

Las Flores High School



Parent/Student Handbook

Elk Grove Unified School District



Our Mission

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

Our Core Values

Outcomes for students

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

Commitments about how we operate as an organization

- Supporting continuous improvement of instruction
- Building strong relationships
- Finding solutions

High expectations for learning for ALL students and staff

- Instructional excellence
- Safe, peaceful, and healthy environment
- Enriched learning environment
- Collaboration with diverse communities and families

Las Flores High School

Mission Statement

1. Provide an academic and technological course of study in an individualized setting that prepares students for success in higher education and the world of work.
 2. Develop communication skills that will enable students to effectively convey their ideas, opinions, and feelings in a multitude of forums.
 3. Create and encourage a positive climate in which all students develop an understanding and appreciation of other cultures and their contributions.
 4. Prepare students to be ethical, responsible citizens, family members, and workers in the 21st century.
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Schoolwide Learner Outcomes

Las Flores graduates are lifelong learners who will achieve and demonstrate the following Schoolwide Learner Outcomes:

1. All students will take responsibility for learning.

To accomplish this, students will:

- Set and achieve personal, academic, time management and career /college goals
- Utilize relevant resources including technology for research, presentations, assignments and projects
- Demonstrate proficiency in academic skills and produce quality work

2. All students will be able to think critically and problem solve.

To accomplish this, students will:

- Apply a variety of strategies to solve academic challenges and prepare for real-world experiences
- Demonstrate analytical thinking skills to evaluate or make personal, academic, career and college decisions

3. All students will be able to communicate and collaborate effectively.

To accomplish this, students will:

- Clearly communicate information in written, oral, and artistic form
- Work effectively in groups using a variety of communication strategies
- Display respect and appreciation of diverse cultures, languages, and people, as well as tolerance for individual differences

Graduate Profile



The Graduate Profile is a set of student outcomes that define what all Elk Grove Unified School District graduates should know and be able to do in order to be prepared for post-secondary education, career and civic participation. The Graduate Profile was developed with input from educators, students, parents and over 100 community members.

An Elk Grove Unified School District graduate demonstrates readiness to succeed in college, career, and life through:



Creative Problem-solving

- Analyzes problems by exercising critical thinking to formulate and ask pertinent questions
- Develops solutions using innovative, inventive, and intuitive ideas and approaches
- Utilizes resources and processes necessary to solve problems

THINK



Self-awareness, Self-reliance, Self-discipline

- Possesses and applies skills necessary for living independently
- Sets and meets realistic, measurable goals; makes adjustments as needed
- Articulates strengths, weaknesses, abilities, and limitations as these apply to achieving plans and goals after graduation
- Manages and balances time, resources, and responsibilities

PLAN



Technical Literacy

- Demonstrates mastery of technology necessary for college and career success
- Exhibits willingness to learn and utilize new technology
- Understands the evolving role of technology in industry and society

CONNECT



Communication and Collaboration

- Articulates thoughts and ideas in all forms of communication: oral, written, and non-verbal
- Reads, listens, and observes effectively
- Relates to and collaborates with diverse groups to achieve a common purpose

COMMUNICATE



Community Engagement

- Demonstrates knowledge about school, local, and global issues
- Respects cultural differences
- Participates in diverse school and community organizations willingly and cooperatively

ENGAGE



Integrity

- Makes commitments and keeps them, giving full effort
- Takes responsibility for actions
- Acts with honesty, authenticity, and sincerity

ACT



LAS FLORES HIGH SCHOOL PARENT/STUDENT HANDBOOK

Welcome to Las Flores High School

This handbook contains specific information about the independent study program (ISP) at Las Flores High School. Your student's academic performance can be enhanced if you are involved in the process. The following is a list of parent/guardian responsibilities that may increase your student's success at Las Flores High School.

1. **Provide support** for your student: show interest, provide assistance and encouragement.
2. **Encourage your student** to contact the teacher(s), counselor or school staff when necessary: absent, needs assistance with an assignment, transcript review, etc.
3. **Provide transportation** to weekly appointments with the teacher, daily classes/labs, and all required state/district tests.
4. **Monitor student's study schedule** and sign P.E. log on a weekly basis. Your student is expected to complete 2 credits of academic work per week. This includes independent study assignments and on campus classes. Assignments completed at home are counted as school attendance.
5. **Contact your student's teacher** every two weeks for updates about student progress. The Las Flores phone number is 916-422-5604.
6. **Schedule vacations** only during regular school vacation periods. Schedule doctor and dentist appointments when student is not scheduled at school. **One missed appointment with the teacher, without turning in academic work, is equal to one week of missed school attendance.**
7. **Support** the Las Flores Dress Code.
8. **Assure student attendance at all required state testing. Failure to attend a required state test may result in disenrollment from Las Flores.**

A report card is issued at the end of each quarter (4 times per year). Students are expected to earn a minimum of 15 credits per quarter (30 credits per semester). Be sure your student is enrolled in Math and English each semester, in addition to other subjects.

