

Irene B. West Elementary

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Student Handbook 2024-2025

Our Mission: Each day at West Elementary, we will provide a safe, supportive, and equitable learning environment so that ALL students will achieve at high levels.

Name: _____

Teacher: _____ Grade: _____ Track: _____

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EGUSD Vision Statement



**Every Student
Every Classroom**

**Every Subject
Every Day**

**Every Student Learning in Every Classroom,
in Every Subject, Every Day.**

The goal in EGUSD is to ensure every child is adequately prepared for post-secondary education, for life-long learning, successful employment, and responsible citizenship.

Welcome Statement

Our goal for EVERY West student is to position them for success! Our motto is,
Go 2 West → Go 2 College!

We aim to help our students become strong, critical thinkers and to deliver high quality instruction in reading, writing, and mathematics. We also seek to enrich the learning environment by ensuring that our students have access to content learning in the areas of social studies and science. In addition to this, we work to develop the “whole child” through our character education program. Our outcomes for student behavior are clear: Be Safe, Be Respectful, Be Responsible. We work to ensure our students understand that they are priceless treasures to their families and their school community and that they are to treat one another with honor. Have a wonderful 2024-2025 school-year!

Please review the following pages of the handbook with your child. We encourage you to become familiar with our school wide practices so that your child will have a successful year at school. If you have any questions, please speak with your child’s teacher or any of our staff members. We would be happy to assist you.

*Brian MacNeill, Principal
Kelli Clayton, Vice Principal
William Utile, Vice Principal*

Bell Schedule

TK – GRADE 6 SCHEDULE

REGULAR SCHOOL DAY	
AM TK/Kinder	8:45 a.m. - 12:20 p.m.
PM TK/Kinder	11:45 a.m. - 3:30 p.m.
Grades 1-6	8:55 a.m. - 3:30 p.m.

EARLY OUT WEDNESDAY	
AM TK/Kinder	8:45 a.m. - 12:20 p.m.
PM TK/Kinder	11:45 a.m. - 2:40 p.m.
Grades 1-6	8:55 a.m. - 2:40 p.m.

MINIMUM SCHOOL DAY	
AM TK/Kinder	8:45 a.m. - 12:20 p.m.
PM TK/Kinder	8:45 a.m. - 12:20 p.m.
Grades 1-6	8:55 a.m. - 1:25 p.m.

REGULAR DAY LUNCH SCHEDULE	
Grade 1	11:00 a.m. - 11:40 a.m.
Grade 2	11:00 a.m. - 11:40 a.m.
Grade 3	11:45 a.m. - 12:25 p.m.
Grade 4	11:45 a.m. - 12:25 p.m.
Grade 5	12:30 p.m. - 1:10 p.m.
Grade 6	12:30 p.m. - 1:10 p.m.

REGULAR DAY RECESS SCHEDULE	
Grade 1	1:15 p.m. - 1:30 p.m.
Grade 2	1:35 p.m. - 1:50 p.m.
Grade 3	1:55 p.m. - 2:10 p.m.
Grade 4	2:15 p.m. - 2:30 p.m.
Grade 5	10:45 a.m. - 11:00 a.m.
Grade 6	10:30 a.m. - 10:45 a.m.

MINIMUM DAY LUNCH SCHEDULE	
Grade 1	11:00 a.m. - 11:40 a.m.
Grade 2	11:00 a.m. - 11:40 a.m.
Grade 3	11:45 a.m. - 12:25 p.m.
Grade 4	11:45 a.m. - 12:25 p.m.
Grade 5	12:30 p.m. - 1:10 p.m.
Grade 6	12:30 p.m. - 1:10 p.m.

PRESCHOOL SCHEDULE

DEAF & HARD OF HEARING	
AM Preschool	8:00 a.m. - 11:30 a.m.

HEADSTART	
AM Preschool	8:00 a.m. - 11:30 a.m.

TITLE 1	
PM Preschool	12:15 p.m. - 2:45 p.m.

Parking Lot Procedures

Front Parking Lot Morning Procedures

- Follow the signs and the directions of our staff who are assisting with parking lot duties.
- Please drop your child off in the Drop Off Zone.
- Do not drop off your child in the fire lane.
- Drive slowly in the parking lot.
- Do not park in the drop off or pick up zone.
- Gate locks at 8:55 a.m. every morning.



