

Fred T. Korematsu  
Elementary School at Mace Ranch

# School Handbook



3100 Loyola Drive  
Davis, CA 95618-1605  
(530) 757-5358

Office Hours (School Days):  
8am-3:30pm [korematsu.djusd.net](http://korematsu.djusd.net)

# **Fred T. Korematsu Elementary School at Mace Ranch**

Dear Parents or Guardians,

Welcome to the new school year!

Please take the time to review the information in this handbook as a family.

We encourage you to be an active participant in the Korematsu community. Become involved in or attend meetings of the Korematsu Parent Teacher Organization (KPTO) and School Site Council (SSC). Volunteer in the classroom, library or for special programs and events.

We welcome your energy, ideas, questions (and concerns) as we continue a tradition of excellence at Korematsu Elementary.

Sincerely,

**Korematsu Staff**



# DJUSD Mission Statement

On February 2, 2017, the Davis School Board approved a resolution providing a clear and transparent statement that DJUSD shall be a place where all students, employees and families feel welcome and safe regardless of their immigration status, race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or gender expression.

Specifically, the resolution addresses procedures for responding to federal immigration enforcement action as well as policy changes around data collection on student enrollment. The resolution marked an important, first step to begin the process of examining current policies and procedures, educating school employees, and working closely with community partners to ensure that all students and families, including those that are undocumented or marginalized, are able to receive education in a safe and supportive environment.

The Resolution and other resources can be accessed at [www.djUSD.net/belong](http://www.djUSD.net/belong)

## About Korematsu

The school is named in honor of Oakland native and civil rights activist Fred T. Korematsu (1919-2005).

A Japanese-American shipyard welder at the beginning of World War II, Mr. Korematsu challenged the federal government's war order to relocate Japanese-Americans to internment camps.

Mr. Korematsu was arrested and lost a legal challenge in a 1944 Supreme Court decision but was vindicated decades later by the overturn of his conviction in 1982. He was awarded the Presidential Medal of Freedom by President Clinton in 1998.



*"If you have the feeling that something is wrong, don't be afraid to speak up."*

*- Fred T. Korematsu*

The State of California recognizes Mr. Korematsu's birthday on January 30th as a special day of significance in which schools are urged to honor his memory.



## Coyote Mascot

The coyote (*Canis latrans*) is the school mascot.

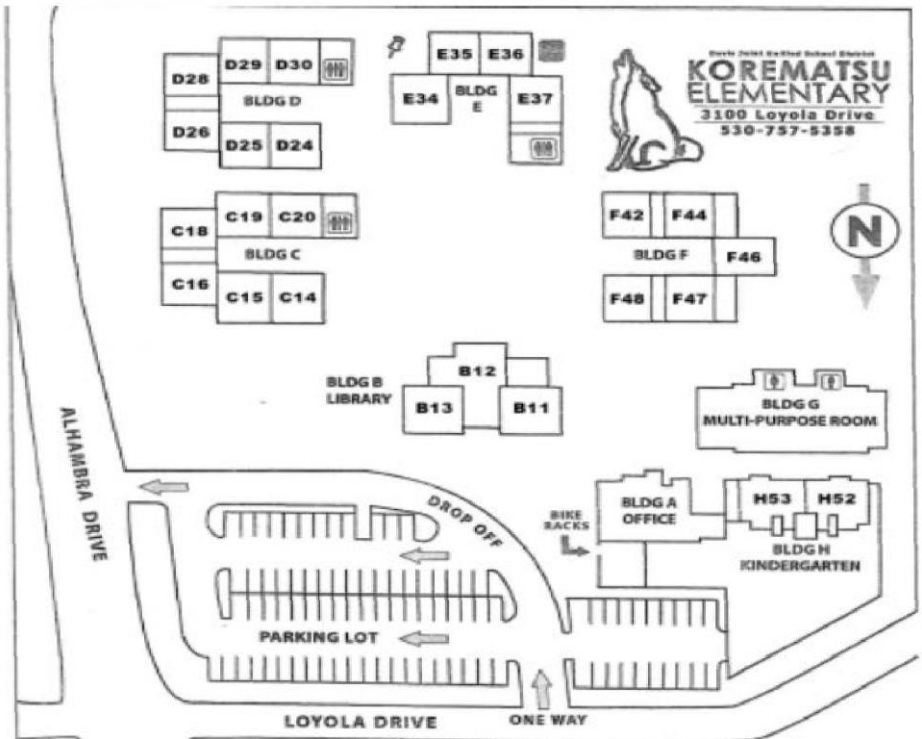
The coyote is a member of the dog family and is native to California. They are found throughout the state, from desert and mountain habitats to urban areas.