If weekly assignments are not completed, appointments are missed, or tests failed, credits will not be earned and your student may be referred to a program that might better meet the student's educational needs. The student will be contacted by the teacher and a warning letter from the school counselor will be sent prior to disenrollment from Las Flores High School.



LAS FLORES STUDENTS ARE:

RESPONSIBLE: For their actions, their belongings, their academic and personal success

RESPECTFUL: Show that they value other people's perspectives, time, space and belongings

RESILIENT: Recover quickly from disruptive change

ATTENDANCE PROCEDURES: THERE ARE NO EXCUSED ABSENCES

WEEKLY APPOINTMENT WITH THE TEACHER:

Regular weekly attendance is mandatory for the student to remain enrolled at Las Flores. Weekly appointments with the teacher are to be kept as scheduled and all coursework and chapter notes completed and labeled, ready to turn in.

At the end of the session with the instructor, the student will confirm the appointment for the following week. *Appointments may be changed only in an emergency.* If it is necessary to reschedule an appointment, it is the STUDENT'S or the PARENT'S responsibility to call the teacher prior to the appointment. A missed appointment without turning in homework is equal to five absences.

The consequences for missed appointments are:

1. Phone call to the parent/guardian
2. Make-up appointment scheduled the same week
3. Conference with the teacher, counselor and parent
4. Possible disenrollment from Las Flores High School

ASSIGNMENTS:

If an assignment is incomplete or the quality of the work is poor, the student will be asked to re-do and/or complete the assignment in addition to the academic work assigned for the next appointment.

EARNING CREDITS:

To receive an Elk Grove Unified School District diploma each student must earn the minimum 220 credits and complete all district and school graduation requirements. Check the EGUSD website for these requirements – www.egusd.net A Las Flores student must earn a minimum 15 credits each quarter (30 per semester). Students earn credits by:

1. attending weekly appointments with the teacher
2. completing and turning in all assignments, on time
3. passing all required tests (credit is not given for assignments until tests are passed)
4. attending all recommended daily classes and labs

COMMUNITY SERVICE:

Las Flores High School has a community service graduation requirement of **1 credit**. The student contributes to the community by volunteering his or her services to a **non-profit organization**. Community service is designed to create a feeling of community involvement and responsibility in the student. Volunteer experience can also give students an advantage in applying to schools of higher education, obtaining financial aid and adding credibility to a resume. Students may earn up to 5 elective credits in community service. Doing work for family members or friends does not meet the requirement.

SENIOR PROJECT:

All seniors who are enrolled nine (9) or more weeks will complete a senior project worth **1 credit**. The project, titled “Life After High School”, is designed to facilitate the development of a post secondary college/career plan. Students are required to identify and research specific college/career goals to work toward after graduation, based on the students’ interests, skills, personality and other factors.

EXPLORE CAREER TECHNICAL EDUCATION (CTE):

EXPLORE CTE gives students the opportunity to explore single career technical education courses, many of which result in industry certification and/or articulated credit to an institution of post-secondary education. In addition to the EXPLORE CTE courses offered at their home school, students may enroll in an EXPLORE CTE course at another. The EGUSD EXPLORE CTE courses include agricultural sales and marketing, ranch animal science, journalism, construction technology, auto technology, health careers, culinary arts, floral design, animation, computer graphics, fire science and television occupations.

To apply for an EXPLORE CTE course, students should contact the Las Flores High School counselor in April for a fall class and in October for a spring class. Parent and student should know that when signing up for an EXPLORE CTE course, the student is making a commitment for the entire semester and possibly two semesters, depending on the course.

WORK PERMIT:

Your student may decide to work while in high school. While attending school, can assist your student to become a mature, independent, and productive individual. The skills and attitudes your student learns and the work habits she/he develops now will affect future success as an employed person. Las Flores High School supports students having a positive work experience, as well as a successful academic experience. This support stresses that work enhances the school experience, but does not replace it.