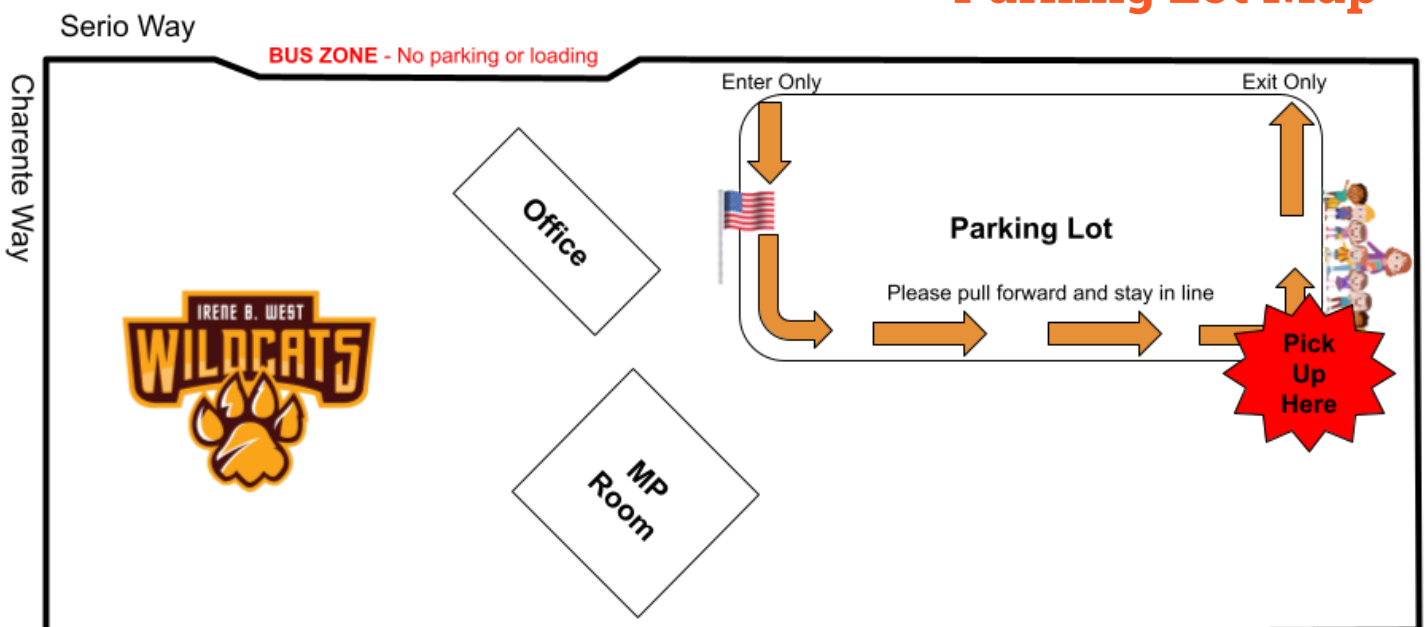
Back Gate Morning and After School Procedures

- Follow the signs and the directions of our staff who are assisting with the crosswalk.
- All students coming to school through the gate should be walkers.
- No U-turns. U-turns are illegal near all public schools.
- Please do not run over the cones.
- Gate locks at 8:55 a.m. every morning.
- Gate locks at 3:40 p.m. every afternoon.


Front Parking Lot After School Procedures


- Follow the signs and the directions of our staff who are assisting with parking lot duties.
- Please pick up your child in the Pick-Up Zone at the east end of the parking lot.
- Please pull your car forward. We try to load FIVE cars at a time in the Pick-Up Zone.
- Drive slowly in the parking lot.
- Do not leave your car unattended.
- Gate locks at 3:40 p.m. every afternoon.