Coyotes resemble a small German shepherd dog except for their long snout and bushy, black -tipped tail. Their high-

pitched, yodel-like yapping can frequently be heard at night. Coyotes are extremely adaptable and can survive on whatever food is available.

Coyotes are central figures in Native American myths, including those of Northern California's Ohlone, Miwok and Pomo peoples.

# CAMPUS MAP



- Please obey all traffic signs and pay close attention to the "one-way" directions in our parking area.
- The traffic loop is for curbside drop-off. Please make sure to park your vehicle in the lot if you are going to campus.

# Daily Schedule

Please ensure that students arrive on time.  
School funding is based on attendance.

Kindergarten / Transitional		
Kindergarten (Morning)	M-F	8:15 – 11:35
Kindergarten (Afternoon)	M-T, Th-F	11:45 – 3:05
Transition Kinder (Afternoon)		
Kindergarten /	W	8:15 – 11:35
Transition Kinder		
PRIMARY (Grades 1-3)		
Grades 1-3	M-T, Th-F	8:30 – 2:35
Grades 1-3	W	8:30 – 1:30
Morning Recess	M-F	10:00 – 10:15
Afternoon Recess	M-F	1:20 – 1:30
INTERMEDIATE (Grades 4-6)		
Grades 4-6	M-T, Th-F	8:30 – 3:05
Grades 4-6	W	8:30 – 1:30
Morning Recess	M-F	10:20 – 10:35
Afternoon Recess	M-F	1:50 – 2:00
LUNCH SCHEDULE		
Lunch (Grades 1-2)	M-F	11:25 – 12:10
Lunch (Grades 3-4)	M-F	11:45 – 12:30
Lunch (Grades 5-6)	M-F	12:15 – 1:00

School Office Hours: 8:00 am – 3:30 pm

# Polices and Procedures

## Arrival to school

School begins promptly at 8:15 am for morning Kindergarten students and at 8:30 am for all other students in grades 1-6. PM Kindergarten students may report directly to their classrooms. All other students in grades 1-6 may report to the playground after 8:10 am (supervision is provided by staff). Students will report to their classrooms at the 8:20 am bell.

- Parents are responsible for the safety of their children prior to 8:10 am.
- There is no supervision on campus for students prior to 8:10 am.
- Please do not send your children to school or drop them off before 8:10.

On rainy days students in grades 1-6 may be asked to either gather in the Multipurpose Room (MPR) or in their classroom as directed by their teacher. Supervising teachers will release students from the MPR to their classrooms at 8:10 am.

## Tardiness

Students are required by law to attend school and arrive on time. Parents or guardians should call the school office (or provide a note) when a student is tardy. (Phone 530-757-5358). Tardy students must enter school through the office to obtain a tardy slip before going to class. The school will notify parents of students who have an inordinate number of tardy reports. By law, we are required to report excessive tardy reports to the district truancy officer.

## Departure from campus during school day

Students are not permitted to leave the school campus during the school day without permission of the parent or guardian. Unauthorized departure from campus will be considered a suspend-able offense.

## Departure after school

Students are to leave for home or place of designated childcare as soon as school is dismissed, unless participating in an on-campus after-school program. Students are to be picked up promptly at their dismissal time (2:35, 3:05). Parents should make arrangements to pick up primary age students at the end of their school day so that they are not on campus waiting for intermediate siblings. This can be a disruption for students still in class. Parents will be notified if a student is to be kept after school. Please make sure your child knows the arrangement for pick-up prior to the start of the school day.

## Play on campus after school

The campus and play structures are reserved for school activities and class use from 8:00 am through 3:30 pm each school day. Students may not use the play- ground between 2:35-3:05, even if they are waiting with a parent for an inter- mediate sibling. Students should not return to or play on campus until after 5:00 pm. If they do return after 5:00 pm, we recommend that they return with adult supervision. No skateboard, scooter or bicycle riding on campus.

