff Parking is for EGHS Staff and requires an EGHS Staff Parking Permit.**

## Elk Grove High School's Mission and Vision

### **MISSION STATEMENT**

The commitment of Elk Grove High School is to provide a safe, positive environment for all students in order to establish a unified community which promotes respect, individual achievement, and responsible, productive citizens.

### **VISION STATEMENT**

Through collaboration of school, home and community all Elk Grove High School students will graduate as lifelong learners who are well prepared to meet the challenging demands of our rapidly evolving global society.

### **EXPECTED SCHOOL-WIDE LEARNING RESULTS FOR ELK GROVE HIGH SCHOOL**

The commitment of Elk Grove High School is to promote life-long learning, effective communication, and respect for self and others.

#### **1. PROBLEM SOLVERS**

- 1.1 demonstrate higher level critical thinking skills when they evaluate or make decisions
- 1.2 set academic and career goals
- 1.3 take intellectual and creative risks

#### **2. SELF DIRECTED LEARNERS**

- 2.1 are independent workers
- 2.2 read, comprehend, and interact with a variety of texts
- 2.3 have a growth mindset with a commitment to lifelong learning

#### **3. QUALITY PRODUCERS**

- 3.1 can communicate effectively in a variety of situations (written, aesthetic/artistic, verbal and non-verbal)
- 3.2 use their knowledge and technological skills to create original products
- 3.3 have high standards

#### **4. COLLABORATIVE WORKERS**

- 4.1 assume shared responsibility
- 4.2 value independent contributions
- 4.3 show respect for others and diverse points of view

#### **5. COMMUNITY CONTRIBUTORS**

- 5.1 have an awareness of individual, local, national, and global civic responsibilities
- 5.2 have an understanding of personal wellness and basic health issues
- 5.3 have an appreciation of diversity

Courses, curriculum, and school goals at Elk Grove High School are reviewed and aligned regularly with local, state and national standards. School goals are aligned with the above learner expectations.

# Elk Grove Unified School District's Mission



## EGUSD Strategic Goals

- High-Quality Curriculum & Instruction**: All students will receive high quality classroom instruction and curriculum to promote college and career readiness and close the achievement gap.
- 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 have an equitable opportunity to learn in a culturally responsive, physically, and emotionally healthy and safe environment.
- Family & Community Engagement**: All students will benefit from programs and services designed to inform and involve family and community partners.



## Educational Equity

Educational equity is defined as both a **process** and an **outcome** (Putnam-Walkerly & Russell, 2016):

- The **process** of using a lens of equity to analyze and inform decisions, policies, and practices in our schools and district to ensure they are culturally sensitive and provide all students with access, opportunity, validation, support, and resources.
- The **outcome** whereby all educational outcomes are no longer predicted by identity categories such as race, ethnicity, ability, gender, and socioeconomic status.



## H.E.R.D. Expectations

Elk Grove High School participates in a program called *Positive Behavior Intervention and Support (PBIS)*. The PBIS program is based on establishing positive behavioral supports that help schools develop and implement positive school rules, instruction in those rules, and positive rules reinforcement systems school-wide. Our goal with PBIS is to fully implement a sustainable school-wide positive behavioral support program based on our student expectations below.

<b>Area or Event</b>	<b>Honor</b>	<b>Effort</b>	<b>Respect</b>	<b>Determination</b>
<b>Classroom</b>	Practices academic integrity; displays personal responsibility; does the right thing.	Is on time; participates in learning; completes and turns in work.	Actively listens to staff and students; accepts differences in others; cares for our school.	Doesn't fear failure; learns from mistakes; is resilient.
<b>Cafeteria &amp; Quad</b>	Honors others' place in line; pays for what they take; eats in designated areas only.	Throws away trash in appropriate place.	Uses courteous and appropriate language; says please and thank you; listens and follows adult directions.	Leaves the area cleaner than they found it.
<b>Athletic Events</b>	Pays for entry to event; is responsible for his or her own actions.	Shows school spirit; positively cheers and supports EGHS; throws away trash in appropriate place.	Is considerate of all spectators; listens and follows directions of all adults in charge of event.	Supports our teams until the very end.
<b>Assemblies/Special Events/Off-Campus Events/Performances</b>	Only makes positive comments Exhibits maturity.	Is engaged; shows school spirit.	Applauds and cheers when appropriate; is considerate of others at all times.	Is a good representative of our school.
<b>Bathrooms</b>	Uses facilities as they were intended.	Gets in and out of the bathroom as quickly as possible.	Keeps bathrooms clean and graffiti free; washes hands.	Reports unsafe or inappropriate behavior.
<b>Hallways</b>	Opens doors appropriately; uses inside voice levels.	Walks at all times on the right side of the hallway.	Is courteous of others doing work in classrooms; holds the door for others.	Keeps moving to your final destination.
<b>Offices</b>	Sits up straight with feet under the chair.	Waits until they leave the attendance office to speak with other students.	Talks with respect to all staff; uses an inside voice when talking.	Stays off their cell phone.
<b>Parking Lots</b>	Parks only in one space; stays out during school hours.	Takes their turn without cutting others off.	Is courteous of others; keeps noise level down.	Reports unsafe or inappropriate behavior.
<b>Library &amp; Labs</b>	Leaves appropriate digital footprint; practices academic integrity.	Cleans up their space; returns chairs to where they belong.	Is courteous of others (noise level); speaks quietly.	Finds and returns lost books; keeps passwords current.



# EGUSD Calendar

## Elk Grove Unified School District

## 2021-2022 Traditional Calendar

<b>July 2021</b> 	<b>August 2021</b> 	<b>September 2021</b> 
<b>October 2021</b> 	<b>November 2021</b> 	<b>December 2021</b> 
<b>January 2022</b> 	<b>February 2022</b> 	<b>March 2022</b> 
<b>April 2022</b> 	<b>May 2022</b> 	<b>June 2022</b> 

### Year-Round Schedule Information

<b>Track A</b> 8/16/21 - 06/24/22 Aug. 11-13 Inservice days (no school) Aug. 16 First day of school Nov. 19 Half work day (no school) Dec. 17 Report card day (minimum day) March 4 Report card day (minimum day) March 28 Half work day (no school) June 24 Last day of school (minimum day)	<b>Track B</b> 7/15/21 - 06/24/22 July 12-14 Inservice days (no school) July 15 First day of school Sept. 10 Half work day (no school) Nov. 5 Report card day Dec. 21 Half work day (no school) March 11 Report card day April 26 Half work day (no school) June 24 Last day of school (minimum day)
<b>Track C</b> 7/15/21 - 06/24/22 July 12-14 Inservice days (no school) July 15 First day of school Oct. 1 Half work day (no school) Nov. 5 Report card day Jan. 26 Half work day (no school) March 11 Report card day May 27 Half work day (no school) June 24 Last day of school (minimum day)	<b>Track D</b> 7/15/21 - 05/27/22 July 12-14 Inservice days (no school) July 15 First day of school Oct. 1 Report card day (minimum day) Oct. 22 Half work day (no school) Jan. 26 Report card day (minimum day) March 4 Half work day (no school) May 27 Last day of school (minimum day)

### Traditional Schedule Information

NOTE: Schools on a block schedule may have different days for report cards and minimum days.

Aug. 9-11 Inservice days (no school)  
 Aug. 12 First Day of School  
 Oct. 8 End of 1st quarter, 7-12 report cards and min. day  
 Nov. 2 K-6 Report Card Prep Day (minimum day)  
 Nov. 12-15-19 Elementary parent conferences (minimum days)  
 Nov. 19 Elementary 1st trimester report cards  
 Dec. 17 End of 2nd quarter, K-12 min. day, 7-12 Report Cards  
 No school, teacher inservice day  
 Jan. 3 K-6 Report Card Prep Day (minimum day)  
 Feb. 15 Elementary parent conferences (minimum days)  
 March 1-4 Elementary 2nd trimester report cards  
 March 11 End of 3rd quarter, 7-12 report cards and min. day  
 May 17 K-6 Report Card Prep Day (minimum day)  
 May 26 Last day of school K-12 and Report Card (minimum day)

### Modified Traditional Schedule Information

Aug. 9-11 Inservice days (no school)  
 Aug. 12 First day of school  
 Nov. 2 K-6 Report Card Prep Day (minimum day)  
 Nov. 15-19 Elementary parent conferences (minimum days)  
 Nov. 19 Elementary 1st trimester report cards  
 Jan. 10 No School, teacher inservice day  
 Feb. 15 K-6 Report Card Prep Day (minimum day)  
 March 1-4 Elementary parent conferences (minimum days)  
 March 4 Elementary 2nd trimester report cards  
 May 31 K-6 Report Card Prep Day (minimum day)  
 June 10 Last day of school and Report Card (minimum day)

District Calendars are available on the EGUSD District Website: <http://www.egusd.net/schools/calendars/>

## Elk Grove High School Important Dates & Information

### EGHS Welcome Office Hours

Monday, Tuesday, Thursday, Friday: 7:00 am - 3:45 pm

Wednesday: 8:20 am - 3:45 pm

Office closes at 1:00 pm on minimum days

### Holidays - No School

September 6, 2021	Labor Day
November 11, 2021	Veterans Day Observance
November 22-26, 2021	Thanksgiving Break
Dec. 20 – Jan. 3, 2022	Winter Break
January 17, 2022	Dr. Martin Luther King's Birthday
February 14, 2022	Lincoln's Birthday
February 21, 2022	Washington's Birthday
March 14 – 18, 2022	Spring Break
May 26, 2022	Last Day of School

### Minimum Days (See EGHS Bell Schedules for release times)

TBD

### Important Event Dates

August 12, 2021	First Day of School/Senior Sunrise
August 19, 2021	Back to School Night
August 20, 2021	Welcome Back Dance
October 8, 2021	Homecoming Parade
October 9, 2021	Homecoming Dance
October 11, 2021	Bring Your Parent to School Day/Academic Awards
December 15-17, 2021	Finals Days
February 5, 2022	Winter Homecoming Dance
March 5, 2022	Junior Prom
April 16, 2022	Senior Ball
May 18-20, 2022	Senior Finals Days
May 24-26, 2022	Freshman-Junior Finals Days
May 26, 2022	Last Day of School

Elk Grove High School makes every effort to schedule events well in advance. However, at times dates will change due to unforeseen circumstances, please visit our website at [eghs.egusd.net](http://eghs.egusd.net) for updated information or call the office at (916) 686-7741 regarding additional office closures for Professional Development Days and Special Events.