Parking Lot Map



The Wildcat Way

	Be Safe	Be Respectful	Be Responsible
Classroom	<ul style="list-style-type: none"> ● Keep hands, feet, and objects to yourself ● Walk ● Always follow emergency procedures 	<ul style="list-style-type: none"> ● Be an active listener ● Use kind words and actions ● Raise a quiet hand ● Remove hats and hoods 	<ul style="list-style-type: none"> ● Stay on task ● Complete all work on time ● Take care of personal belongings and classroom supplies
Playground	<ul style="list-style-type: none"> ● Keep hands and feet to yourself (Hands Free!) ● Be aware of activities and games around you ● Walk on the blacktop ● Use school approved equipment and activities 	<ul style="list-style-type: none"> ● Follow the instructions of your yard supervisors ● Always use kind words ● Play fairly and take disagreements out of the game ● Snacks must be eaten at the library picnic tables 	<ul style="list-style-type: none"> ● Use restroom and get a drink before the bell rings ● Take a knee at the bell, and walk when you hear the whistle ● Put recess equipment away ● Stay on the playground and out of the P.E. area
PE	<ul style="list-style-type: none"> ● Keep hands, feet, and objects to yourself ● Wear proper shoes and clothing for activity ● Beware of activities around you 	<ul style="list-style-type: none"> ● Listen and be attentive during class ● Encourage all students with positive comments and attitudes ● Return equipment to designated areas quickly 	<ul style="list-style-type: none"> ● Arrive and stay in straight lines (position 3) ● Follow activity rules ● Use equipment for designated purposes ● Clean up and line up safely
Computer Lab	<ul style="list-style-type: none"> ● Use kind words and phrases. ● Report to a trusted adult when something feels wrong; such as incidents of cyberbullying. ● Walk in the Computer Lab. ● Wait for your group to be dismissed before lining up in number order. ● Practice positions 1-2-and 3. ● 	<ul style="list-style-type: none"> ● Allow all learners to learn. ● Allow the teacher to teach. ● Actively listen when someone is speaking. ● Raise your hand for help. ● Work quietly so others can work. ● Be respectful of other student's work. ● Share your work only when you would like to. ● Be patient. ● Follow directions the first time you are asked. 	<ul style="list-style-type: none"> ● Keep your private information private (ID number, phone number, addresses, birth date, etc.) ● Keep the working area organized. ● Work with equipment responsibly. ● Only access safe sites just right for you. ● Only utilize your Google account and no one else's. ● Finish all assignments to the best of your ability. Put in your best effort. ● Ask before printing. ● Only complete AR quizzes for yourself.
Library	<ul style="list-style-type: none"> ● Walk in the Library ● Sit properly in the chairs ● Use shelf markers correctly 	<ul style="list-style-type: none"> ● Use whisper voices ● Keep voices off at the tables ● Always use kind words 	<ul style="list-style-type: none"> ● Return books on time ● Handle books carefully

	Be Safe	Be Respectful	Be Responsible
Cafeteria	<ul style="list-style-type: none"> • Walk on the black line • Maintain personal space • Clean up any spills immediately • Eat your own food 	<ul style="list-style-type: none"> • Follow the directions of your yard supervisors • Use good manners and kind words • Respond quickly to quiet signals and use quiet voices • Use bathroom and water signals 	<ul style="list-style-type: none"> • Carry your tray with two hands • Eat your food before leaving • Remain seated on your bottom and wait to be excused • Throw away all garbage and leave your table clean
Assembly	<ul style="list-style-type: none"> • Wait to be seated • Keep hands, feet, and objects to yourself • Keep aisles clear 	<ul style="list-style-type: none"> • Come in quietly and leave quietly • Respond quickly to quiet signals • Be kind and respectful to presenters 	<ul style="list-style-type: none"> • Use appropriate applause • Be active listeners • Always walk • Remain seated and on your bottom with legs criss cross
Bathroom	<ul style="list-style-type: none"> • Walk in and out • Keep your feet on the floor • Wash your hands • Open stall doors slowly 	<ul style="list-style-type: none"> • Knock politely on the door • Give others privacy • Use quiet voices 	<ul style="list-style-type: none"> • Clean up water spills and throw away paper towels • Flush the toilet • Keep your business in the toilet and leave when done • Report issues immediately
Office	<ul style="list-style-type: none"> • Walk • Remain seated while waiting • Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> • Use quiet voices and kind words • Ask permission • Wait your turn Respect privacy 	<ul style="list-style-type: none"> • Students should have a pass and a reason for coming to the office • Only "TK- 1st" can wait in the office for parents after school
School Grounds/ Hallways	<ul style="list-style-type: none"> • Walk quietly • Stay in line with class (position 3) • Stay out of red door circles • Walk bikes, scooters, and skateboards on school grounds 	<ul style="list-style-type: none"> • Wait in line until the dismissal bell and enter/ exit through the gates • Use kind words • Stay quiet in the halls • Keep off the grass 	<ul style="list-style-type: none"> • Encourage parents to follow our procedures • Lock up your bike in designated area • Pick up trash • Be aware of your surroundings

About Our School



Reporting an Absence: Please call 916-683-4362 or email one of the office staff members to excuse your child's absence.