Work Permit Requirements: *The student must:*

- Be enrolled at Las Flores High School
- Completing the required weekly assignments
- Maintain a “C” average
- Complete and submit a Work Permit Request (required if under 18 years of age)

A student work permit is valid for one specific job, one school, and for a specified time period. It must be renewed for each job, each school of attendance, and at the end of each time period.

District guidelines have been developed to ensure that the student is a student first and an employee second. These guidelines mandate that the issuance of a work permit and the subsequent right to work is revocable depending on the student’s attendance at school, behavior and the satisfactory completion of schoolwork.

COLLEGE PROGRAMS: (Community College Advanced Education)

Students may enroll in community college courses for high school credit while enrolled at Las Flores High School. Students must meet the community college prerequisites and have parent, principal or counselor permission. Students must have completed the 10th grade and have an overall GPA of 2.7 or a GPA of 3.0 in the specific area of study. Students may not enroll at community college in developmental English or Math classes or classes regularly taught in high school. Students must contact the high school counselor to complete an Advanced Education application and obtain approval from the community college.

ACCELERATED COLLEGE ENTRANCE (ACE) PROGRAM:

The ACE Program allows qualified high school students (11th and 12th grade only) to enroll in classes at Sacramento State and earn university credits while completing regular high school studies.

Through ACE, advanced high school students can study subject matter which may not otherwise be available to them. Qualified students may take courses at Sacramento State provided that they maintain good academic standing with both the University and their high schools. Credits earned while participating in ACE may be applied to degree programs at Sacramento State or may be transferred to other universities.

There are two components to ACE: an On-Campus Program (Sac State-based) and an Off-Campus Program (High School-based). The On-Campus Program allows students to attend courses on the Sacramento State campus. The Off-Campus Program (currently on hiatus until further notice) enables select area high schools, in partnership with Sacramento State academic departments, to offer university level course work at their own school site.

Space in the program is limited. Admissions are accepted for the fall and spring semesters. Selected students will be allowed to register for one or two lower-division courses for a very nominal fee per semester.

ACE provides academically talented high school students with the opportunity to enroll in lower division university courses at CSUS for a nominal fee per semester and earn university credits while currently maintaining their secondary school attendance. To qualify for the ACE program, students must:

1. Attend high school and have at least a 3.0 GPA
2. Have SAT scores of 1100 combined or 550 in a single area
3. Be able to excel in a rapid learning environment
4. Have approval of the secondary school principal or counselor
5. Have parent permission to begin university work
6. Be interviewed and recommended by the ACE director

LAS FLORES HIGH SCHOOL CAMPUS POLICY:

1. The following activities result in a mandatory recommendation for suspension, expulsion, and/or a referral to law enforcement:
 - Selling, possessing, using or furnishing alcohol, intoxicants or controlled substances, including prescribed medications. Also applies to being under the influence of alcohol, intoxicants or controlled substances.
 - Assault and battery on another student, person or school personnel.
 - Possession of weapons, firearms, knives, explosives or instruments or substances designed for/or capable of doing bodily harm.
2. Students who fight or are involved in prolonged verbal assaults, theft and/or possession of stolen property, willful disobedience, forgery, gambling or any activity that endangers the health and safety of other students and staff may be suspended, expelled and/or referred to law enforcement. For these infractions the student and parent (if student is under 18) will be required to attend an administrative conference.
3. Elk Grove Unified School District has a closed campus policy at all sites. Students cannot leave campus during their school day or be on any other school campus. If the student has a legitimate reason for being on a school campus, other than Las Flores High, i.e. R.O.P., intervention instruction, etc., the student must check in at that school's office.
4. No friends or relatives, except the parent/guardian, of students are permitted in classroom or on school grounds while teaching is in progress.
5. No smoking or use of tobacco (including smokeless tobacco) on the school campus.
Consequence: Confiscation of the item and suspension.
7. The use of electronic equipment (cell phones, pagers, iPods, MP3 players, etc.) is not allowed on campus (beyond front black gate). Students must turn equipment off and keep it out of sight while on campus. Consequence: Confiscation, parent notification and/or suspension.
8. Appropriate appearance (see Las Flores Dress Code, pg. 7): Student dress should reflect the same standards that are appropriate for the workplace. A neat, clean, and modest appearance is expected. Footwear is required. Students are prohibited from having any apparel, jewelry, accessory, or manner of grooming that by virtue of its color, arrangement, trademark, or any other attribute denotes or suggest gang membership. Consequence: Student will be asked to correct her/his appearance at school or, if necessary, a parent/guardian will be contacted and the student sent home to correct her/his appearance.
9. Cheating: Any student caught cheating may be required to attend a conference with the principal, teacher and counselor. If the student is under 18, the parent may be required to attend the conference. Consequence: no grade/credit awarded, complete an alternate assignment, possible delay of credit and/or graduation, or appropriate consequence as determined by administration.