## **Absences**

If your child will be absent, please call the school and leave a message prior to 8:00 am. (Phone 530-757-5358). Leave the student's name, teacher, reason for absence, and the date(s) of absence. If there has been no communication with the office secretary before the student returns, please send a note or call the office stating both the date(s) and reason for the absence.

## **Longer absences and independent study**

If your child must be absent from school for reasons other than illness, and the absence will be for a period of five (5) days or more, you may choose to enroll him/her temporarily in the Independent Study program. This enables the student to complete schoolwork while away, and enables the school to earn attendance funds. Contracts may be picked up in the school office. Please submit your signed contract 1 week prior to the absence.

## **Dogs on campus**

For safety reasons, we ask that you not bring dogs on campus during the school day (8:00 am-4:00 pm) unless granted special permission by the teacher for a classroom visit.

## **Personal Devices Usage**

Students are permitted to have personal electronic devices such as cell phones, smart watches, earbuds, etc. at school, however they must be kept turned off and in their backpack during school hours, with the exception of a teacher-approved instructional use. If a student is found in possession of a personal electronic device during school hours, they will be asked to put it away. If the student does not put it away or takes it out again, the device will be held in the school office for pick up by a parent or guardian that afternoon.

## **Using school telephones**

Students may receive permission from the teacher to use the phone in the classroom for valid reasons. Students may use the office telephone only for emergencies or to communicate a serious problem. Please make prior arrangements with your child regarding procedures they are to follow after school so that the office phone lines may remain open.

## **Student meals**

Under the current California Universal Meals Program, all students in DJUSD receive a nutritiously adequate breakfast and lunch, free of charge. Even with this program in place, all DJUSD families are encouraged to fill out the Free and Reduced National School Lunch Program application (found at [www.djUSD.net](http://www.djUSD.net)) as this can bring in an additional 20% of state funds to our district for qualifying families. Families that do qualify under this program also have access to other support services.

## **Emergencies**

It is vital that you complete two emergency cards for each child, and that you provide working phone numbers for staff to use in case of emergency. One card will be kept in the office and the other in the classroom emergency pack to be used in the event that requires the release of students during the school day. Advise the office of any information change



during the school year. Children who become sick or injured are to be picked up promptly after a parent, guardian or childcare provider has been notified.

## **Emergency dismissal**

In case of an emergency that would necessitate immediate, unscheduled closure of school, parents will be contacted to pick up their children. Parents will not be permitted to pick-up their child without following sign-out procedures. No child will be released to anyone other than those listed on the emergency card. Safety procedures will be sent home during the school year.

## **Medication**

Before medication of any kind can be administered to a child at school, the parent must complete a special form that is available in the office. All medication must be in its original container, and stored in the school office.

## **Parent volunteers or visitors**

As a safety precaution, visitors to campus are required to sign in and out at the office. This also enables staff to greet visitors and provide information. Parents are welcome to visit the classroom, but please make an appointment with the teacher and remember to sign in at the office before visiting. Parent volunteers and visitors are not permitted during the recess and lunch periods. If you would like to visit or eat with your child during these times, you must sign your child out and report to a designated visiting area on campus.

## **Classroom interruptions**

It is critical that classroom lessons flow in an uninterrupted manner so that students reap the full benefit of instruction. We ask your cooperation in making sure all messages, money and school items are given to the student before leaving home. Please call the office to deliver only emergency or health related messages to students during class time. The classroom will not be interrupted for routine messages. Phone messages will be routed through the teacher's voice mail.

## **Conferences and report cards**

Conferences with teachers are scheduled at the end of the first and second report periods for the purpose of discussing the student's progress. At that time you will receive your child's report card. If you have questions about your child's progress between conferences, please contact your child's teacher.

## **Textbooks**

Students will be issued textbooks that are numbered for inventory control. Students are to keep the books issued to them. Students who fail to turn in books that have been issued to them will be responsible for payment of the books. On the last day of school, report cards will be withheld from students who have lost text or library books until payment for the missing books is received.

## **Forgotten homework or books**

Office staff will not open classrooms for students once the teacher has left.

## **Field trips**

Field trips to enhance the curriculum are scheduled during the school year. Field trip permission forms will be sent home and collected by the classroom teachers.

## **School information**

Read the "Weekly Howler" digital newsletter emailed by the Principal every Friday.