Elk Grove High School Bell Schedules 2021-2022

Monday & Friday Schedule #1		
Period	Bells	Minutes
0	7:00-7:55	55
1	8:00-8:59	59
2	9:04-10:03*	59
3	10:13-11:12	59
5 (Lunch)	11:12-11:58	46
6	12:03-1:02	59
7	1:07-2:06*	59
8	2:16-3:15	59

Tuesday & Thursday Schedule #2		
Period	Bells	Minutes
0	7:00-7:55	55
1	8:00-8:52	52
2	8:57-9:49*	52
3	9:59-10:51	52
4	10:56-11:36	40
5 (Lunch)	11:36-12:26	50
6	12:31-1:23	52
7	1:28-2:20	52
8	2:25-3:17	52

Late Start Wednesday Schedule #3		
Period	Bells	Minutes
0	7:00-7:55	55
Prof Dev	7:45-8:35	50
1	8:40-9:33	53
2	9:38-10:31	53
3	10:36-11:29	53
5 (Lunch)	11:29-12:19	50
6	12:24-1:17	53
7	1:22-2:15	53
8	2:20-3:13	53

Minimum Day Schedule #4		
Period	Bells	Minutes
0	7:00-7:55	55
1	8:00-8:35	35
2	8:40-9:15	35
3	9:20-9:55	35
5 (Lunch)	10:00-10:30	30
6	10:35-11:10	35
7	11:15-11:50	35
8	11:55-12:30	35

Rally Schedule #5		
Period	Bells	Minutes
0	7:00-7:55	55
1	8:00-8:53	53
2	8:58-9:51	53
3	9:56-10:49	53
5 (Lunch)	10:49-11:39	50
6	11:44-12:37	53
7	12:42-1:35	53
8	1:40-2:33	53
Rally	2:40-3:15	35

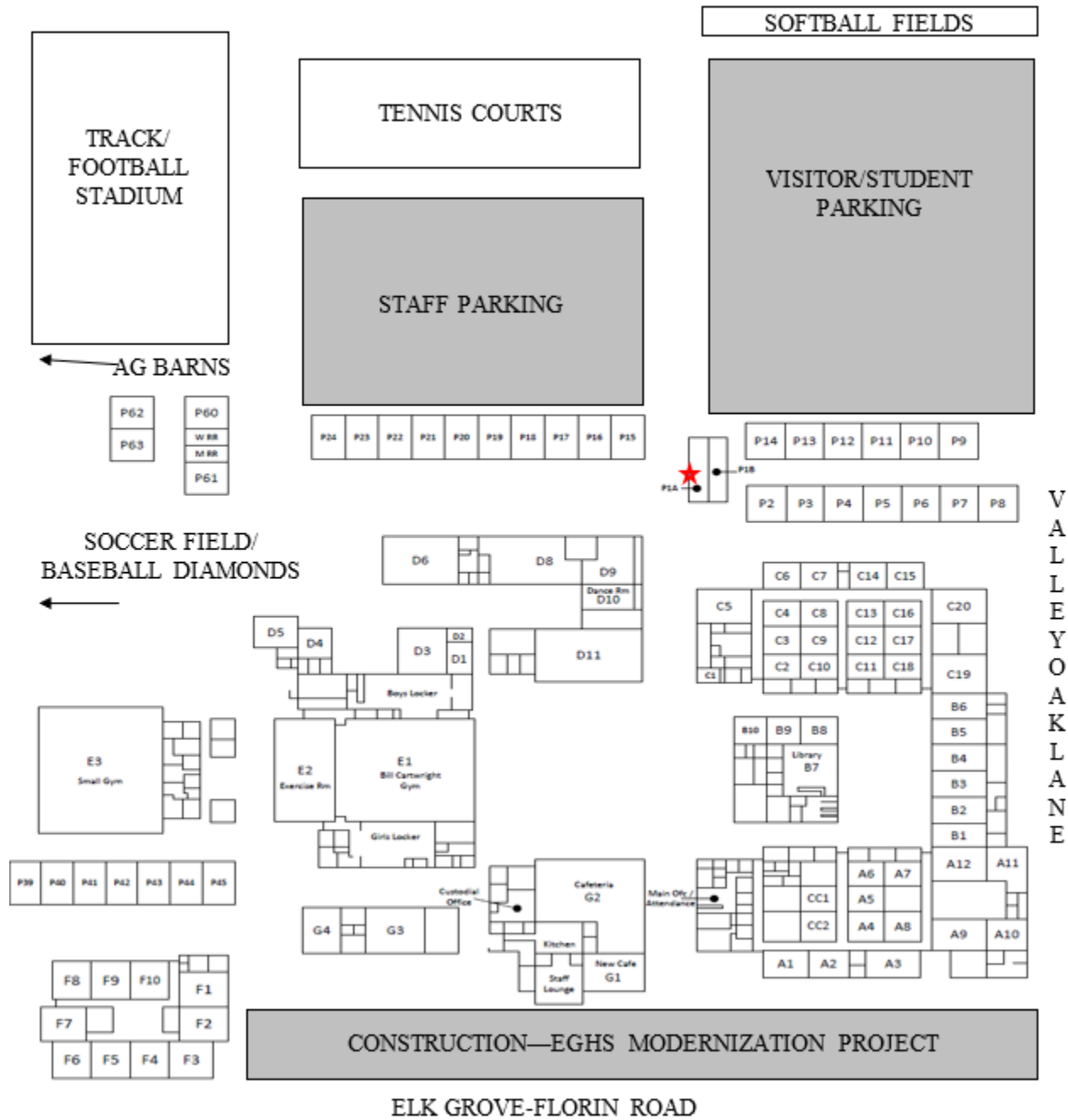
Advisory Schedule #6		
Period	Bells	Minutes
0	7:00-7:55	55
1	8:00-8:52	52
Advisory	8:57-9:37*	40
2	9:47-10:39	52
3	10:44-11:36	52
5 (Lunch)	11:36-12:26	50
6	12:31-1:23	52
7	1:28-2:20	52
8	2:25-3:17	52

Finals Schedule #7		
	Day 1, 2, & 3	
Zero period	7:00-7:55	as determined by teacher
Final #1	8:00-10:00	120
Brunch	10:00-10:15	15
Final #2	10:20-12:20	120
Schedule is the same for each final day.		
Day 1 – Periods 1 & 2		
Day 2 – Periods 3 & 6		
Day 3 – Periods 7 & 8		
Zero period finals - check with teacher		

For updates to special bell schedules visit [www.eghs.egusd.net](http://www.eghs.egusd.net). Additional special schedules for standardized testing will be posted separately on our website. Please check frequently for changes to scheduled events.

\* 10 minute break

**EGHS Map**



Elk Grove High School is undergoing a multi-year modernization project. Construction will be taking place along EG-Florin Rd and Valley Oak Lane during the 2021-22 school year. We ask that parents/guardians/visitors coming to campus check in at our temporary Welcome Center, located at P1A (red star on map) and that visitors/students park in the designated areas.

## **General Information**

### **Privacy Notification**

The district makes student directory information available in accordance with state and federal laws. This means that each student's name, birth date, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and previous school attendance may be released to specified agencies.

In addition, height and weight of athletes will be provided to any agency except private, profit-making organizations other than employers, potential employers, news media and branches of the armed forces of the United States. Names and addresses of seniors or terminating students may be given to public or private schools or colleges.

The federal No Child Left Behind Act requires school districts to release the names, addresses, and phone numbers of high school students to the United States military. The parent/guardian or the student can have the information withheld by sending a written request to their child's school to withhold directory information.

Parents who wish to withhold directory information for more than one child must send a separate written request to each child's school. Requests must be submitted within 30 calendar days of the receipt of this notification. Refer to the "Release of Directory Information and Military Recruiters" form in the *Elk Grove Unified School District Parent & Student Handbook*.

### **Release of Student Information to the Media**

To highlight our students, we provide the media covering our schools with names of students who make noteworthy accomplishments, including being on the honor roll, winning awards, or being on athletic teams. Student information that is released to the media generally includes, but is not limited to, a student's name, school of attendance, grade level, honors, and activities.

Parents, however, may have their child's name and information withheld from the media if they request in writing that the information not be disclosed without their permission.

Parents or guardians who wish to have their child's directory information withheld from the media should fill out the "Release of Directory Information" form in the *Elk Grove Unified School District Parent & Student Handbook* and return it to the office.

### **EGUSD Volunteer Fingerprinting**

Volunteers who will be working with students in an unsupervised setting are required to be fingerprinted and cleared before being allowed to work with students as a volunteer. The two most common examples when fingerprinting is required are when a parent will be driving students other than their own child in their own vehicle for a school sponsored activity such as a field trip or athletic event or when a parent is going on an overnight trip as a chaperone.

Nonteaching volunteer aides, working under the immediate supervision and direction of certificated personnel of the District shall not be required to be fingerprinted and cleared. A nonteaching volunteer aide includes a parent volunteering in a classroom or on a field trip or a community member providing non-instructional service. Questions regarding the foregoing can be directed to Legal Compliance Specialist at (916) 686-7797.

### **Review of Instructional Materials**

Elk Grove Unified School District engages in a very careful review process for all of your instructional materials, textbooks, and novels. Our review process is very important because we want to ensure that your children have the best possible instructional tools.

Your child's teachers will share information about classroom textbooks and pieces of literature with you. They should let you know in particular about any sensitive or potentially objectionable portions of the materials. This will allow you ample time to review the materials prior to their use.

If you are concerned or have questions about the books, please call your child's teacher, principal, or the Learning Support Services department at the Education Center. We would like to have the opportunity to discuss these concerns with you. If, after this discussion, your concerns have not been relieved, you have the right to request an alternative assignment or book. If you have any further questions, please don't hesitate to call Learning Support Services at (916)686-7712.