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 clean and neatly dressed in a manner that will be appropriate to the school setting, not hazardous to the health and safety of the students, and not disruptive or distracting from 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.

Specifically, the students at **Las Flores** are expected to abide by the following dress code:

1. PANTS, SHORTS, SKIRTS:

- No undergarments showing
- No holes, rips or frays higher than mid-thigh
- No "sagging pants"
- No "short shorts" or "short skirts", shorts, skirts and dresses must not be shorter than mid-thigh
- No pajamas except for flannel pajama bottoms during designated spirit days
- Belts must be tucked around the waist

2. TOPS, SHIRTS, BLOUSES:

- No undergarments showing (including clear bra straps)
- No bare midriffs: tops must completely cover the skin and overlap the waistband of pants, shorts, or skirts. When arms are raised above the student's head, if the garment does not fall naturally below the midriff area, the student is in violation.
- No low cut tops
- No "see-through" or fishnet fabrics
- No halter tops, strapless tops, off the shoulder tops, or bra-like tops
- No muscle shirts

3. FOOTWEAR:

- Shoes must be worn at all times
- No house slippers or "wheelies" are allowed

4. HAT/HEAD COVERING POLICY:

The Elk Grove Unified School District allows students to wear certain types of hats on campus to protect them from damage caused by exposure to the sun. At **Las Flores** students may not wear baseball caps and visors with writing and/or images that are deemed by school administration to be disruptive to the learning environment. All cap bills must face forward.

In addition, the following rules regarding hats on campus must be observed:

- Bandanas, skull/wave caps, and masks are not permitted on campus
- Grooming items and headwear such as hair rollers, shower caps, hair rags, picks worn in the hair, etc., are not allowed

**Please note that teachers may prohibit the wearing of hats within their individual classrooms as consistent with their respective classroom policies*

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 failing to comply with the dress code may be asked to call their parents or guardians to bring a change of clothing, may have inappropriate items confiscated, or in the case of repeated violations, may be subject to progressive disciplinary consequences.

ELECTRONIC EQUIPMENT POLICY

Use of cell phones, SMART phones, I-Pods and similar electronic equipment is not allowed beyond the front "black" entrance gate of the Las Flores campus. Equipment shall be turned "OFF" and out of sight (in backpacks, purses, and/or pockets) or they may be confiscated. (Confiscated items may be picked up in the office at the end of the school day – 3:30 P.M.).

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.

***ACKNOWLEDGEMENT:** We have read and understand the Las Flores Dress Code and electronic equipment policy. Failure to comply may result in suspension and/or expulsion from the school.

EGUSD POLICIES AND EDUCATION CODES RELATED TO DISCIPLINE:

SUSPENSION

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

Reasons for Suspension*

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

- **Assault/Battery [E.C. 48900(a)]**

Causing, attempting to cause, or threatening to cause physical injury to another person. Exceptions may be made in a situation where witnesses and evidence support a case of self-defense.

- **Weapons [E.C. 48900(b)]**

Possessing, selling or otherwise providing any weapon--including firearms, knives, explosives, or other dangerous object.

- **Alcohol/Intoxicants/Controlled Substances [E.C. 48900(c)]**

Unlawfully possessing, using, selling or otherwise providing alcohol, intoxicants or controlled substance, including prescribed medications. Also applies to being under the influence of alcohol, intoxicants or controlled substances.

- **Substance in Lieu of Alcohol/Intoxicants/Controlled Substances [E.C. 48900(d)]**

Delivering, providing or selling items which are claimed to be alcohol, intoxicants or controlled substances but were not such items.

- **Robbery or Extortion [E.C. 48900(e)]**

Committing or attempting to commit robbery or extortion. Extortion occurs when threats are made with the intent to obtain money or something of value.

- **Property Damage** [E.C. 48900(f)]**

Causing or attempting to cause damage to school property or private property.

- **Property Theft** [E.C. 48900(g)]**

Stealing or attempting to steal school or private property.

- **Tobacco or Nicotine Products [E.C. 48900(h)]**

Possessing, providing or using tobacco, or any item containing tobacco or nicotine products, including but not limited to cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.

- **Obscenity [E.C. 48900(i)]**

Committing an obscene act or engaging in regular profanity, swearing or vulgarity.