Visit the school website: [korematsu.djUSD.net](http://korematsu.djUSD.net)

Visit the Korematsu Parent Teacher Organization (KPTO) website: [korematstupro.org](http://korematstupro.org) where you can also subscribe to the Korematsu PTO email list server by clicking on "Mailing Lists" on the left side; follow the instructions.

A school directory may be published early in the school year.

Watch for occasional postings of flyers and banners for special events or messages through your email.

Phone the school office at 530-757-5358.

Office Hours on school days are 8:00 am to 3:30 pm.

## Student Behavior

You will find the Parent-Guardian/Student Rights and Responsibilities and Standards for Student Behaviors on the district website: [www.djUSD.net](http://www.djUSD.net). Read these documents with your child and sign the last page and return it to school during registration.

Below is Cody Coyote's "P.A.W.S." Code of Conduct:

**P** practice Kindness

**A**ct Responsibly

**W**ork and Play Safely

**S**olve Problems

Our goal is to assure the safety of each and every student on our campus, and to provide each student with an academic and social environment that enables success. When a student is having difficulty consistently following classroom or school rules, meeting with the parent to build a behavior contract can often be the most effective path to success. There is nothing more powerful than having parents and school staff working together!

Following is a range of consequences that might be used with a student to redirect inappropriate behavior:

- Verbal or nonverbal redirection
- Reflective time away from the classroom (sent to buddy room)
- Behavior note sent home for parent signature
- Behavior note sent home and phone call home
- Behavior contract (extrinsic/ intrinsic motivators)
- Consultation with counselor
- Consultation with principal
- Meeting with parents and school team

- In-house suspension (student completes assignments in another classroom and loses recess privileges for the day).
- Suspension from school for repeated offenses or “severe misbehavior” (based on district behavior policy).

Korematsu is also committed to the district's policy on restorative practices. The spectrum of restorative practices are put into place to build, maintain, and repair relationships. These practices may include:

- Affective statements and questions to personalize the impact of the behavior on the individual
- Small conferences that are facilitated opportunities for all parties to discuss ownership, responsibility, impact, and problem solving.
- Group circle to build community and normed behavioral expectations.

## **Dress Code**

Appropriate student dress is important for a productive work day at school. Student dress may not distract from the tasks of the school day. The following guidelines will assist in daily dress decisions:

Clothing must:

- Provide appropriate cover for the body.
- Cover underwear/undergarments.
- Be properly sized for safe body movement.
- Must not advertise drugs, alcohol and tobacco.
- Must be free of derogatory language and/or pictures.
- Dress for the school day must enhance and support the “work” of the school day.

Shoes must:

- Provide safety of the feet for the school day.
- Students must have supportive shoes on their feet for active movement and full participation in Physical Education classes which are required by state law on a regular basis.
- Shoes for the school day must provide safety and support for the feet.

A complete copy of the district dress code is in the Standards for Student Behaviors.

DAVIS JOINT UNIFIED SCHOOL DISTRICT  
**PARENT/SCHOOL COMPACT FOR STUDENT SUCCESS**

*To provide a school climate in which students can be  
academically successful and feel supported*

***Students Agree to:***

Come to school on time each day ready to learn.

Set personal and academic goals and work toward them.

Take responsibility for turning in assignments on time and doing them well.

Work cooperatively with other students and staff.

Respect all school property by keeping it clean and free of litter and graffiti.

Make an effort to talk to and help younger students.

Develop pride in being a member of the Korematsu community by participating in spirit days, school improvement projects, and leadership clubs.

Follow safety rules around the school regarding walking and biking.

***Parent Agrees To:***

Send children to school on time and pick them up promptly after school.

Help our children set personal and academic goals, and regularly review their progress.

Be informed about homework and provide, time, place and support.

Speak respectfully about staff in front of students.

Ensure that children are dressed safely and appropriately, including shoes that are safe for running.

Provide correct phone numbers and be available or have someone available for emergencies.

Develop pride in being a member of the Korematsu community by supporting spirit days, school improvements, leadership clubs, and if possible, become involved on campus as a volunteer.

Follow safety rules around the school regarding driving, walking and biking.

***Staff Agrees To:***

Provide District mandated curriculum for all students that is challenging and rich.

Provide an orderly and supportive environment in which instruction and learning can take place.

Conference with parents, both formally and informally as requested.

Provide additional opportunities for parents to be successful in helping their children through family curriculum nights, newsletters, and parent workshops.

Continue to strengthen teaching strategies through collegial and staff development.