### **Use of Films, Videos, Digital Media Content, and Television for Student Viewing**

It is the policy of the Elk Grove Unified School district to provide visual materials for students which are appropriate for student viewing and which support the instructional program. The following parameters prevail:

1. This policy addresses all media used in the classroom and/or during any school-sponsored activities. All media must adhere to the copyright policy and must have a direct tie to the curriculum and support the instructional program. All media should provide a different perspective and allow students to experience a curricular area.
2. No "X" or "NC-17" rated films shall be shown. "R" rated films cannot be shown at the elementary or middle school level.
3. Parents must be informed in writing if controversial or sensitive media is used for student viewing. Accompanying the written information will be a form allowing parents to elect an alternative assignment for their children. Family Life media and "R" (grades 9-12) rated media and "PG-13" (grades 6-8) rated media required positive (active) parent permission.
4. Alternative assignments will be given for students excused from viewing.
5. "R", "PG-13" and "PG" rated films and unrated commercial films/videos/digital media, and television rebroadcast must meet the following criteria:
  - A. Have been linked to the curricular objectives
  - B. Have been reviewed and approved by the site administrator or designee(s)
  - C. Are shown only after written information is provided to parents which includes:
    1. the rating,

2. the reason for the rating (obscenity, nudity, violence, etc.)
3. the curricular objectives that the film has a tie to, and
4. an alternative assignment of comparable difficulty for students excused from viewing.

D. A district family preview session will be provided for “R” rated films at grades 9-12 and for “PG-13” rated films at grades 6-8.

6. All “R” rated media will be reviewed by the District ad hoc committee to determine appropriate usage. 7. Any educational television shows and/or digital media viewed in the classroom and/or during any school sponsored activities must have a direct tie to the curricular objectives. Activities prior to and after the television or digital media event should support the curricular program and require students to utilize the new knowledge. Opportunities should be available for students to extend their learning beyond the program. “R” rated videos will not be assigned as homework or extra credit in grades 9-11. Extra-credit activities or homework assignments that recommend the viewing of an “R” rated film for grade 12 are not permissible without adherence to all of the conditions indicated above. Any “R” rated video approved for grade 12 homework or extra credit may only be used for that purpose. All grade 12 homework and extra credit assignments that recommend the use of restricted videos must also include selections that are not “R” rated.

#### **ELK GROVE UNIFIED SCHOOL DISTRICT, Elk Grove, California**

Policy adopted: May 16, 1994      Policy revised: May 2, 2006

#### **Terms and Conditions for Technology and Internet Access**

Access to technology and the Internet is achieved and coordinated through a complex association of government agencies, regional, state, and site decision-makers. The smooth operation of technology and our computer networks rely upon the proper conduct of the end user whom must adhere to strict guidelines. These guidelines are provided in this document so that you are aware of the responsibilities, acceptable use, and consequences of technology violations.      Overview:

Users of technology at Elk Grove High School agree to use all types of technology resources in an efficient, ethical and legal manner. If a user violates any of the provisions stated below, Internet and local network access may be terminated and future access denied.

#### What is acceptable use?

The use of technology must be in support of education and research consistent with the educational objectives of your school, department, or teacher.

#### What is unacceptable use?

The transmission or reception of any material in violation of the United States, California, the Elk Grove Unified School District or other Education Code regulations is prohibited. This includes but is not limited to: copyrighted material or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Any transmission or reception of material that is obscene, libelous, slanderous, gang-related, or incites students and/or staff so as to create a clear and present danger of:

- The commission of unlawful acts on school premises.
- The violation of lawful school regulations.

- The substantial disruption of the orderly operation of the school.

Additionally, any unauthorized access to any of the school's computers, local network services or user accounts, or a wide-area district network services or user account is strictly prohibited.

#### Privileges

The use of information technology systems owned and/or operated by the Elk Grove Unified School District is a privilege and unacceptable use, as described above, may result in the cancellation of those privileges.

#### Vandalism

Corrupting a computer system or destroying applications or data (including the copying or installation of unauthorized software) will be considered vandalism and will carry the same consequences, and expectations for restitution, as defined by the Elk Grove High School Code of Conduct.

Any unauthorized person, who electronically adds, alters, damages, deletes, or destroys any data, including grades, attendance and/or discipline history, or who knowingly allows another person to engage in such conduct, is subject to suspension, expulsion, and arrest. (E.C. 48900(f), E.C. 48900(g), and Penal Code 502.)

### **Attendance Policy**

Regular attendance and punctuality are key elements in determining your success at Elk Grove High School. Per Board policy, a student's grades may be affected by excessive unexcused absences.

### **Office Information**

#### Hours

Monday, Tuesday, Thursday, Friday: 7:00 am - 3:45 pm

Wednesday: 8:20 am - 3:45 pm

The office closes at 1:00 pm on minimum days.

P: 916-686-7741

F: 916-685-5515

W: <http://eghs.egusd.net/>

Seven regular semesters of attendance in Grades 9, 10, 11 and 12 are required to qualify for a diploma. A summer school session does not qualify as a regular semester. Students who wish to graduate before the completion of eight semesters must obtain parent and principal approval no later than May 1st of their junior year. To be considered for early graduation, a student must be within thirty-five (35) of the required two-hundred-twenty (220) credits at the beginning of his or her last semester.

### **Excused Absences**

Your absence is excused if...

According to **Education Code 48205(a)** a pupil shall be excused from school when the absence is:

- Due to an illness.
- Due to quarantine under the direction of a county or city health official.
- For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of the student's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California.
- For the purpose of jury duty in the manner provided by the law.



- Due to an illness or medical appointment during school hours of a child for who the pupil is the custodial parent.
- For justifiable personal reasons, including, but not limited to: an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, for attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization. [E.C. 48205]
- For attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- For the purposes of serving as a member of a precinct board for an election pursuant to Sec. 12302 of the Elections Code.
- College visits.

### **Effect of Absence on Grade/Credits [BP 5113]**

If a student's absence is excused under Education Code 48205 above, he/she shall be allowed to complete any missed assignment or test that can be reasonably given, as determined by the teacher of that class (not necessarily identical to the test and assignments that the pupil missed during the absence). The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period of time. (Education Code 48205)

### **Verified Unexcused Absences**

Your absence is not excused if...

- The reason is anything other than those described in the **Excused Absences** section of this handbook, **and** a parent or guardian calls to inform the office. **Any absence not cleared by a parent or guardian will be recorded as unexcused.**

### **Excusing an Absence/Calling in an Absence 916-686-7741**

When a parent or guardian calls in to report an absence for a student prior to the beginning of a school day, the office will clear the student's attendance that day. Depending on the reason given, the absence may or may not be excused – see excused absences above.

NOTE: students who are reported absent for a whole day, prior to the beginning of that school day, are not allowed to be on campus. Absent students must wait until after dismissal to enter campus for any reason. Any student wishing to return to classes after being reported absent by a parent or guardian must check in to the Attendance Office before entering campus.

Parents are encouraged to clear student absences within five (5) days of the date of absence. Doing so allows teachers to provide students the opportunity to make up missed assignments or tests for excused absences in a timely manner. Absences not cleared within the five-day window will be considered truant (see *Truancy* below). Parents may clear absences, including trancies, beyond the five-day window (see *Excused Absences* below). However, making up missed assignments or tests after the five-day window must be arranged with the teacher, and is at the teacher's discretion. Office staff will not notify coaches of student absences.

*When you are absent from school...*

Submit a note from your parent/guardian; bring the note to the office before 8:00 am, during your lunch, and/or

after school. The note should contain your name, ID number, date(s) of absence(s), reason for absence(s), a current phone number where your parent/guardian can be reached, and signed by your parent/guardian.

OR

Submit a verification note from your doctor's office or other authority as described in Excused Absences.

### **Excessive Excused Absences**

After 14 excused absences a doctor note must be submitted to clear any subsequent absences.

### **Failure to Ensure Student Attendance**

Any parent or guardian who fails to ensure their student's attendance may be guilty of an infraction and can be punishable as follows: \$100 for first conviction; \$250 for second conviction; and \$500 for third conviction. A parent or guardian may be placed in a parent education program or counseling program in lieu of a fine. A willful violation of a court order directing that a student must be enrolled in a school or program can mean a \$1,000 fine. [E.C. 48293]

### **Truancy**

Truant: Students absent without a valid excuse (unexcused absence) for three full school days in one school year or tardy or absent in excess of any thirty-minute period during a school day on any three occasions in one school year without a valid excuse, or any combination thereof, shall be classified as a truant and reported to the attendance supervisor or designee.

Habitual Truant: Any student who has been reported as truant and who is absent from school without a valid excuse for one or more days or tardy on one or more occasions shall again be reported to the site administrator or designee. The parent/guardian will be notified again and advised that further unexcused absences may result in a referral to the School Attendance Review Board (SARB). (Education Code Section 48261)

Students who have been reported as truant three (3) or more times in one school year shall be classified as habitually truant after an effort has been made by either a district officer or employee to hold at least one conference with the student and his/her parent/guardian at the time of the first or second truancy. The student may be referred to SARB (Education Code Section 48262).

### **Student Attendance Support**

#### **Teachers will...**

- Maintain accurate student records and provide the office with accurate records.
- Identify students with a pattern of attendance issues and:
  - Conference with the students.
  - Contact the parent/guardians by phone and complete attendance referrals to administration.
- Mark the appropriate comment codes for attendance issues and issue progress reports, regardless of the grade being earned, for ALL students identified as having attendance issues in their classes.

#### **Office Staff will...**

- Monitor student attendance; primary concern is for all day absences.
- Make phone contact with parents of students identified as having attendance issues.

- Notify counselors of students identified as having attendance issues.

#### **Administrative Staff will...**

- Monitor student attendance and discipline.
- Make phone contact with parents of students identified as having attendance issues.
- Issue appropriate disciplinary consequences for poor attendance.

#### **Counselors will...**

- Conference with students and parents as needed.

#### **Early Leave of Grounds**

Students should only leave campus with a Leave of Grounds Pass. Follow the steps below:

- A parent or guardian must call the office or a student can bring a note prior to the start of the school. Parents/guardians will be called to verify notes.
- A pass will be issued indicating when a student can pick up a Leave of Grounds and when to sign out. If the Leave of Grounds is not picked up, the absence will not be cleared.
- Students leaving at lunch or between classes need to go to the Welcome Center and sign out.
- Students who return must bring the same Leave of Grounds they left with. A new pass will not be issued.
- A doctor/dentist verification note must be submitted for all medical or dental visits.
- Students may be required to clear a requested Leaves of Grounds with a Vice Principal.