- **Drug Paraphernalia [E.C. 48900(j)]**

Unlawfully possessing, offering, arranging for, or negotiating to sell any drug items.

- **Disruption or Defiance [E.C. 48900(k)(1)]**

Disrupting school activities or otherwise refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.

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

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

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

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

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

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

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

- **Receiving Stolen Property** {E.C. 48900(l)}**

Receiving stolen school or personal property.

- **Possessing Imitation Firearm {E.C. 48900(m)}**

Possessing an imitation firearm or simulated firearm that is substantially similar in physical properties to an existing firearm.

- **Sexual Harassment {E.C. 48900(n)}**

Committing or attempting to commit a sexual assault or committing a sexual battery.

- **Threats and Intimidation {E.C. 48900(o)}**

Harassing, intimidating, or threatening a student who is a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.

- **Prescription Drug Soma {E.C. 48900(p)}**

Offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

- **Hazing {E.C. 48900(q)}**

Engaging in, or attempting to engage in any activities used for initiation or pre-initiation into a student organization, or student body or related activities, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm.

- **Bullying {E.C. 48900(r)}**

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

- **Aided or Abetted to Inflict Physical Injury {E.C. 48900(t)}**

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

- **Sexual Harassment (Grades 4-12) {E.C. 48900.2}**

Engaging in prohibited sexual harassment that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.

- **Hate Violence (Grades 4-12) {E.C. 48900.3}**

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (E.C. 233; Penal Code 422.55)

- **Other Harassment (Grades 4-12) {E.C. 48900.4}**

Harassing, intimidating, or threatening a student or group of students, or school personnel, with the actual or expected effect of disrupting class work, or creating substantial disorder, or creating a hostile educational environment.

- **Terrorist Threats {E.C. 48900.7}**

Making terrorist threats against school officials and/or property, or both.

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

**School property includes, but is not limited to, electronic files.

EXPULSION

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

A student shall be recommended for expulsion for violation of any of the acts set forth in Education Code 48915(a)(1)-(5), unless the Superintendent, Superintendent's designee, principal or principal's designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct.

- **Serious Physical Injury {E.C. 48915(a)(1)(A)}**

Causing serious physical injury to another person, except in self-defense.

- **Possession of Knife or Dangerous Object {E.C. 48915(a)(1)(B)}**

Possessing a knife or other dangerous object of no reasonable use to the student.

- **Unlawful Possession of a Controlled Substance {E.C. 48915(a)(1)(C)}**

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

- **Robbery or Extortion {E.C. 48915(a)(1)(D)}**

- **Assault or Battery on a School Employee {E.C. 48915(a)(1)(E)}**

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

- **Possession, Selling, or Furnishing a Firearm {E.C. 48915(c)(1)}**

Possessing, selling, or otherwise furnishing a firearm (verified by an employee of the school district). However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.

- **Brandishing a Knife {E.C. 48915(c)(2)}**

Brandishing a knife at another person.

- **Selling a Controlled Substance {E.C. 48915(c)(3)}**

Unlawfully selling a controlled substance.

- **Sexual Assault or Battery {E.C. 48915(c)(4)}**

Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code 48900(n).

- **Possession of an Explosive {E.C. 48915(c)(5)}**

For all other acts and conduct for which a student is subject to discipline under Education Code sections 48900 through 48900.7 and which are not specifically listed or addressed under Education Code section 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)}