Yvette Buggs, Secretary

Janice Declines, School Office Assistant

Kelly Scriven, School Office Assistant

Amy Singh, School Office Assistant

ybuggs@egusd.net

jdecline@egusd.net

kscriven@egusd.net

amarsing@egusd.net

Absences that are not cleared are recorded on your child's record as **Truant**. Truancy means that your child is out of school without your permission. It's important that you call us to let us know the reason for your child's absence.

Before School: Students cannot be dropped off at school before 8:25 a.m. There is no adult supervision provided until 8:25 a.m. and we respectfully request that parents **NOT** drop students off until then. The cafeteria doors will open at 8:25 a.m.

Dismissal: Our classes dismiss for the day at 3:30 p.m. Please pick up your child either from the front of the school in our "drive through" pick-up line or by parking in the back of the school. Teachers will walk students to the blacktop. Please do not pick students up from the classroom door. Please avoid signing your child out for early dismissal less than 15 minutes before the bell rings. Students picked up more than 15 minutes late will be held in the office and parents are required to sign them out in our attendance log.

Early Dismissals: We ask that you do everything possible to avoid picking your child up early during the school day. If you must pick up your child, you will need to come into the office to sign your child out with our office staff. Our staff will call your child to the office once you have filled out an early dismissal form. Please be prepared to show ID. Please avoid signing your child out for early dismissal less than 15 minutes before the bell rings.

Late to School: Three bells ring in the morning at West. The first bell is a warning bell for students to wrap up their breakfast. The second bell is for the teachers to go and collect students from their morning lines. The third bell is the start of the school day and it rings at 8:55 a.m. If your child arrives after 8:55 am, s/he is late for school. Please have your child report to the office for a late slip. If s/he goes to the classroom door, they will be sent to the office to get a late slip. All gates are locked at 8:55 a.m.

Breakfast and Lunch: Breakfast is served daily from 8:25 a.m. to 8:50 a.m. Hot lunches are also available during grade level lunch. Please see page 3 for lunch schedule.

Visitors/School Safety: All visitors are required to check in with the office with proper ID. We are a closed campus. Parent volunteers can schedule their volunteer time directly with the classroom teachers. Parent observations must be scheduled 24 hours in advance. School safety is our number one priority. Our team engages in monthly safety drills in the areas of fire safety, earthquake preparedness, and lockdown protocols.

Change of Address/Phone numbers: It is very important that you keep us informed of changes in your address or phone number---especially phone numbers. In the event of an emergency, it is vital that we are able to contact parents. You will need to bring proof of residence with your new address into the office so that we can make the change. Changes in phone numbers must be completed in writing.

Lost and Found: Parents and students are able to check our lost and found area for items that have been misplaced. We will be clearing out all items in lost and found every Track Change Day. Items not picked up from Lost and Found by Track Change day are sent to a local charity.

Track/Teacher Assignment: Every effort will be made to accommodate sibling placement on the same track. Track request change forms are available in the office. Requests may be honored based on availability. West Elementary does not accept teacher requests.

Student Volunteers: High school students and above may volunteer at West. Student volunteers must check in and out through the office. They must coordinate with a classroom "host" teacher and remain supervised by that teacher during their visit. Student volunteers should never be on the playground without their host teacher. All adult volunteers will be required to get fingerprinted.

Parent VUE: Parents may access all student information via app. Visit our office for an activation code. Due to confidentiality, student information may not be accessible via phone. It is crucial to maintain current phone numbers for emergency purposes. If you have a change of address, please bring proof of residence to our office.

Child Custody Orders: If you have a custody order, please provide our office with any legal documentation (i.e.- custody changes, restraining orders, etc.). If you are having a problem with a custody order, please speak with your court mediator or our local authorities.

Homework Guidelines: Our teachers strive to provide a full day of high quality, teacher guided instruction. Our focus with homework is to allow parents to see how well their child can complete grade level work and for students to receive additional practice in skills already taught by the teacher. If you find that work that comes home is too difficult for your child, please contact your child's teacher.