Develop pride in being a member of the Korematsu community by supporting spirit days, school improvements, and sponsoring leadership clubs.

Be familiar with the Student Code of Behavior and enforce school rules in the classroom and on the playground.

Model punctual behavior by bringing students in from recess on time and by reporting for yard duty promptly.

## Supplemental Programs

These programs are provided to students in addition to the core instruction. State and local funds provide the core instructional program. Local funds are used to lower class size and provide for additional staff, materials, programs and equipment in the classroom; and staff development.

**Class Size:** The average student/teacher ratio in primary classes is 24:1. Intermediate class size 31:1.

**English Language Development (ELD):** Provides specialized instruction to students who are learning English as a second language.

**AIM (Alternative Instructional Model):** For gifted students who have been identified through performance on academic and other cognitive abilities tests.

**Nurse:** Provides vision and hearing screenings and assists the office staff in maintaining each student's health file.

**Counseling Services:** Promotes a successful school experience for all children, and to assist staff and parents in helping students develop self-esteem. Other services provided include group discussions, parent consultation, teachers support, student counseling, coordination of outside services and crisis intervention.

**Reading:** Classrooms utilize a guided reading instructional model which allows students to receive reading instruction at their skill level in a small group within the classroom. The Special Reading program is designed to provide additional help for students who are experiencing difficulty. A certificated reading teacher provides specialized instruction. Students are identified for this service through a combination of reading scores and teacher referral.

**Special Education:** Students are identified for the program by a team of support personnel through an evaluation process which includes parent consultation. Certificated resource specialists and a part time full inclusion teacher provide extra help to identified students.

**Speech and Language Therapy:** A speech and language specialist is available to evaluate student speech and language development and to provide follow-up instruction as needed.

**Student Leadership and Activities:** Staff believes students need to be involved in their learning community. Leadership and academic excellence can be fostered when students are given opportunities to be meaningfully involved and have roles of responsibility within the school setting. Youth participation in leadership roles has been proven to be a protective factor in children's lives, and significantly reduces the risk factors of alienation and lack of bonding to social institutions.

Staff strives to engage students by actively involving them in activities and roles which are meaningful and valued. These roles help to develop essential life skills such as problem solving, decision-making, planning, goal setting and empathy as expressed in helping others. Staff is so committed to this concept that many, including the principal and counselors, give their time to sponsor one or more leadership groups.

Clubs may vary from year to year due to the availability of staff sponsorship.

## **Parent Concerns**

If you have questions, comments or concerns related to your child and school, please discuss first with your child's teacher, and if necessary, talk next with the principal.

Should the issue remain unresolved, there is a district complaint form available in the school office which can be used to enlist the aid of district administration in reconciling the issue.

If your child has had good experiences, be sure to let the teacher know too. You may express your appreciation by writing a letter to the teacher with copies to the principal and school superintendent.

## **Parent Participation**

Parent participation in the classroom and at all levels of school planning is welcomed and encouraged. Following are several standing parent committees.

## **English Language Advisory Committee (ELAC)**

ELAC meets three to four times a year to discuss the multiple facets of the program provided for limited and non-English speaking students. Parents meet to discuss issues, listen to and participate in presentations about the curriculum and all facets of the school.

## **School Site Council**

Site council meets monthly and monitors the implementation of the "school plan" and the annual budget allocations for the Local Control Accountability Plan (LCAP).

The committee consists of parents and staff who are elected by their counterparts. Watch for Site Council announcements in the "Korematsu Kids" newsletter. A subcommittee of the Site Council focuses on human relations and a positive school climate. They assist in the identification, development, implementation and evaluation of activities designed to maintain and improve human relations at the school.

## **Korematsu Parent Teacher Organization (KPTO)**

KPTO is a partnership of parents and staff organized to support and enhance the school. Parents and teachers are encouraged to be members. All are welcome to attend meetings and to volunteer, but only members who have paid dues may vote or hold elective office. Dues are modest and the KPTO's work offers a wide variety of fulfilling volunteer opportunities. (See next page).



## KPTO FAQ's

Joining the Korematsu PTO is a great way to build community and get to know other Korematsu families. Please visit [www.korematsupto.org](http://www.korematsupto.org) or pick up a membership form from the school office. Your help is always appreciated in whatever form you can give.