#### **Leaving School at Lunch Time**

The Elk Grove Unified Board of Education has established a closed campus policy at all sites. Students may not leave campus at any time during the school day. This is to protect your student's health, safety and welfare and maintain the security of the campus. We ask that you not request permission for your student to leave campus during the school day. [E.C. 44808.5]

#### **Health Records Assistant**

Our Health Records Assistant (HRA) is available during regular school hours. For the safety of our students, information regarding a student's health should be sent to the HRA so changes can immediately be made to the student's health record. Students needing to see the HRA must first obtain a pass from their teacher, and then proceed to the Health Office, which is located in the Office. If a student is ill and needs to go home, he or she must call a parent/guardian from the Health Office. Students too ill to remain in class, must be picked up by a parent/guardian/emergency contact.

#### **Medication**

According to state law, students are not permitted to bring any type of medication to school without written authorization from both physician and parent. This includes prescription and over-the-counter drugs such as: aspirin, cough drops, ointments, etc. Bringing medications without proper authorization may result in suspension. Students may carry only medications for potentially life-threatening conditions; all others must be kept in the Health Office. If your child must take medication at school, please contact the Health Records Assistant at (916) 686-7741, ext. 41018.

## **Other Information**

### **Parent Meeting Guidelines - CA Ed Code 51101 & BP 520**

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

To meet with their child's teacher or teachers and/or the principal, within a reasonable time of the request.

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

### **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. 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 a 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), teacher will contact parent by phone or email to schedule an appointment to meet or a date and time for the class visit.

### ***Urgent Requests***

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

### ***Administration participation in parent/teacher meetings or class visitations***

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

## **Instructional Program**

Our goal is to guide our students toward academic success and future employment. The education students receive at Elk Grove High School prepares them for the many future roles they face: worker, parent, student in higher education, and citizen. Therefore, sound planning and thoughtful course selection are critical in order for students to make the most of the four years in high school. See the district *Comprehensive High School Course Catalog and College/ Career Planning Guide* for descriptions of course offerings and specialized programs offered at Elk Grove High School. You can get a copy of the catalogue in the counseling office at EGHS or view the catalogue and get other helpful information on-line at: <http://blogs.egusd.net/collegeandcareer/>

The catalogue and web site outline district graduation, site enrollment requirements, and information about college entrance requirements and other district programs. Students and parents should review the district catalog and web site together making informed decisions about an educational program that will interest and challenge their students' intellect. Students should select an academically rigorous program in order to develop their full potential.

It is extremely important that students adhere to the guidelines listed below when selecting their courses; students are requested to:

- Read carefully the instructions on the course selection form before starting to make course selections.
- Review transcripts and complete or revise the four-year educational plans and select courses that support their plans for college, complete a-g requirements, and other training.
- Be certain they meet the prerequisites for the courses selected.
- Complete course selections, obtain parent's or guardian's signature, and submit the selection form on or before the designated deadline.

The assignment of teaching staff for the school year is based upon the data gathered from course selection. The number of students requesting each course offered will determine which courses will be offered and the number of teachers needed to teach these courses. Therefore, students should plan and select their courses carefully. It is extremely difficult to change a course once a selection is made.

### **A-G High School Course Pathway**

The A-G course pathway is designed around the minimum course requirements students must have to enter a University of California or California State University school. While the A-G courses are only required by UC and CSU, many other colleges and universities require similar classes for admission. In addition, the A-G classes provide a strong foundation on which students can build careers.

A-G requires a minimum 15-unit pattern of courses for admission as a first-time freshman to the UC and CSU systems. Each unit is equal to a year of study in a subject area. A grade of C or higher is required for the course to count as an admission requirement to a UC or CSU school. While the A-G courses fulfill many of our district's graduation requirements, there are some classes that students will have to complete in addition to A-G courses in order to receive a diploma. Please refer to the *Comprehensive High School Course Catalog and College/Career Planning Guide* for more information. You may also visit <http://blogs.egusd.net/collegeandcareer/> to get information about which A-G approved courses are offered at your student's future high school.

### **Class Standards & Course Syllabi**

During the first week of the semester, all students will receive a class expectations sheet and course syllabus for each class. Homework, grading standards, course requirements and instructional sequence or outline will be reviewed. All courses will have homework expectations.

### **Request for Homework**

Homework may be requested when a student has an excused absence of three days or more. For initial requests for homework, contact the teacher through Synergy or refer to the Elk Grove High School website at [eghs.egusd.net](http://eghs.egusd.net). See the faculty pages and select teachers email to request homework. Any additional requests should be made through the office at (916)686-7741. It is the responsibility of the parent/family to pick up the assignments from the office.

Please allow at least one full day for teachers to prepare assignments. Call ahead to see if any homework has been left for your student.

### **Program Adjustments**

Requests for a program change will be handled based upon the following:

- Counselors determine if a change is required.
- Changes can only be made if there is space in the class.
- Adjustments made after the 6th week of the semester, students will receive a drop “F” in the dropped course.

### **Grading Policy**

Grades are earned on an A-B-C-D-F scale. Class standards will be given to each student during the first week of class. Daily attendance, class assignments, class participation, homework, examinations, and class conduct are all important.

### **Pass/Fail Grading**

With parental approval, students may elect to earn a “Pass” or “Fail” grade instead of an A-F grade in the following courses:

- All courses taken in the Alternative Education Program.
- All courses taken in the Special Education Program.

Students who receive a “Pass” grade will acquire the appropriate semester units of credit for the course, and the grade will not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive a “Fail” grade will not receive credit for taking the course. Students shall be graded Pass/Fail for classes in which they serve as student aides unless predetermined goals and objectives related to specific subject knowledge are on file and have been approved by the principal or designee.

### **Procedure for Handling Academic Concerns**

If concerns arise regarding matters of an academic nature, protocol dictates that the student and/or parent conference with the teacher directly. If disagreement still exists, contact the student’s respective guidance counselor. If the matter(s) are still not resolved, then the department chair and/or Vice Principal will moderate a conference in hopes of bringing resolution to the matter. If matters of an academic nature come to the attention of the Vice Principal without having been addressed through the above stated procedures, the matter will be returned to the appropriate level.

### **Grade Verification**

Documents requiring verification of grades will be completed using grades issued on the grading report dates only. See page 8 for a list of dates and reports.

### **Repeating Courses for Credit**

Students who receive a passing grade for a course with credit and want to repeat the course can only receive credit the second time if approved by the principal. Principal approval will be based on teacher and counselor recommendations.

## Counseling - Personal & College and Career

### Personal Counseling Needs

The Counseling Department considers the personal and social development of students one of our highest priorities. Any student may get help with personal problems. If the service is unavailable at the school, other resources will be recommended. We will help students to:

- Adjust to the high school environment.
- Develop a positive self-image.
- Become more involved by joining clubs, sports programs and activities.
- Learn about and become more successful in their personal relationships.
- Deal more successfully with difficult family situations.
- Identify goals for their future and develop plans to achieve those goals.
- Cope with possible drug and alcohol abuse problems.

If a parent does not want their student to receive any or all of the counseling services described herein or participate in student support groups, the parent must notify the Counseling Department in writing. Without such written notice, students can participate in any of these programs without parent permission.

Drug and Alcohol Prevention: Anyone, including parents, may contact a student's counselor for referral information regarding outside drug and alcohol treatment programs. The programs include individual and group counseling, assessment, inpatient and outpatient services. If you have any concerns in this regard, or are in need of help, please contact your student's counselor at (916)686-7741, ext. 41020.

### Career Planning

One of the primary goals of Elk Grove High School is to prepare students for work and post-secondary education. When selecting courses, students are strongly encouraged to consider their career and educational plans and select courses which will best help them to reach their goals.

A new web site for college and career planning has been developed by EGUSD. The site is a valuable resource for parents and students helping them navigate college preparation, testing, the application process, scholarship and financial aid information and other post-secondary career choices. The website is a tool for parents and students to use as they plan the pathway to college and careers. The site contains information on:

- College Preparation
- Testing
- College Choices
- College Applications
- College Financing
- Career Planning

**View the website at:** <http://blogs.egusd.net/collegeandcareer/> Students who have questions should seek further guidance from the *Counseling and College & Career Center* at school.

### Request for Daily Homework Checks

Daily homework checks are available in the counseling office. We advise parents to let teachers know when students are starting the daily homework checks via email at [eghs.egusd.net](mailto:eghs.egusd.net) or by phone (916) 686-7741.

The processes for daily homework checks are as follows:

- Students come into the counseling office daily to pick up forms located in the file folder near the office window.
- Students take forms to each class period and fill out the homework assignments. Teachers then sign and fill out other pertinent information.
- Students take forms home for parents to review.

### **Honors Classes**

Honors classes are available for all students. Enrollment in honors classes is based upon specific site criteria which may include a letter of intent, examination, and evidence of the student's skills and motivation.

### **Advanced Placement**

Advanced Placement (AP) is a rigorous academic program built on the commitment, passion, and hard work of students and educators. Since 1955, the AP Program has enabled millions of students to take college-level courses and exams, and to earn college credit or placement while still in high school. Taking AP also increases eligibility for scholarships and makes candidates more attractive to colleges:

- 31 percent of colleges and universities consider a student's AP experience when making decisions about which students will receive scholarships.
- 85 percent of selective colleges and universities report that a student's AP experience favorably impacts admissions decisions.

You can learn more about AP at [www.collegeboard.org](http://www.collegeboard.org). Elk Grove High School currently offers the following AP courses:

Advanced Art	Economics	Comparative Government	Spanish
Biology	English 11	Japanese	German
Calculus AB	English 12	Physics 1	Statistics
Calculus BC	French	Physics 2	U.S. History
Chemistry	Government	Psychology	World History

For more EGHS Advanced Placement information, please visit:

<https://sites.google.com/egusd.net/eghs-advanced-placement/advanced-placement> [ALaEGH2]

### **Advanced Placement Examinations**

AP exams are given in a number of subject areas. Many colleges accept passing scores on this exam as the equivalent of one (1) or two (2) college courses and give credits for the exams accordingly. Elk Grove High School offers the



following AP exams to students enrolled in these courses: English, Comparative Government & Politics, US Government & Politics, World History, Studio Art, Physics, Economics, Chemistry, Biology, Environmental Science, U.S. History, Spanish, Japanese, Statistics, English Literature, English Language, Psychology, Calculus AB, and Calculus BC.