Homework is given for Monday-Thursday only. We do not assign homework on the weekends. The EGUSD expectation for homework minutes is listed below by grade level:

Grade K/1:	15 minutes
Grade 2:	20 minutes
Grade 3:	30 minutes
Grade 4:	40 minutes
Grade 5:	50 minutes
Grade 6:	60 minutes

Textbooks: Every student is provided with textbooks. All lost textbooks must be replaced. The replacement cost of the textbook must be paid before the end of the school-year.

Use of School Library: Students must first have written permission from parents to borrow books from the library. Parents agree to replace any lost book when they sign the permission slip. Students will not be able to check out any new books until library fees are paid.

Field Trips: All classes attend field trips. Staff are able to schedule and attend a variety of off campus experiences with students due to our community's support. If you are financially unable to pay field trips costs, please contact our school office. The following are important guidelines related to field trips:

- Field trip permission slips and fees are due by 4pm on the due date indicated by the teacher and written on the field trip information cover sheet.
- EGUSD does not accept verbal permission to attend field trips over the phone.
- Unfortunately, we do not accept checks for field trip payments. All payments can be made with cash or money order.

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- Parent chaperones must be fingerprinted for all trips. Parent drivers must submit an “Alternate Transportation” form with the school office.
 - Parents may be required to act as chaperones for their own child on field trips to ensure that behavior expectations are met.
 - All chaperones must be at least 21 years old. Not all parents may be able to attend as chaperones.
 - Parents driving their own children on a field trip must transport their child back to West Elementary after a field trip.
 - Younger siblings of students may **NOT** attend field trips. If a parent would like to chaperone, they must make other arrangements for under age children.

Student Insurance: The Board of Education has authorized the principal of each school to send out information on a school accident insurance policy. Since the school district, by law, cannot pay for the medical and hospital expenses incurred as a result of an accident at school, we recommend this insurance policy. These policies are sent with each student at the beginning of the school year.

Emergency Information: In case of a serious accident, we make every effort to contact the parents or guardian.

- Parent/Guardian home and work phone numbers.
- Emergency contact person's name and phone number in case the parent/guardian can't be reached.

Head Lice Policy: Head lice are tiny bugs that live on the hair and scalp. They are transmitted from one person to another by direct contact or on shared combs, hair brushes or hats. *Head lice cannot hop or jump!*

If your child is found to have head lice:

- He/she will be sent home.
- You will be given a letter explaining treatment and care.
- All students in the class will also be given a treatment and care letter.
- Your child may return to school **once all nits (eggs) have been removed with proper treatment.**
- Your child may not return to class until having been cleared in the office first.

Ringworm Policy: Ringworm is a shallow fungal infection of the skin, scalp and feet. Ringworm is generally, but not always, ring shaped. It is a contagious fungus infection that is spread by direct skin-to-skin contact with an infected person or pets, or by contact with contaminated items such as combs, hats, unwashed clothes, and shower floors. If it appears that your child has ringworm they will be sent home due to its contagious nature.

Medications: **NO** medication (**prescription or non-prescription – including aspirin, cough drops, asthma inhaler etc.**) will be dispensed to students or allowed on the school site without the appropriate form being completed and on file in the school office. Please visit our office for help.

- If the physician requires a portion of a tablet, pill, etc. be dispensed, the parent(s) is responsible for dividing the tablet into the prescribed size.
- Student requiring medications at school shall be identified to the school by parent/guardian and physician. Students observed by school personnel administering unauthorized medications to themselves, or other students, will be reported to their parent/guardian (A.R. 4141.21 (a))
- All student medication **MUST BE IN THE ORIGINAL CONTAINER**, clearly labeled with the student's name, type of medication, dosage, etc. and will be kept securely locked in the school office.
- Students may not carry medication on their person, although exception may be made for students who need medication for potentially life-threatening conditions. Such exceptions require physician, parent and principal authorization.
- Parents are required to provide written verification from physician to the school of any change in the medication or dosage. Physicians may fax forms to the school to authorize medication changes.
- The "**Authorization for the Administration of Medication by School Personnel**" must be updated **annually** or whenever any changes are made in the treatment plan.