*What is a PTO and what does it do?*

Korematsu Parent Teacher Organization (KPTO) are parents and teachers that volunteer their time to support the school and provide enrichment to school programs by raising money to benefit all students through student club sponsorship, events, programs, school newsletter, and school garden program among others.

*If I join, do I have to come to meetings?*

You can be involved at many different levels. We all have busy schedules and if you can make it to the meetings, great! If you can't, we still want your help and to have you as a member. The size of our membership speaks as to how committed our families are to the school.

*How long does my membership last?*

Membership lasts for one school year and is renewable at the beginning of the school year in August. If you joined last year, please remember to join again this year!

*What happens to my dues?*

All dues support the school. The officers of the PTO are parents and are not paid for what they do. Your dues help fund events, the school garden, newsletter, website, list serve, teacher appreciation days, book fair and many other school enrichments.

*Does the PTO have insurance?*

Yes. The PTO has insurance in order to do business with the school district.

*What else can I do to help?*

Complete the online membership form so that we know how you would like to help. Some people can help a little, some can help a lot. All your help is greatly appreciated, no matter how much it is!

These important school programs promote the school garden, recycling, and fresh foods in school lunches.

## **School Garden**



The school garden program at Davis schools is run by volunteer leaders, and encourage a volunteer coordinator leader and helpers at each site. Korematsu's gardens are located all over campus and each garden has an educational purpose.

The school garden program ties into California's academic content standards and provides a hands-on learning experience for students. KPTO solicits volunteers to help run the garden program for each classroom. For more information, please visit: [www.mykorematsu.com](http://www.mykorematsu.com)

## **Kids Recycle (R.I.S.E.)**



Davis RISE (Recycling Is Simply Elementary) is a district-wide program designed to recycle, divert and reduce the solid waste stream at all of Davis' schools. The program has reduced more than 50

percent of solid waste that otherwise would go to the county landfill. Korematsu's recycling program is coordinated by parent volunteers. Students learn what to recycle and how in classrooms and during lunch. Korematsu's custodian helps students recycle during lunch period. More volunteers will extend the effectiveness of this program. For more information, please contact the school office.

## **Lunch Time Fresh Food**



The district's Student Nutrition Services works with the Davis Farm to School Connection to increase quantities of fresh fruits and vegetables purchased from local farmers in the school lunch program. Davis voters have passed parcel tax funding for

purchase and serving of additional fresh produce in the school districts lunch program.

## **Before and After School Care**

The following are fee-based programs with limited enrollment.

### **Catalyst Kids**

On campus via contract with the school district is Catalyst Kids, a licensed nonprofit child care provider. Catalyst Kids is not a school district sponsored program. Catalyst Kids provides before and after school care for a fee. Their building is west of Building H (Kindergarten). For more information visit [www.catalystkids.org](http://www.catalystkids.org).

### **Davis Kids Klub**

Davis Kids Klub is an on-campus nonprofit recreational-style after-school enrichment club, offering a fee-based program when school is in session. For more information, visit [www.daviskidsklub.com](http://www.daviskidsklub.com).

## **Drop-off, Pick-up, and Parking**

Parking on campus and in the residential neighborhoods surrounding the school is very limited. There is no parking along Loyola or Alhambra Drive.

To ensure the safety of children and adults, please follow all driving and parking restrictions, including one-way lanes in the lots, restricted parking spaces, and white, yellow and red curb markings.

We encourage use of the ample greenbelt and park pathways for walking and bicycling to school. Remember to walk bikes when reaching the campus. Bike parking is located north of the office and west of building E adjoining the playground.

### **Students traveling by bike should:**

- Wear and securely strap your helmet.
- Observe the “rules of the road”.
- Use marked bike lanes and greenbelt trails.
- Park your bike in the bike rack.
- Lock your bike with your own lock

Please note: for safety, there is no skateboard, scooter or bicycle riding on campus

# PARKING



Obey all traffic markings, signs and be alert for pedestrians and traffic...

**White curbs:** Stop only long enough to pick up or drop off passengers. Do not park, wait or leave vehicle.

**Yellow curbs:** Stop only long enough to load or unload passengers or freight. Do not park, wait or leave vehicle.

**Red curbs:** No stopping, standing, or parking.

**Blue spaces or curbs:** For disabled access only. You must have a disabled parking placard (window sign) or disabled person/ disabled veteran license plates.

