

# Emblem Academy

Parent & Student Handbook • 2023-2024



Dear Parent or Guardian:

Governing boards of school districts are required to notify parents or guardians of certain rights and responsibilities as specified in the Education Code and other state and federal regulations. This booklet contains the Education Code sections that are concerned with these rights and responsibilities, along with other important information.

**Your signature on your child's emergency card or online registration acknowledges that you have received this notice. (Please return the emergency card immediately if you did not register online.)**



**SAUGUS**  
UNION SCHOOL DISTRICT  
*Excellence in Elementary Education*

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### Site-Specific Information

This Parent and Student Handbook contains an information section specific to your school, district-wide information, as well as information which the state requires districts provide to parents and guardians annually. Please take the time to familiarize yourself with the contents of this handbook. If you require additional information, the school office will assist you.



## LETTER FROM THE PRINCIPAL

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It is a pleasure to welcome you to Emblem Academy! Whether you are new to the nest or returning for another year as an Emblem Eagle, we look forward to the 2023-2024 school year and all it has in store!

Emblem continues as an award-winning school having received numerous recognitions that include National Blue-Ribbon School, California Distinguished School, California Gold Ribbon School, California Honor Roll School, and recipient of the Silver Positive Behavior Intervention and Supports (PBIS) Implementation Award. Our goal is to continue the tradition of excellence in education and academic and personal success for each child. We continue to promote 21st Century learning skills that include critical thinking, collaboration, cooperation, communication, and creativity. Emblem's vision is to develop leaders and critical thinkers while providing an outstanding STEM program, all of which is built on the foundation of the six pillars of character. Together we are committed to the educational, social, emotional, and physical needs of all children who walk through our doors and help them SOAR!

This Parent/Student handbook has been designed to serve as a source of information between the Saugus Union School District, Emblem Academy, and our families. We hope it will assist you in becoming familiar with our programs, policies, and procedures.

For students to achieve academic and personal success, we strive for a cohesive partnership between students, teachers, parents, and the community. We are committed to working with you as part of our "Learning Community" to provide your child(ren) a premier educational environment where ALL students take pride in their learning and learn at high levels. To continue Emblem's tradition of academic and personal success, we challenge our students with two core responsibilities:

1. Persevere by giving 100% toward academic achievement.
2. Demonstrate the attributes of the Six Pillars of Character - Caring, Citizenship, Fairness, Respect, Responsibility, and Trustworthiness through our SOAR recognition of PBIS.

Please remember that our door is always open and that decisions will be made with your child's best interest at heart! Thank you for entrusting your children to our care! We appreciate your support and look forward to a wonderful and rewarding school year.

Sincerely,

Katie Demsher, Principal  
Christine Ivey, Assistant Principal

Eagle, Eagle, Eagle . . . Soar! Soar! Soar!

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## **DAILY SCHEDULE (Lunch and Recess Schedules Subject to Change)**

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Students should arrive at school between 7:30 a.m. and 7:55 a.m. so they will be able to line up on the playground when the bell rings at 8:00 a.m. Playground supervision is from 7:30-8:00 a.m. The Regional Autism Program will begin at 7:45 a.m. All general education students will enter school at the gate on Cabaletta. The gate will be locked at 8:00 a.m. **Students who do not enter through the gate before it is locked will need to go to the front office to get a tardy slip.**

### **Regular School Day:**

7:30 Yard Supervision Begins

### **School Begins:**

8:00 All General Education Classes

8:15 All Regional Autism Classes

### **Morning Recess Hours:**

9:25-9:45 Grades TK, K (1)

9:45-10:05 Grades K(2)/1<sup>st</sup>/2<sup>nd</sup>

10:05-10:25 Grades 3<sup>rd</sup>/4<sup>th</sup>

10:25-10:45 Grades 5<sup>th</sup>-6<sup>th</sup>

### **Lunch Hours:**

11:00-11:45 Grades TK

11:20-12:05 Grade K/1<sup>st</sup>

11:40-12:25 Grades 2<sup>nd</sup>/3<sup>rd</sup>

12:05-12:50 Grades 4<sup>th</sup>/5<sup>th</sup>

12:30- 1:15 Grade 6<sup>th</sup>

### **Dismissal Hours:** (Except Wednesdays)

1:15 Grade PreK Regional Autism Program

1:59 Grades TK-2 All General Education Classes

2:14 Grades TK-2 Regional Autism Program

2:49 Grades 3-6 All General Education Classes (Except Wednesdays)

3:04 Grades 3-6 Regional Autism Program (Except Wednesdays)

### **Early Release Wednesdays**

**\* Every Wednesday – Pre-School RAP Dismissal Time: 1:15 PM (no change)**

**– Grades TK-6 Dismissal Time: 1:39 PM**

**– Regional Program Dismissal Time: 1:54 PM**

### **Minimum Days:**

#### **School Begins:**

8:00 All General Education Classes

8:15 All Regional Autism Classes

#### **Morning Recess Hours:**

9:25-9:45 Grades TK

9:45-10:05 Grades K/1<sup>st</sup>/2<sup>nd</sup>

10:05-10:25 Grades 3<sup>rd</sup>/4<sup>th</sup>

10:25-10:45 Grades 5<sup>th</sup>/6<sup>th</sup>

#### **Dismissal Hours:**

12:20 All General Education Classes

12:35 All Regional Autism Classes

## **PRINCIPAL CONTACT**

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The principal can be contacted during office hours (7:45am-4:00pm) by note, email, ParentSquare message, telephone call, or appointment. The Office Manager will schedule an appointment or conference upon your request. Administration will make every effort to respond to notes and return telephone calls within 24 hours.