**Honors & AP Weighting**

An extra grade point is calculated in the college and cumulative GPA for students enrolled in Junior and Senior level Honors and AP courses. An extra point is calculated in the cumulative GPA (EGUSD, not college) for students in freshmen and sophomore level Honors courses. Students will be notified about the Honors/AP application process and timeline during the course registration process, including mandatory attendance at an information meeting. The College Board recommends students be enrolled in no more than two honors/AP classes during one school year. Application for honors/AP courses occur on an annual basis.

**EGUSD High School Graduation Requirements**

Students may earn more than the minimum number of credits in any subject area. The remaining credits required for graduation (220) will be earned in elective classes. Students may not earn more than 45 credits in one semester.

	<b>40 Credits</b>	
<b>Mathematics</b>	Option 1	Option 2
<b>Science</b>	40 Credits; includes Algebra 1, and math in Senior Year <b>AND</b> 20 Credits	30 Credits; includes Algebra 1, and math in Senior Year <b>AND</b> 30 Credits
<b>Social Science</b>	35 Credits	
<b>Physical Education</b>	20 Credits	
<b>World Language</b>	Option 1	Option 2
<b>Fine Arts</b>	10 Credits <b>AND</b> 10 Credits	20 credits of the same language
<b>Health</b>	5 Credits	
<b>Technology</b>	5 Credits of Proficiency	
<b>Speech</b>	5 Credits of Proficiency	
<b>Total Credits</b>	<b>190 Credits</b>	

**Early Graduation**

All requests for early graduation must be approved by the high school principal. The principal shall have the authority to waive course or unit requirements so those transfer students can fulfill requirements at the end of grade 12. The principal shall have the authority to validate courses other than those listed to fulfill graduation requirements.

**Participation in the Graduation Ceremony**

AR1527(a) & (b)

The EGUSD Governing Board recognizes that each student who receives a high school diploma has met the standards of proficiency established by the district.

The Board further recognizes that participation in the high school graduation ceremony is a privilege for each student, and the Board seeks to encourage and support student participation in the high school graduation ceremony but without compromising student achievement and good citizenship during the senior year of high school.

To encourage and support the purpose and integrity of the high school educational program during the senior year, the Board establishes the following minimum requirements for each student for participation in the high school graduation ceremony:

**Achievement:** To participate in the high school graduation ceremony, a student must earn 25 out of 30 credits during the 2<sup>nd</sup> semester at traditional-schedule high schools or 35 out of 40 credits in the 3<sup>d</sup> and 4<sup>th</sup> terms at block-schedule high schools.

Students who transfer to a district school from one outside of the district during their senior year must meet all EGUSD requirements to earn a diploma from the district school. If the student does not meet district requirements, but does meet the requirements of his/her prior school, the student's diploma will be issued from that school. Foster youth students who enroll in a district school during their 11<sup>th</sup> or 12<sup>th</sup> grade year and are unable to meet the district's graduation requirements will be allowed to graduate upon completion of the state's graduation requirements rather than the district's.

**Good Citizenship/Discipline:** A senior student who receives an off-campus suspension from school in the second semester or 3<sup>rd</sup> and 4<sup>th</sup> terms will be notified in writing that if a second off-campus suspendable offense occurs, he/she may not be allowed to participate in the graduation ceremony.

Moreover, any senior student who receives an off-campus suspension within the last 20 school attendance days prior to the date of graduation may be denied the privilege of participating in the graduation ceremony, even if that off-campus suspension is the student's first off-campus suspension during his/her senior year.

In addition, if a student receives an off-campus suspension that falls on the day of graduation practice or of the graduation ceremony, that student will not be allowed to participate in graduation.

**Unpaid Damages:** In cases where a senior student has willfully damaged, or otherwise injured the property of the District, or failed to return the property of the District that has been loaned to the student, that student may be denied the privilege of participating in the graduation ceremony until the student or student's parent or guardian has paid for the damage or replacement costs of the District's personal property.

**Graduation Practice Attendance:** Each student is required to attend the scheduled graduation practice/s at the school from which he/she is graduating. Unless the absence is approved by the principal, failure to attend the scheduled practice/s may result in the revocation of the student's privilege to participate in the graduation ceremony.

### **Alternative Means to Complete Prescribed Course of Study**

**Education Code Section 51225** requires school districts to adopt alternative means for students to complete the prescribed course of study for high school graduation. The following are alternatives for Elk Grove High School Students:

- Students may request independent study contracts, which must be approved by the Principal.
- Students may receive credits from summer school classes, extended day classes, and community college/UC classes (only if not offered through EGUSD), which meet district course/graduation requirements with counselor and administrative approval.
- Students may receive a high school equivalency certificate by meeting the guidelines of and passing the California High School Proficiency Examinations for students under 18 years old or by meeting the guidelines of and passing the General Education Development (GED) test for students 18 years old or over.

Completing either of these alternatives does not fulfill the requirements for an Elk Grove High School Diploma.

## CSU & UC Admission Requirements

Listed below are the current a-g course requirements for freshmen and upper division transfer students. One unit equals one year of high school study. These are general guidelines. For more detailed descriptions please refer to <http://www.csumentor.edu/> and [www.ucop.edu/pathways/infoctr/intouc00/fresh.html](http://www.ucop.edu/pathways/infoctr/intouc00/fresh.html)

Area	Subject	Years
a.	<b>History and Social Science</b> (including 1 year of U.S. history or 1 semester of U.S. history and 1 semester of civics or American government and 1 year of social science)	2
b.	<b>English</b> (4 years of college preparatory English composition and literature)	4
c.	<b>Math</b> (4 years is recommended) including Algebra I, Geometry, Algebra II, or higher mathematics (take one each year)	3
d.	<b>Laboratory Science</b> (including 1 biological science and 1 physical science)	2
e.	<b>Language – other than English</b> (2 years of the same language; American Sign Language is applicable)	2
f.	<b>Visual and Performing Arts</b> (dance, drama or theater, music, or visual art)	1
g.	<b>College Preparatory Elective</b> (One more year of any college preparatory subject)	1
<b>Total Required Subjects</b>		<b>15</b>

## College Admissions and Testing Programs

Testing Recommendations: Students are encouraged to take the SAT twice; once in spring of their junior year and then a second time prior to December of the senior year. Most colleges will automatically accept the test date showing the highest scores. The SAT II test should be taken near the end of the school year in which the related class is taken (i.e., Physics SAT II test near the end of the year in which you take Physics). Usually May or June of the junior year is a good time for these tests. They may be re-taken in October or November if the student wishes. PSAT tests should be taken in the junior year with a practice PSAT in the sophomore year for academically advanced students.

ACT and SAT: Most four-year colleges and universities require students to take either the Scholastic Aptitude Test (SAT) or American College Test (ACT), to be eligible for admission. The college uses one of these scores, the student's high school grade point average (GPA) and coursework to make a final admission decision. It is recommended students take the SAT or ACT in the spring of their junior year. Taking the SAT or ACT early gives those students who do not perform well the opportunity to retake it again in their senior year.

Students planning to attend colleges outside of California should check with the Career & College Center to ascertain which test the college in question requires. It is recommended all juniors and seniors pick up a timeline with the test dates from the Career & College Center (686-7741) or on the exam websites: [www.collegeboard.org](http://www.collegeboard.org) and [www.act.org](http://www.act.org).

Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) PSAT: The Preliminary Scholastic Aptitude Test is a practice or preview for the SAT. For the 2021/22 school year all 10<sup>th</sup> graders at EGHS will take the test free of charge. The 2021/22 PSAT/NMSQT test date is **October 13th 2021**. The test will be administered at school, not through test centers. Online registration for the PSAT/NMSQT is **not** available.

As an 11th grader the **PSAT/NMSQT** must be taken in order for students to qualify for all National Merit Scholarships. This exam is recommended for all college-bound juniors and college-bound sophomores who are currently enrolled in geometry, or a higher math.

**PLAN:** Measures basic academic development in the areas of English, mathematics, reading and science reasoning. The PLAN measures knowledge of effective study skills and gives students the opportunity to indicate areas of special concern in which they feel they need assistance. PLAN can also assist students in preparing for the ACT assessment or other national college entrance testing programs that are completed by high school juniors and seniors

### **Library**

Library hours may vary on a daily basis. Please call the office at (916)686-7741 or check the school website at [eghs.egusd.net](http://eghs.egusd.net) for more information. Current student I.D. cards are required to check out books and use computers (when the Library is available). In addition, students and parents can access our online databases and find other library information on the Elk Grove High School Library web page at [eghs.egusd.net](http://eghs.egusd.net), then go to the library.

### **William Case Notice**

- Pursuant to California Education Code section 35186, you are hereby notified that: There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional material, or both, to use in the class and to take home to complete required homework assignments.
- School facilities must be clean, safe, and maintained in good repair. A Williams Uniform Complaint Procedure form may be obtained at the school office, district office, or downloaded off the school district's website at <http://www.egusd.net/students-families/egusd-forms/>

You may also download a copy of the California Department of Education complaint form from the following website: <http://www.cde.ca.gov/re/cp/uc/>

### **Textbooks**

Students are advised to cover all textbooks to protect the books from dirt and damage; leaving books in lockers or cars may result in damage from moisture or dirt. Do not leave books in classrooms. Most textbooks for core classes cost \$60 or more. Fees are placed on damaged books to provide replacement books. The fees for damages to books are:

<b>Damage Description</b>	<b>Fee</b>
writing on a page	\$5 minimum
writing or marks on the edges	\$5 minimum
missing or damaged barcodes	\$5 minimum
broken, bent or damaged cover	\$10 minimum
water damage (book is still usable)	½ the cost of the book
water damage (mold)	replacement cost of the book
lost book	replacement cost of the book

Payment for a lost book clears the student's account and allows the student to continue to check out books. If the book is found within one year of the original due date, the payment is reimbursed.

### **Breakfast and Lunch**

Together with Food and Nutrition Services, we know that healthier students are better learners, so we are

committed to providing students foods that promote a healthy body and mind. Breakfast and lunch services are available free of charge to all students during the 2021-2022 school year.

### **Food Deliveries**

The health and safety of our students and staff is one of our top priorities; Office Staff will not accept food deliveries of any kind.

- Students are encouraged to bring food from home for snacks and lunch, or to purchase food from our EGHS Food and Nutrition Service Department in the Cafeteria and other designated areas on campus.
  - Free & Reduced-Price Breakfast & Lunch Family Applications are available in the Cafeteria.
- Parents are advised not to bring food to school in anticipation of delivering it to their students.
- Food for classroom events must be approved by a teacher.