## Parking Lot

(main entrance to school campus from Loyola)

Parent and visitor parking is permitted along the north side of the east lot. The rest of the lot, including the small lot adjacent to the office and kindergarten play area, is reserved for staff. Follow the markings as indicated on signs and on the pavement.

The entrance to the east lot is one way traffic from Loyola and the only exit is to southbound Alhambra (right turn only).

Use extreme caution if making a U turn at the intersection of Alhambra Drive and Fifth Street (to return to northbound Alhambra). The turning radius is short. The Alhambra/Fifth and Alhambra/Loyola intersections are prime school crossings for Korematsu and Harper Junior High students.



## Early Learning Center Parking Lot

(on Loyola)



This lot is for the Early Learning Center. No Korematsu parking, drop-off or pick-up.

## Additional Parking

School visitors may park in the main lot of Mace Ranch Community Park, entrance at 3141 Fifth Street. (North side of Fifth Street). The driveway is marked by a blue and white “Explorit” science center sign and is lined by walnut and olive trees leading to what looks like a ranch house. This is a public lot. Follow the concrete walkway adjoining the baseball fields to the school campus.



Entrance to Mace Ranch Park lot; 3141 Fifth Street

# District Policy and Procedures

## Tobacco

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles.

The products prohibited include any product containing tobacco or nicotine, including, but not limited to cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

This prohibition applies to all employees, students and visitors at any school sponsored instructional program, activity or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or ground shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

## Discipline

Students will be held responsible for their actions and how those actions may affect other people. The standards of student behavior are available at each school site or the Student Support Services webpage found at [www.djUSD.net](http://www.djUSD.net).

We do not allow corporal punishment at our district, but if it is necessary to protect others, physical restraint may be used.

If the school site administrator determines a violation of education code has occurred, a suspension may be delivered. If the parent/guardian does not agree with the suspension, they may file an appeal. Specific information about the appeal process can be found on the suspension form.

If your student is suspended, you may be required to go to your student's class during the school day to monitor their behavior.

Ed. Code §§ 35291, 48900, 48900.1, 49001

## Restorative Practices

DJUSD endeavors to employ restorative approaches to create a safe, welcoming, positive school culture that is conducive to growth and education for all. Restorative Practices focuses on building and strengthening relationships, improving climate and culture, and healing the harm that arises when conflict occurs. When conflict occurs, we seek to restore relationships that have been harmed by using a restorative approach - a fair, equitable and inclusive process that emphasizes personal responsibility and accountability while ensuring that all participating members feel valued and heard and recognize their important role as a community member.

## **General Complaint**

The Board of Education accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board expects that complaints be resolved expeditiously without disrupting the educational process.

Our Board encourages you to notify the district if you have concerns or complaints related to the district. Our Board hopes for early and informal resolution of each complaint starting at the lowest appropriate level.

If you have a concern or complaint, your first step (informal complaint) is to discuss your concern with the staff member or site principal. If the matter is not resolved informally, you have the right to file a written complaint with the Principal. The principal will investigate and provide you a written response. If you are not happy with the result of the written complaint then you may appeal the findings to the Director of Student Support Services. The Director of Student Support Services or a designee will investigate and resolve the complaint by following our complaint procedures.

Copies of General complaint form are available at all school sites, at the customer service desk at the district office, or on the Student Support Services webpage found at [www.djUSD.net](http://www.djUSD.net).

Board Policy 1312.3 and 1312.1; 5 CCR 4620-4622

## **Uniform Complaint**

We are committed to following state and federal laws and regulations. You may file a complaint under the Uniform Complaint Procedures if you believe the district has violated a state or federal law or if one of our programs is discriminatory.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

Any complaint alleging district violation of applicable state or federal law or regulations governing 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, and special education programs (5 CCR 4610)

Any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying in district programs and activities

against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

Any complaint alleging bullying in district programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics

Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

Any other complaint as specified in a district policy

If you disagree with the resolution of a Uniform Complaint, you may appeal to the Department of Education or seek civil law remedies.

Copies of Uniform Complaint Policy are available at all school sites, at the customer service desk at the district office, or on the Student Support Services webpage found at [www.djUSD.net](http://www.djUSD.net).

Board Policy 1312.3 and 1312.1; 5 CCR 4620-4622

## **Williams Uniform Complaint**

Our district is committed to ensure that the Williams Act is supported. This includes supplying sufficient textbooks or instructional materials. In addition, school facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or mis-assignments.