**REFERENCE CHART: EDUCATION CODES RELATED TO DISCIPLINE
& REQUIRED OR POTENTIAL DISCIPLINARY CONSEQUENCES**

1. Mandatory Expulsion {E.C. 48915(c)}	Alternative to Suspension	Suspension	Expulsion
(1) Possession, selling, or otherwise furnishing a firearm. However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.		•	•
(2) Brandishing a knife.		•	•
(3) Unlawfully selling a controlled substance.		•	•
(4) Committing or attempting to commit a sexual assault or battery.		•	•
(5) Possession of an explosive.		•	•
2. Mandatory Recommendation for Expulsion {E.C. 48915(a)(1)} Unless the Superintendent, Superintendent’s designee, principal or principal’s designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct.	Alternative to Suspension	Suspension	Expulsion
(1) Causing serious physical injury to another person except in self-defense.		•	•
(2) Possession of any knife, or other dangerous object of no reasonable use to the pupil.		•	•
(3) Unlawful possession of any drug except for (1) the first offense of possession of not more than 1oz of marijuana, or (2) for the student’s possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician.		•	•
(4) Robbery or extortion.		•	•
(5) Assault or battery upon a school employee.		•	•
3. Acts of Violence {E.C. 48900(a)}	Alternative to Suspension	Suspension	Expulsion
(1) Caused, attempted to cause, or threatened to cause physical injury to another person.	•	•	•
(2) Willfully used force or violence upon another person.		•	•
4. Weapons and Dangerous Objects {E.C. 48900(b)}	Alternative to Suspension	Suspension	Expulsion
(1) Possession, sale, or furnishing of weapons (knife, gun, sharp object, club, or an object that could inflict injury) or explosive.		•	•
(2) Explosives, use or possession.		•	•
5. Drugs and Alcohol {E.C. 48900(c)}	Alternative to Suspension	Suspension	Expulsion
(1) Possession, use, sale, or furnishing, or otherwise being under the influence of alcohol, controlled substances, or an intoxicant.		•	•
6. Sale of “Look-Alike” Controlled Substance or Alcohol {E.C. 48900(d)}	Alternative to Suspension	Suspension	Expulsion
Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol, or an intoxicant.		•	•

7. Robbery or Extortion {E.C. 48900(e)}	Alternative to Suspension	Suspension	Expulsion
Committed or attempted to commit robbery or extortion.		•	•
8. Damage to Property {E.C. 48900(f)}	Alternative to Suspension	Suspension	Expulsion
Caused, or attempted to cause damage to school or private property.	•	•	•
9. Theft or Stealing {E.C. 48900(g)}	Alternative to Suspension	Suspension	Expulsion
Stealing, or attempting to steal school or private property.	•	•	•
10. Tobacco {E.C. 48900(h)}	Alternative to Suspension	Suspension	Expulsion
Possessed or used tobacco or nicotine products.	•	•	
11. Profanity, Obscene Acts, Vulgarity {E.C. 48900(i)}	Alternative to Suspension	Suspension	Expulsion
(1) Directed at peers.	•	•	•
(2) Directed at school personnel.	•	•	•
12. Drug Paraphernalia {E.C. 48900(j)}	Alternative to Suspension	Suspension	Expulsion
Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.		•	•
13. Willful Defiance or Disruption of School Activities {E.C. 48900(k)(1)} Note: With the exception of classroom suspensions imposed by a teacher under Education Code 48910, no student enrolled in kindergarten through grade three may be suspended for violation of Education Code 48900(k)(1). Additionally, no student enrolled in kindergarten through grade twelve, regardless of age, may be recommended for expulsion for violation of Education Code 48900(k)(1). [E.C. 48900(k)(2)]	Alternative to Suspension	Suspension	Expulsion
(1) Disrupting school activities.	•	•	
(2) Refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.	•	•	
(3) Failure to follow school rules.	•	•	
(4) Failure to follow directive or instruction of staff or teachers.	•	•	
(5) Failure to follow conduct code for school bus passengers.	•	•	
14. Possession of Stolen Property {E.C. 48900(l)}	Alternative to Suspension	Suspension	Expulsion
Knowingly received stolen school property or private property.	•	•	•
15. Imitation Firearm {E.C. 48900(m)}	Alternative to Suspension	Suspension	Expulsion
Possession of an imitation firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.		•	•
16. Sexual Assault or Sexual Battery {E.C. 48900(n)}	Alternative to Suspension	Suspension	Expulsion
Committed or attempted to commit a sexual assault or battery.		•	•
17. Harassment of a Student Witness {E.C. 48900(o)}	Alternative to Suspension	Suspension	Expulsion

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

PROHIBITION ON POSSESSION AND USE OF TOBACCO AND NICOTINE PRODUCTS

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

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

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

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

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

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

UNIFORM COMPLAINT PROCEDURES

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

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

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

More detailed information regarding the Uniform Complaint Procedures, including the timeline for resolving complaints and the complaint appeal process, is contained in the district's Parent & Student Handbook. 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.



ELK GROVE UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

*Beth Albiani
Nancy Chaires Espinoza
Carmine S. Forcina
Chet Madison, Sr.
Dr. Crystal Martinez-Alire
Anthony "Tony" Perez
Bobbie Singh-Allen*

ADMINISTRATION

*Christopher R. Hoffman, Superintendent
Christina Penna, Associate Superintendent, Secondary Education
Charlotte Phinizy, Director, Secondary Education
Anthony Limoges, Ed.D, Director, Secondary Education
Melanie Dopson, Director, Secondary Education
Kathy Hamilton, Director, College and Career Options*