### **Visitors**

Visitors are asked to check in at the Welcome Center, located in P1A by the parking lot (see map). All visitors must sign in at the Welcome Center on the “Visitor Sign-in Sheet”. All visitors will be required to wear a “Visitor” badge while on campus. This is required for the protection of all students (Penal Code 626.8). All visitors must check out with the Welcome Center when leaving.

### **Student Visitors**

The Welcome Center will not issue any student visitor passes without teacher and administrative approval.

### **Closed Campus**

During the period of time that school is in session, students will not be allowed to leave campus without an administrator's authorization or a school approved pass. (Examples: Work Experience, R.O.P., Leave of Grounds.) Leave of grounds will NOT be written for students leaving to get lunch, run errands, change clothes, get sports equipment, etc.

### **Locked Campus**

During school hours entrance into the campus must be made through the entry gate by the parking lot. Visitors are required to check in at the EGHS Welcome Center located in P1A.

### **Off Limit Areas on Campus**

The Agriculture area, Football Stadium, and the Student Parking Lot are off limits during school hours unless a student receives written permission from or is under the direct supervision of an authorized staff member.

### **Student Lockers**

Lockers are not available for the 21-22 school year. Students with disabilities or other physical limitations, which prohibit them from carrying a full backpack, may request assistance from the student’s counselor or vice principal.

Due to COVID-19 restrictions and guidelines, lockers will not be available for student use.

### **Lost and Found**

Students finding or losing articles are to check at the Office. Students are encouraged not to bring valuable possessions or large sums of money to school. We do not assume responsibility for lost, stolen, or missing articles on campus including PE lockers . All remaining Lost and Found items will be disposed of in July.

### **Bikes, Mopeds, Motorcycles, Skateboards, In-line Skates, etc.**

Please lock your bicycle in the designated bicycle rack(s). Students are not to ride bicycles, mopeds, skateboards, in-line skates or motorcycles during school hours, except when coming to or leaving campus. Bicycles, mopeds, skateboards, in-line bicycles, motorcycles are not to be ridden on campus. Elk Grove High School is not responsible for theft or vandalism to any vehicle.

### **Parking: Students**

The school permits students to drive to and from school, provided they park in stalls designated for student parking (see map) and follow safe and courteous driving practices. Parking at Elk Grove High School is a privilege and may be revoked by administration for safety and/or disciplinary reasons related to the inappropriate use of the vehicle. Violations of the EGHS Student Code of Conduct related to the use of your vehicle are in effect at all times.

- Students may use Student Parking only. Parking in any location other than in a designated student-parking stall is prohibited and places you subject to citation and/or other disciplinary consequences.
- Students who violate their provisional license restrictions (as outlined in section **12814.6** of the **California Vehicle Code**) will have their parking privileges revoked for the remainder of the school year.

### **Parking: Parents / Visitors**

There are designated parking spaces for visitors at the front of the student parking, close to the “Welcome Center”.

In order to provide a safe environment for students, arrival and dismissal, the student and staff parking lots are not accessible for drop off or pick up between the hours of 7:30 am and 8:00 am (drop off) or 3:00pm and 4:00pm (pick up). Families are asked to plan accordingly and have a designated meeting place near campus.

### **Tardiness (Tardies)**

In order for students to be successful and productive, they must develop habits of punctuality. These habits will contribute not only to academic success, but also to career success in later years. Since tardiness is neither responsible nor productive behavior, and is disruptive to the educational process, students at Elk Grove High School will be held accountable for punctuality.

- All students are expected to be in class when the bell rings. If they are not, they will be considered tardy.
- Students who are tardy to school to any period with an excused note should check in at the Welcome Center and receive a pass to class.
- Students who are tardy to any class periods 2-8 after they have arrived at school, must report directly to the classroom. Passes are only given period one or when a student arrives on campus.
  - Per Ed Code section 48205 and AR 5113, reasons a tardy will be excused include: personal illness or injury verified by parent/guardian, doctor/dentist note

### **Interventions for Tardiness**

EGHS staff will follow a progressive approach to holding students accountable for being to class on time. Interventions may include:

- Parent notification
- Teacher detention
- Student/administrator conference

- After school intervention class.
- Other as assigned by administrator

### **Excusing a Tardy (or Late)**

All students have one (1) school day to clear their tardy or late, for the school's attendance records. Teachers are not required to provide students the opportunity to make up missed assignments/tests due to an unexcused tardy or late. Office staff will not notify coaches of student athlete tardy issues.

### **Insurance**

Elk Grove Unified School District does not carry accident or injury insurance on the students. The responsibility for individual coverage lies with the parents or guardians. Low cost insurance is available; information is provided to each student and is highly recommended.

### **Work Permit Requirements**

Work permit requests and work permits may be picked up in the Career Center. Students with work permits in the Elk Grove Unified School District are required to maintain appropriate attendance and school performance to maintain their work permits. If you have questions call the Career Center at (916) 686-7741, ext. 41034.

- **Students must have a 2.0 GPA to obtain a work permit.** Students must have less than 18 class period truants to obtain a work permit. Students with three (3) or more school days (or 18 class periods) truant within a school year may have their work permit revoked. Employers will be notified.
- **Students with a GPA below 2.0 will have their work permit revoked.** Employers will be notified of the revocation of the work permit.
- If the work permit is revoked, students may apply to have their work permit reinstated when the attendance and/or academic performance has improved enough to maintain a "C" average for at least one quarter and/or less than three (3) unexcused absences for one quarter.
- Students applying for a work permit during the summer months and who are credit deficient must be enrolled in summer school.
- Ages, and maximum hours per day and per week for Elk Grove Unified School District students:

<b>Age</b>	<b>Non-School Days</b>	<b>School Days</b>
14-15	8 hours/day - 40/week	3 hours/day - 18/week
16-17	8 hours/day - 48/week	4 hours/day - 20/week

- A day of rest from work is required if the total hours employed per week exceeds 30 or if more than 6 hours are worked on any one day during the week.
- Minor's work must be performed between specified hours: 14-15 years: 7 a.m. to 7 p.m. (summer 6/1 - Labor Day, 7 a.m. - 9 p.m.) 16-17 years: 5 a.m. to 10 p.m. (12:30 a.m. when no school next day).
- Students in approved work experience education programs may work on school days to 12:30 a.m. Parental and school permission are required.
- When regulations of enforcement agencies differ, the more restrictive regulation applies.

### **Physical Education Dress**

There is a specified dress requirement for all Physical Education classes as follows:

- EGHS PE Shirt\* or plain gray T-shirt with no logo.
- EGHS PE Short\* or plain navy-blue polyester or nylon shorts with no logo.

- Navy-blue sweatpants and sweatshirts (optional, purchased from EGHS).
- White socks. Tennis shoes (any color) must be laced.
- Bottom hem of shorts must be no shorter than 4” above the knee.
- Students are required to write their names on the *tags* of their clothing. Theft of P.E. uniforms is a concern. Students may voluntarily write their names on their P.E. clothing to be visible on the outside of their P.E. uniforms.

\*EGHS shorts & shirts are \$10.00 each

### **Student/Parent & Guardian Disciplinary Appeals**

Students/parents may appeal disciplinary action by contacting the Principal's Office at (916)686-7741 to obtain an appeal form. Appeals should be made prior to enforcement of consequences.

### **Student Withdrawals and Transfers**

Any student withdrawing or transferring from Elk Grove High School must report to the Registrar's Office for a withdrawal form. A parent must accompany such student the morning of the last day the student will be in attendance. The Withdrawal Form must be signed and approved by all teachers, the librarian, counseling secretary and the school site controller before returning the form to the Registrar's office for finalization. Any questions or concerns, please call the registrar at (916)686-7741 ext. 41036.

### **Request for Transcript**

Requests for unofficial transcripts, for currently enrolled students only, can be made through the Career Center. Official Transcripts are \$2.00/copy for current students, \$5.00/copy for Alumni; no checks or credit cards accepted. All requests must be submitted using an “Official Transcript Request” form located on the wall outside the Registrar's office. There is a 24-hour processing time. Final senior transcript requests will be taken the last week of school and are available for pickup in the office by June 30th. Official transcripts may be requested through the Registrar's office at (916)686-7741 ext. 41036.

### **Student Activities**

#### **Agreement for Activity Participation**

For students to participate in a Student Activity, Student Club, and/or a Special Class or Program (including after-school programs or classes involving special risks of harm or injury), including any try out or process used to select members to join or participate in the listed Activity, or attendance or participation in any Activity meeting, class, competition, show, event, or presentation, including travel to and from any meeting, class, competition, show, event, or presentation (“Activities”), the Student and the Parent or Legal Guardian (“Adult”) must review and sign an *Agreement for Activity Participation*. A link to the form can be found on the District's Risk Management web site at:

<http://www.egusd.net/riskmanagement/Info-Forms-Waivers.html#AgreeTeamPart>

Click on the link for “Agreement for Activity Participation

### **Extra-Curricular Activities**

Elk Grove High School offers a comprehensive activities program. School involvement is a key ingredient to academic and personal success. Our goal is to involve each student in the activity or activities that best suit his or her talents and interests. All students who wish to participate in extra-curricular and co-curricular activities must:

- Have earned a **2.0 grade point average** for the grading period prior to their participation and for each succeeding grading period during participation. *The grade reports determining eligibility will be those*



*issued at the end of the first and third quarters and of each semester. Credits earned will be a factor in computing the end-of-semester grade point averages, but only the grades will be averaged at the end of the first and third quarters.* Anyone who receives a failing progress report in any class during the participating season will be removed from participating in the activity, placed on academic probation, and will remain on probation until the grade returns to a passing status.

- Meet standards of satisfactory citizenship.
- Have a satisfactory attendance record.

*School Administration reserves the right to suspend students from attending or participating in school sponsored activities for disciplinary reasons or other school safety concerns.*

### **Student Activities Office**

Student Government, Activities and Associated Student Body questions and information should be directed to the Student Activities Office at (916) 686-7741 ext. 41127.

### **Associated Student Body (ASB)**

An ASB card can be purchased for \$45. ASB cards entitle students to free admission to home athletic events (excluding play-off games), discounts on yearbooks, class events, all senior events, school dances, plays, and to band, choir and dance performances. An ASB card considerably reduces activity costs.