A complaint alleging any condition(s) specified above shall be filed with the principal or designee at the school in which the complaint arises. The



principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, not to exceed 10 working days.

Copies of Williams Uniform Complaint Policy are available at all school sites, at the customer service desk at the district office, or on the Student Support Services webpage found at [www.djUSD.net](http://www.djUSD.net).

Education Code 35186; 5 CCR 4680

## **Bullying**

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance. The board desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual student or group of students 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 other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage the person's reputation.

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

Any complaint of bullying, whether it is discriminatory or nondiscriminatory, shall be investigated and resolved in accordance with the law and the district complaint procedure.

Ed. Code §§ 200, 220, 234.1

## **Gender Identity and Expression**

California law and District policy require that all programs, activities and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with

these mandates to create a safe and non-stigmatizing learning environment for all students and to ensure that every student has equal access to all school programs, facilities and activities.

State law requires that all students shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with their gender identity, irrespective of the gender listed on the student's records.

School site administration shall coordinate with the District's Student Support Services Department whenever a student requests or the administration identifies a need to accommodate a student's gender identity and/or gender expression.

Talk to your school principal if you believe we are not complying with this policy. If the principal does not agree, you may appeal to the Student Support Services Office or file a formal complaint.

Ed. Code 221.5 (f)

## **Nondiscrimination**

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination or harassment. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

It should be noted that there is a possibility that students will participate in a sex-segregated school program or activity together with another student of the opposite biological sex. Please inform your principal if it is felt that such participation would be against religious beliefs and or practices or a violation of his/her right to privacy.

Our district programs and facilities, as a whole, are accessible. Our Superintendent makes information about our programs, facilities, and activities available to everyone, including those with impaired vision or hearing and limited English proficiency.

Talk to your school principal if you believe we are not complying with this policy. If the principal does not agree, you may appeal to the Student Support Services Office. You may ask the school site or district for complaint procedures.

Ed. Code §§200-220; Board Policy 0410, 5145.3,

20 USC 1681-1688, 20 USC 1400-1487;

42 USC 2001d-2001d-7; 34 CFR 106.9;

## **Sexual Harassment**

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment or sexual violence of students at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person, who reports, files a complaint or, testifies about, or otherwise supports a complaint or respondent in alleging sexual harassment.

According to California Educational Code, sexual harassment means: unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of these conditions:

Submitting to the harassment is explicitly or implicitly made a condition of an individual's academic status or progress

Submitting to, or rejecting, the conduct impacts academic decisions affecting the individual

The harassment has a negative impact upon the individual's academic performance, or creates an intimidating, hostile, or offensive educational environment

Submitting to, or rejecting, the conduct impacts decisions affecting the individual regarding benefits and services, honors, programs, or activities made available by the educational institution

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

A copy of our policy against sexual harassment as it relates to students is attached.

Ed. Code §§212.5, 231.5, 48980(g); Board Policy 5145.7

## **Title IX**

No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. If you have questions or a complaint related to sex discrimination, contact the district and ask for a copy of the complaint procedures.

Board Policy 0410; 42 USC 2000h-2000h-6; 34 CFR 106.1-106.61; 45 CFR Part 86

## **Free / Low-Cost Meals**

Free or low cost meals are available for eligible students. The application that is included needs to be completed and returned to the school site. Nutrition services will notify the family of their eligibility once the application is processed.

Ed. Code § 49510, et seq.

## **Student Protests and Disturbances / Expressions of Free Speech on Campus**

Knowing there are widely held and differing opinions in our Davis community around controversial topics, DJUSD recognizes the rights of students to express their views in exercise of their First Amendment rights. In the case of on-campus student protests or expressions of free speech on campus, expectations for student behavior will be maintained in order to ensure safety. We also encourage families to discuss with students their views about controversial events.

Generally, normal instruction will continue during any voluntary, organized activity on campus and students who choose to participate in planned, on-campus activities are expected to return to class following such events.

Students who leave class to participate in off-campus or other unauthorized activities will be considered “unexcused.” An initial unexcused absence will result in a phone call notification of the absence to the parent/guardian. Students who participate in a campus disturbance shall be subject to disciplinary action in accordance with Board Policy and Administrative Regulations.

(See Board Policy 5131.4 and Administrative Regulation 5131.4).