Procedures for administration of medications at school are listed in the Education Code 49423; it sets forth procedures which must be followed if school staff are to accept the responsibility for administration of medication: Notwithstanding the provision of Section 49422, any pupil who is required to take during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school receives (1) a written statement from such physician detailing the method, amount and time schedule by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement. (E.C. 49423)

Dress Code

- Shorts, skirts and dresses must be longer than the extended tip of the longest finger with arms hanging naturally at the sides
- Make-up is not to be worn nor is it permitted on campus
- Shirts must cover the upper body, and be free of any decorations, graphics or writing: that is offensive, suggests violence, or supports the use of drugs, alcohol, or tobacco.
- No crop tops, tube tops, bare midriffs, or strapless tops.
- No spaghetti straps, or racer back t-shirts.
- No clothing with sheer material
- No oversized tank tops (large arm openings), or off the shoulder t-shirts.
- No sagging pants. Undergarments should never be visible
- No leggings/yoga pants unless worn under shorts, skirts, or skirts of appropriate length
- No biker shorts or spunks
- No pants with large holes
- Students are encourage to NOT wear crocs due to outside playing during recess and PE
- Tennis shoes are the safest shoe for PE and play activities
- No heeled shoes, flip flops, shower shoes, slippers, house shoes, musical shoes or high heeled shoes
- Sandals must have straps for foot and ankle support
- Hats or hoods are only worn outside
- Hats may not be worn sideways or backwards
- No hoodies that zip up over the face
- No gang or gambling related apparel

STUDENTS WHO VIOLATE THE ABOVE CODE MAY BE SENT TO THE OFFICE TO CALL HOME FOR A CHANGE OF CLOTHING OR MAY BE GIVEN CLOTHING TO WEAR.



Student Expectations

1. Students are not allowed to use cell phones at school. **The West staff does not take responsibility for lost or stolen cell phones.** If your child brings a phone to school, it must remain in your child's backpack at all times and it must be turned off. Students may access their phones outside of the silver gates. Students will lose privileges if they do not follow our cell phone policy.
2. Students are to use the classroom phone or office phone to contact their parent. If your child is sick, he/she should notify their teacher or adult immediately.
3. Students are not allowed to bring **ANY** electronic devices to school. This includes DS, PSPs, and/or Ipods. **The West staff does not take responsibility for lost or stolen electronic devices.** Toys or other playground equipment are not allowed from home either.
4. The office will not call to inform parents of items that have been taken and are being held in the office.
5. Students are not allowed to play tag at school. Running is allowed on the grass. All students must walk on the blacktop (with the exception of running during a basketball game).
6. Student safety before and after school is critical. Report any suspicious activity to administration. Students may not leave campus afterschool and then return for parent pickup. Students in the afterschool program must report directly to the blacktop after dismissal.
7. Foul language is not permitted at school and repeated use of foul language at school may result in a home suspension.
8. Students must have a pass if walking in the quad or halls during instruction.
9. Students should not bring Pokémon cards or trading cards to school.
10. If you ride a bicycle, skates, skateboard, or scooter to school, please wear a helmet and **bring a lock to lock up your bicycle.** All bicycles brought to school must be locked using a bike lock on the bike rack. Heelies (shoes with wheels) should not be worn to school.

PBIS

Irene B. West Elementary is a Positive Behavior Intervention System School!



As a PBIS school, we enhance the social, emotional, and behavior competency of our students by

- Regularly reviewing their school's agreed upon school-wide social values.
- Frequently experiencing specific recognition when they engage in expected behavior
- Extending expected behaviors to all parts of the school, especially in classrooms to enhance their academic engagement and success
- Experiencing predictable instructional consequences (reteaching) for problem behavior without inadvertent rewarding of problem behavior
- Using a common language for communication, collaboration, play, problem solving, conflict resolution, and securing assistance.

The Wildcat Way

We expect all of our students to learn *The Wildcat Way*. *The Wildcat Way* is a list of school rules and expectations that we follow here at West. We spend the first two weeks of the school year teaching our students school-wide procedures and protocols. Students are taught to be SAFE, RESPECTFUL, and RESPONSIBLE. Rules are posted in every room on our campus. Students can earn Paw Tickets from staff members when they are following school rules.

Students who earn Paw Tickets can give them to their teacher and be entered into a raffle each Friday to win prizes.

PAW Tickets

Our staff is dedicated to supporting student success. Students earn PAW tickets for demonstrating the "3Bs"- Be Safe, Be Respectful, and Be Responsible". Tickets are collected by the classroom teacher on Fridays and sent to the lunchroom. Our yard supervisors will pull tickets for raffle prizes weekly.