### **Student Identification Cards (Student IDs)**

I.D. cards will be issued to each student and **must be carried at all times**. An I.D. card is required in order to check out textbooks and library materials as we utilize a computerized bar-coding system. If you lose your I.D. card, it may be replaced for \$5.00 payable in the Student Store and reprinted in the Counseling Office. **Student I.D. cards are mandatory to purchase tickets/enter dances and sporting events.**

### **Student Government**

Student Officers are elected or appointed each spring to serve on the Student Council the following year. The purpose of this council is not to govern; but rather to:

- Unify the students and staff of Elk Grove High School.
- Aid the administration of the school.
- Volunteer in the community.
- Coordinate and monitor school activities.
- Aid in the development of values related to living in a democratic society.
- Model exemplary behavior on a daily basis.
- Officers who are suspended may be removed from student government.

### **Clubs**

School clubs and organizations are approved and chartered by the Student Council. Only chartered organizations are eligible for activity sponsorships, fundraisers, and fund requests. If you wish to form a new club, see the Director of Student Activities.

### **Assemblies**

Assemblies are a regular part of the school program. They help create a better school spirit, develop leadership and talent and give the student body good entertainment with educational value. Student conduct is of the greatest

importance in our assemblies. The success of the assembly program depends to a great extent upon the manner in which the students receive them. Students are expected to demonstrate courtesy and respect at all times to anyone appearing before the assembly.

### **Renaissance Program**

**What is Renaissance?** The Renaissance Program promotes academic achievement. The goal of the program is to create an atmosphere at school and in the community that recognizes achievement of all students and staff members. The Renaissance program seeks to create an attitude among students that academic achievement is not only something to be proud of but also results in immediate and future rewards. We believe that students who are encouraged, supported and rewarded for academic achievement will experience greater success, graduate, and enter the community as positive, productive citizens.

By employing motivational concepts used in sports and the business world, the Renaissance program provides tangible awards and incentives to students who improve their academic performance or maintain high levels of achievement. Through the support of staff, students and the community, Renaissance encourages students to excel and reach for even greater levels of achievement.

### **Financial Obligations**

**Non-Return of Classroom Reference Material or Equipment:** Students who have not returned items utilized in classrooms or athletic team uniforms and/or equipment will be assessed a replacement fee. Students with outstanding fees will be placed on the Site Controller's Hold List until cleared and notification letters sent home.

**Site Controller's Hold List:** EGHS staff and advisors will notify the Site Controller of an outstanding fee as soon as the deadline for payment has passed. The Site Controller will maintain the list of students who have unpaid project, material, equipment, or team fees and returned checks. Notification letters to parents will be sent home and/or mailed at the start of each quarter. Payments are made at the Site Controller's Office or through the webstore at [www.eghswebstore.net](http://www.eghswebstore.net).

**Personal Checks:** Personal checks will be accepted on campus from August 1 through March 31 only. After the first returned check no checks will be accepted for the student(s). Students with outstanding checks will be placed on the Site Controller's Hold List until cleared and notification letters sent home.

**Refund Policy:** Generally, there are no refunds for any purchases on campus. However, extenuating circumstances may warrant an approval by administration.

**Credit Cards:** For payment convenience credit cards are accepted at the student store and controller's office as well as the webstore at [www.eghswebstore.net](http://www.eghswebstore.net).

### **School Dances**

- It is *mandatory* for all Elk Grove High School students to have a current Elk Grove High School I.D Card and have a *signed dance contract* on file with the office to attend a school dance. It is *mandatory* for students to have a valid Guest Pass for any non-Elk Grove High School students and for EGHS students attending Jr. Prom who are not 11<sup>th</sup> graders or attending Sr. Ball who are not seniors.
- Tickets are sold in the Student Store, or at the controller's office during lunch period two week(s) before the scheduled dance. Tickets will not be sold the day before the dance or at the door. A ticket will not be sold to a student on the "No Activities List." Students must have current Elk Grove Student I.D.s to purchase tickets.
- Once a student is admitted to a dance and elects to leave, he or she will not be readmitted to the dance.

- **Guests:** Non-EGHS students may be admitted if accompanied by an Elk Grove High School student. A GUEST PASS must be obtained from the office, approved by a Vice Principal prior to buying a ticket, and must be presented at the door for the non-student. The guest must provide an I.D. card with a photograph; i.e., a current driver's license. Any Elk Grove student bringing a guest is responsible for that guest. No middle or junior high school students will be allowed to attend dances. All guest pass requests are due **one week** prior to the dance. No exceptions. No guests will be granted admission if they are 21 years old or older.
- **Dress Code:** As indicated by the dance sponsors and must stay within the school dress code policy.

### **Responsibilities of the Group Sponsoring the Dance:**

- The groups sponsoring the dances will promote a style of dancing appropriate for a school environment.
- The administration and activities director will hire or contract a D.J. that can and will play the pre-reviewed list of songs. The Activities Director and the Principal will review the list of programmed music.
- The group sponsoring the dance will meet with all of the chaperones, the Activities Director, and/or the Principal ½ hour prior to the start of the dance, or at another prearranged time, to discuss the responsibilities of the chaperones will be present for this meeting.

### **Chaperone Responsibilities:**

- All dances shall be chaperoned by EGHS administration, staff, and district approved volunteers. These chaperones must be identified one week prior to the dance.
- All chaperones will meet with the group sponsoring the dance ½ hour prior to the start of the dance, or at another prearranged time, to discuss their responsibilities. The activities director will also be present at this time.
- All chaperones will act in an appropriate manner when giving warnings. Chaperones will closely supervise student conduct during the dance and assist in reporting misconduct to the Administration and Campus Supervisors.

### **Dance Rules:**

- All regulations pertaining to student conduct while in school are in effect. Anyone suspected of drinking will not be admitted. Offenders are subject to disciplinary action and exclusion from activities.
- Students are to be in the Cafeteria, Gym or Quad. No one is to be in the locker areas, by the band rooms, shop areas, Library Quad or loitering on school grounds. Students found in these areas will have their parents/guardians notified and be directed to leave the event.
- Students will dance in an appropriate manner suitable for a school environment. This applies to both fast and slow dances.
- Upon purchase of the dance ticket(s) the student, accompanying date, or guest agree to abide by the dance guidelines.
- If violations of the dance guidelines occur, students will be warned. If violations continue, dance lights will be turned on and students will be given a ten-minute “recess”. When the dance resumes, if violations continue, lights will remain on for the remainder of the dance and music will be approved by administration [\[ALaEGH2\]](#)

## **Discipline Policy**

### **Student Conduct**

The staff at Elk Grove High School encourages cooperation between the home and school concerning discipline matters. The best discipline is self-imposed and involves students taking responsibility for their actions. Good citizenship and appropriate behavior is expected of all students at Elk Grove High School.

The most important role of discipline in the school is to create a safe and comfortable teaching and learning environment. Staff and students should feel good about coming to school every day. Schools must have a positive learning climate, in order for students to achieve academic success.

### **Academic Codes of Conduct**

The staff of Elk Grove High School expects the highest standards of honesty and fairness from all students and promotes the ideas of education, responsibility, and self-discipline. To protect all students' right to a fair and meaningful evaluation, the Academic Codes of Conduct have been adopted. Students violating any of the Academic Codes of Conduct will be subject to disciplinary intervention as described below.

Students violating Academic Codes 1 through 4 will be ineligible for CSF and Academic Awards based on grades earned during the semester in which the violation occurred. They will also be ineligible the following semester. Because Renaissance is a quarterly program, students found in violation will be ineligible for 2 quarters.

**Code 1:** A student who copies an assignment from another student, or exhibits any behavior that in the judgment of the teacher indicates dishonesty, will receive a zero for that assignment and be assigned an after school intervention class. The student who allows an assignment to be copied will receive a zero for that assignment and be assigned an after school intervention class. Parents cannot accompany the student to classes in lieu of their student attending the after school intervention on the assigned day.

**Code 2:** A student who exhibits any behavior that in the judgment of the teacher indicates dishonesty on an examination or quiz shall receive a zero for that assessment and be assigned an after school intervention class. Parents cannot accompany the student to classes in lieu of their student attending the after school intervention class on the assigned day.

**Code 3:** A student who, for the purpose of cheating on an examination, is found in possession of evidence of premeditation—such as aids or notes not allowed—will receive a zero for that examination and be assigned an after school intervention class. Parents cannot accompany the student to classes in lieu of their student attending the after school intervention on the assigned day.

**Code 4:** A student who plagiarizes from an encyclopedia, an internet source, a magazine, a newspaper, Cliff's Notes or any other published source, and presents these materials as if they are the student's own ideas, giving the original author no credit, will receive a zero for that assignment and be assigned an after school intervention class. Parents cannot accompany the student to classes in lieu of their student attending the after school intervention on the assigned day.

Code 4 applies to all forms of plagiarism:

- Direct Plagiarism: The verbatim copying of an original source without acknowledging the source.
- Paraphrased Plagiarism: The paraphrasing, without acknowledgment, of ideas from another that the reader might mistake for your own.

- Plagiarism Mosaic: The borrowing of words, ideas, or data from an original source and blending this original material with one's own without acknowledging the source.
- Insufficient Acknowledgment: The partial or incomplete attribution of words, ideas, or data from an original source.

**Code 5:** A student who is caught taking, without permission, another student's written assignment or project will receive a zero for that assignment. The student will be disciplined under the provisions for theft in the student discipline policy (EC 48900-g).

**Code 6:** A student who has been found to falsify school records or is apprehended for taking, without permission, school records will be suspended for attempting to alter state documents. There may also be legal consequences, further suspension, or expulsion. (EC48900-k)

### **No Activities List**

Students are placed on the *No Activities List* based on poor attendance and excessive behavior referrals. The intent of the list is to tie attendance at extracurricular events to school/class attendance and behavior. Students are placed on and removed from the No Activities List at the discretion of the Principal or Principal's Designee.

The No Activities List limits student participation in non-academic school events including but not limited to dances, athletic events, theatre productions, Senior Activities (excluding Graduation) and extra-curricular field trips not academically related; including activities a teacher may assign as extra-credit. Participation in school athletics, Band, and ASB, etc. are regulated by their respective policies and participation (i.e. CIF, club charters, etc.) and participation as a member is not impacted by the No Activities List.

If a student is on the No Activities List when he or she withdraws from school, that student will remain on the No Activities List and will not be allowed to attend any Elk Grove High School activities. If a student withdraws and re-enrolls during the same school year, he or she will be reassigned to the No Activities List at the discretion of administration.

### **Interventions/Detentions**

Elk Grove High will hold weekly after school Interventions. Each week students will be instructed on one of the four HERD Pillars: Honor, Effort, Respect, or Determination. The intention of the Interventions is to provide students the opportunity to identify strategies that they can use on campus to avoid conflict, misunderstandings and help them make good choices. These sessions will be supervised and facilitated by a staff member and held directly after school, on a designated day. Students who have been assigned by an Administrator to attend are required to arrive on time. This is not a study hall, there will be a directed curriculum.

After School Intervention is an alternative to home suspension for students who have unexcused absences, excessive tardiness, electronic device, dress code, behavior and other school policy violations. After school Intervention is held in the small cafe from the end of the school day until 5 p.m. All regular school rules apply, including the electronic device policy. Any student who arrives late, does not attend, or is asked to leave due to behavior issues may have progressive disciplinary action administered accordingly.

Students and parents are informed that individual teachers or administrators may schedule less formal detentions during lunch which will not last for more than 30 minutes. Failure to serve a lunchtime detention may result in a referral to the after school intervention.

## **Dress Code**

Parents or guardians have the primary responsibility for appropriate standards of dress and grooming. However, as an educational entity, the Secondary Division of the Elk Grove Unified School District has the responsibility to establish and maintain standards of dress and grooming that support a positive, appropriate, and safe learning and teaching environment.

The purpose of a dress and grooming code is to facilitate education, not to inhibit any person's taste in attire or appearance. Students should be dressed in a manner that will be appropriate to the school setting, functional, not hazardous to the health and safety of themselves or other students, and not disruptive to the educational program of the school. In addition, no articles of clothing, apparel or school materials, including hats, backpacks, and binders may have pictures, printing, or writing that is crude, vulgar, profane, sexually suggestive, racially, ethnically, or religiously intolerant, that contain images of weapons, tobacco, drugs and/or alcohol, or which the school's administration reasonably predicts will disrupt the learning environment.

The school administration may limit or prohibit specific clothing that has been determined by law enforcement or gang experts to be affiliated with an actual gang. In consultation with law enforcement or other gang experts, the school administration may limit clothing or apparel where there is a reasonable basis for identifying such clothing or apparel as gang affiliated. Limitations and prohibitions on gang-related clothing or apparel will be applied equally to all students, and in no instance will a student's clothing or apparel be identified as gang-related based solely on the student's race, national origin or ancestry.

***Students are required, at minimum, to have outer clothing covering the trunk or torso of their body. Trunk is defined as the body of a person excluding the head and limbs.***

Students failing to comply with the dress code will conference with an administrator and determine options for obtaining appropriate attire. Options may include but are not limited to; changing into PE clothes, wear borrowed clothing from the school or a friend, and/or call parents to bring clothes. Students may have inappropriate items confiscated, or in the case of repeated violations, will be subject to progressive disciplinary intervention.

## **Electronic Device Policy**

Pursuant to California Education Code Section 51512, the use of any electronic listening or recording device in an educational setting without prior consent of the teacher and/or the principal is prohibited. Any pupil violating this section will be subject to appropriate disciplinary action including having electronic devices confiscated.

Please review the restrictions below regarding use of electronic devices. Failure to observe these restrictions will result in application of a progressive disciplinary response by administration.

- 1) Students may use cell phones for communication, music, games, and watching recorded video ONLY before and after school, during passing periods and during the lunch break.
  - a) Students must have at least one ear free of listening devices while on campus before and after school, during passing periods and during the lunch break (one earbud rule).
  - b) Students may not use the video, camera, or audio applications to record video, photos, or audio on their electronic devices without consent of a teacher or administrator during the school day or extracurricular activity.

- c) Students watching or listening to inappropriate video, recorded images or other data may be subjected to disciplinary action.
  - d) Students may not broadcast from their electronic devices – devices can be audible only to the user.
  - e) Students using electronic devices must follow staff directives to discontinue use when directed to do so at any time during the school day or extracurricular activity.
- 2) Students may not use cell phones for any reason during class time, including in and outside of a classroom (anywhere on campus) without consent of a campus supervisor, teacher, or administrator.
- a) Classroom expectations may include having all devices turned off and stowed out of sight; this includes earbuds, headphones, and Bluetooth devices. Teachers determine classroom expectations for student use of electronic devices for their assigned classrooms.
  - b) Students may be disciplined per the EGHS Academic Code of Conduct for using electronic devices to cheat on course work or assessments.
  - c) Expectations for electronic device use in offices, the library, or other non-classroom areas may include having all devices turned off and stowed out of sight; this includes earbuds, headphones, and Bluetooth devices. Administrators, teachers, or any other staff may determine expectations for student use of electronic devices for non-classroom areas.
- 3) Students using electronic devices on campus are subject to State and Federal laws governing internet fraud and illegal transfer of files or images.

### **Public Display of Affection (PDA)**

The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors on campus or at school related events. Repeated or especially inappropriate behavior in this regard may result in disciplinary intervention.

Public displays of affection, including those deemed inappropriate by public standards: kissing, fondling and those that are lewd or inappropriate, are not allowed and will result in the following:

- First Offense: warning
- Second Offense: assigned after school intervention class
- Third Offense: short term suspension

### **Disciplinary Practices**

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

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

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

### **Alternatives, Interventions, and Progressive Discipline**

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

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

### **Grounds for Suspension or Expulsion**

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

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



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

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

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

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

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

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

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

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

### **The Role of Parents and Guardians**

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

Parents and guardians are urged to review district and school standards of conduct and rules with their children at the start of each school year, with special emphasis during critical transitional years when children move from elementary to middle school, and from middle to high school. Reinforcing positive behavior and acknowledging children for demonstrating appropriate conduct is important. If parents or guardians spot a behavior problem, they

should contact school staff, who will partner with them to find solutions. Parent/student handbooks are available online in English, Spanish, Hmong and Vietnamese.

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

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

### **Behavioral Requirements for Participation in Graduation Ceremonies**

Students must demonstrate good citizenship to participate in the graduation ceremony. Any student who has received an off-campus suspension from school in the spring semester prior to graduation will be notified in writing that if a second off-campus suspendable event occurs, he/she will not be eligible to participate in the graduation ceremony. Any senior student who receives an off-campus suspension within the last 20 school attendance days prior to the date of graduation may be denied the privilege of participating in the graduation ceremony, even if that off-campus suspension is the student's first off-campus suspension during his/her senior year. If a student receives an off-campus suspension that falls on the day of graduation practice or of the graduation ceremony, that student will not be allowed to participate in graduation. A senior student with a second off-campus suspension will be denied the privilege of participating in the graduation ceremony. In addition, a senior student may not attend the graduation ceremony while under off-campus suspension, even if the off-campus suspension is the first for the student during the senior year. Each high school student and his/her parent/guardian will receive annual notification of this policy. [B.P. 5127(a)]

### **Prohibition on Possession and Use of Tobacco and Nicotine Products**

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

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

### **Prohibition on 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.

### **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 District's 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.

### **Williams Settlement Complaint Procedure**

Complaint policies and forms are available at the school office and are available online at: [www.egusd.net/about/district/policies\\_procedures\\_notices](http://www.egusd.net/about/district/policies_procedures_notices). The following procedures shall be used to file Williams related complaints:

1. Complaint forms can be turned in to the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the District within 10 days.
3. Complaints may be filed anonymously. The form will have a box to mark if a response is requested. The complainant must be identified and provide a mailing address on the complaint form to receive a written response.
4. Valid complaints shall be remedied within 30 days of receipt.
5. If a response was requested, it shall be provided by mail within 45 days of resolution to the address listed. The principal will also inform the Superintendent of the resolution within the same time frame.
6. If dissatisfied with the resolution, the complainant may file a request to describe the complaint to the governing board at a regularly scheduled meeting.
7. If the complaint involves a condition of a facility that poses an emergency or urgent threat, a complainant who is not satisfied with the resolution proffered by the principal or appropriate District official has the right to file an appeal to the Superintendent of Public Instruction.
8. The District will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records.

### **Elk Grove Unified Nondiscrimination Policies**

District programs and activities shall be free from discrimination, including harassment, intimidation and bullying

based on a student's actual or perceived disability, sex, 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 Elk Grove Unified School District has a uniform complaint policy for all district staff and students.
- The Elk Grove Unified School District has a nondiscriminatory practice in all district programs and activities for students.
- In the event you have a complaint regarding gender equity in the Elk Grove Unified School District, please feel free to contact the District's Title IX Coordinator at 686-7795, Elk Grove Unified School District

### **Nondiscrimination and Bullying**

#### Married/Pregnant/Parenting Students

The Elk Grove Unified School District applies no rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. (5 CCR § 4950; 34 CFR § 106.40(a))

The Elk Grove Unified School District does not exclude or deny any student from any educational program or activity solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. (5 CCR § 4950(a); 34 CFR § 106.40(b)(1))

Pregnant students and parenting male or female students are not excluded from participation in their regular school programs or required to participate in pregnant-student programs or alternative educational programs. (5 CCR § 4950(c); 34 CFR § 106.40(b)(1))

Pregnant/parenting students who voluntarily participate in alternative programs are given educational programs, activities, and courses equal to the regular program. (5 CCR § 4950(c); 34 CFR § 106.40(b)(3))

The Elk Grove Unified School District treats pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disability. (5 CCR § 4950(d); 34 CFR § 106.40(b)(4)) 148.1214.0216

### **Uniform Complaint Procedures**

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

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

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational

activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, special education programs, homeless education, foster youth services, and noncompliance with the Local Control and Accountability Plan (LCAP).

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

### **Challenging Student Records**

#### Procedure for Challenging Records

The custodial parent/guardian of any student may submit to the Superintendent or designee a written request to correct or remove from his/her child's records any information concerning the child which he/she alleges to be any of the following: (Education Code Section 49070; 34 CFR 99.20).

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

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5125 - Student Records)

Any student who is 18 years of age or attends a postsecondary institution shall have the sole right to challenge the contents of his/her records in accordance with the following procedures. (Education Code 49061, 49063).

Within 30 days of receiving a request to correct or remove information from a record, the Superintendent or designee shall meet with the parent/guardian and with the district employee who recorded that information. (Education Code Section 49070).

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

(cf. 5121 - Grades/Evaluation of Student Achievement).

**Resolution of Challenge/Appeals**

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

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