Student Discipline

Our mission statement reminds all members of our school community that we can do our best work in a safe and supportive learning environment for all students. As a **Positive Behavior Intervention and Support (PBIS)** school, our goal is that all students are very clear on class and school behavioral expectations. Regular home/school communication is crucial to supporting positive choices at school. Teachers will communicate with families via email, phone calls, face to face, and technology (Synergy, Class Dojo, Talking Points etc.). When students do not meet those expectations, we will practice progressive discipline to refocus students on their learning.

- Each classroom teacher has their own Classroom Management Plan with rules, rewards, and consequences. If a student disobeys a classroom rule the teacher will follow-up with a consequence according to their written plan.
- Students who disregard site expectations outlined in the Wildcat Way will be given any one of the following consequences:

Warning, Time out/self-reflection in another room, possible loss of recess, a phone call home with a note to be signed by the parent and returned to school, a referral to the office to speak to administration.

Restorative Justice/Restorative Practice

- **Relationship**
- **Respect**
- **Responsibility**
- **Repair**
- **Reintegration**



Relationship: The principle here is that, if ever there is a need for Restorative Justice, it's because a relationship has been harmed in some way. The aim is to help repair this harm, giving the harmer a safe space to take responsibility and make amends.

Respect: This principle refers to how respect allows for a safe experience for everyone involved in the Restorative Justice process. In this case, respect involves listening to the other person's perspective, whether we agree with it,

and behaving in a way that allows the Restorative Justice process to play out safely for everyone.

Responsibility: The Responsibility principle refers to how the harmer and the harmed must take responsibility for their part in the harm if there is any. Each party must be honest with themselves and look deeply to see if they did have a part in the incident, even if they were the harmed person.

Repair: The Repair principle refers to how the harmer is supposed to repair as much harm as they can, whilst still acknowledging that it may not all be able to be repaired. The repair carried out by the harmer should be able to resolve feelings of anger and revenge from the harmed and help the harmer to regain feelings of respect for both themselves and others.

Reintegration: The final principle, Reintegration, refers to how the community should allow the harmer to accept their part in the harm and reintegrate back into that community with trust.

Character Education Monthly PBIS themes:

At West, we want our students to be good citizens. We know that explicitly teaching our students how to be good citizens is very important. Each Monday morning, we spend a few minutes teaching our students about the following character traits:



July: Be Safe, Be Respectful, Be Responsible

August: Growth Mindset

September: Goal Setting

October: Be In Tune With Your Emotions

November: Conflict Resolution

December: Be Kind

January: 3 Bs / Handbook Refresher / Be Empathetic

February: How to Solve Problems

March: How to Solve Problems 2.0

April: Growth Mindset 2.0 / SBAC

May: Perseverance

June: Be a Good Friend

Bullying

Bullying is defined as repeated teasing or harassment that may include a real or perceived power differential or group to individual harassment. No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel. Our mantra for student safety is "If you see something, say something" by reporting incidents of bullying to administration. Students who are demonstrating bullying behaviors will lose privileges and may be placed on a No Contact Contract for the remainder of the school year.



Please note: our school has an online anonymous reporting feature where students and parents can report bullying, threats, cyber bullying, graffiti, or other safety concerns.

Please follow the link to the Catapult reporting system on our school website:

<https://west.egusd.net/>

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.

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

Adult Education

After School Education and Safety Agricultural Vocational Education

American Indian Education Centers and Early Childhood Education Program

Assessments Bilingual Education

California Peer Assistance and Review Programs for Teachers

Career Technical and Technical Education and Career Technical and Technical Training Career Technical Education

Child Care and Development Child Nutrition Compensatory Education

Consolidated Categorical Aid

Course Periods without Educational Content Economic Impact Aid

Education of Pupils in Foster Care and Pupils who are Homeless Every Student

Succeeds Act / No Child Left Behind

Local Control Accountability Plans (including Charter Schools as described in EC §§ 47606.5 and 47607.3)

Migrant Education
Physical Education Instructional Minutes Pupil Fees
Reasonable Accommodations to a Lactating Pupil Regional Occupational Centers
and Programs
Rights of certain juvenile court school transfer students School Safety Plans
Special Education State Preschool
Tobacco-Use Prevention Education

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

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