## **TEACHER CONTACT**

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Teachers are available for conferences both before and after school hours. These can be arranged by contacting the teacher via the telephone, email, or a note prior to your requested time for a conference. Drop-in conferences are discouraged, as scheduled meetings, planning, and other conferences are impacted. Teachers are not available to conference during instructional hours. If you would like for the teacher to call or meet with you, please leave a message with the office for the teacher to contact you or send an email to the teacher. The teacher will make every effort to return your call or reply to your email within 24 hours from the time the communication is received.

## **OFFICE PROCEDURES & COMMUNICATIONS**

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In case of an emergency, parents wishing to leave messages for their children may do so by contacting the school office. The office staff will deliver your message as soon as possible. If a parent needs to have an article delivered to their child, they should leave the article with the office staff. The office staff will try to have the item delivered as soon as possible to your child.

We try very hard to avoid unnecessary interruptions during "Prime Time", which is from 8:00am until the beginning of that grade level's lunch period. There are several ways that parents can help to avoid prime time interruptions.

1. Check with your child prior to leaving for school to see that he/she has a lunch or will get lunch from the cafeteria as well as all necessary materials for class.
2. If there is a change in how a child will be transported after school, it is required that the parent sends a note to the teacher indicating the change. This includes being picked up by a friend, neighbor, or relative. Before leaving for school, please make sure your child is aware that there will be a change in their regular pick-up routine.
3. Avoid calling the school to leave a message for your child during the last 45 minutes of his or her school day. Many classes are at physical education and cannot easily be reached.

## **TUESDAY BULLETIN**

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*The Eagle Flyer* is Emblem's newsletter that is sent out on Tuesday of each week. The purpose of the newsletter is to provide parents with current information about school

and District programs, policies, and upcoming events and activities. If there is a Monday holiday, the newsletter may be sent out on Wednesday. In an effort to conserve paper, *The Eagle Flyer* will be available via ParentSquare and on the Emblem website. We understand that some parents may not have access to the Internet. If you wish to have a hard copy of *The Eagle Flyer* sent home, please ask your child's classroom teacher so arrangements can be made.

## **VERIFICATION OF ADDRESS**

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The policy established by the Saugus Board of Trustees requires all new families to the school to verify their address by submitting copies of two current utility bills that show their name and address. Copies of these bills should be submitted by the fourth week of school. If the school encounters an invalid address or telephone number, proof of residency may be required.

## **ATTENDANCE**

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Consistent school attendance is essential for your child's success at school. Unless your child is ill, please send him/her to school each and every day on time.

**Absences:** If your child is absent from school, please call our school office at 294-5315 or email our attendance line at [mrios@saugusd.org](mailto:mrios@saugusd.org) or through ParentSquare. It is important that we receive specific information regarding your child's absence as it is required and checked by state auditors. Any student who is absent from school without a valid excuse more than three days or tardy in excess of 30 minutes on each or more than three days in one school year is considered truant (California Education Code - Section 48260).

There are two types of absences; **excused** and **unexcused**. The law defines an excused absence as illness, quarantine by a health official, medical or dental appointments, bereavement of one's immediate family, or court appearance. All other absences are considered unexcused. Please clear the absence within three days or your child will automatically receive an unexcused absence on his/her school record.

Please furnish the following information if your child is absent:

- Your name
- Child's name
- Your child's teacher's name
- Date of absence
- Reason for absence (specific illness)

If possible, please call prior to 8:30 a.m. on the date of absence. Occasionally we have had children absent from school without parent knowledge. We are asking that you do this for the safety of your child.

**Tardies:** We know that it is not always easy to get children to school on time, but we ask that you make every effort to ensure that your child attend school on time. Arriving on

time promotes responsibility and benefits student success in school. If your child arrives late, he/she is required to go to the office to obtain a pass. Tardy arrival takes away learning time for all students in the classroom, not just the student arriving late. When a student arrives late to class, the teacher must stop teaching to bring the tardy student up to date, collect his/her homework, change the attendance, etc. As a result, the smooth flow of the classroom is interrupted.

Parents of students who are frequently tardy or absent may be required to attend a School Attendance Review Board (SARB) hearing. We want students to be successful at Emblem. Let's work together so we can achieve this goal for our children.

### **PHYSICAL EDUCATION EXCUSES**

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Each student is required to have 200 minutes of Physical Education every 10 school days. A parent note is required at the beginning of the day to excuse a student from Physical Education. If a child is to be excused from Physical Education for more than three days, we request that the parent provide a physician's note. If a note can't be provided, parents are asked to contact the school office.

To ensure student safety, students who are excused from physical education may not engage in playground activities during recess and lunch.

### **STUDENT USE OF PHONE**

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Students may use the office phone for emergency use only. Students should make arrangements with parents before school if they wish to visit friends after school or have any other special requests. The office phone cannot be used for this purpose. Students may not use the phone to call for homework. Cell phone use is not allowed during the school day.

### **INJURED STUDENTS**

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Students requiring the use of ace wraps, casts, crutches, braces, or any other appliance will need a note from the attending physician authorizing their use at school. A Re-Admission Form obtained in the school office needs to be completed and signed by the attending physician. All children with ace wraps, casts, crutches, braces, or any other appliance must sit in a designated area during recess and lunch.

Office personnel will assist students who have minor injuries and illnesses. If necessary, parents will be called for additional assistance. The office staff will always inform you of a head injury reported to the office.

### **PARENT INVOLVEMENT**

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Emblem encourages active parent involvement in the educational decisions and processes of our school. Our active and supportive parent community enhances the overall educational experience for all children.

### **School Site Council:**

School Site Council (SSC) is an advisory and decision-making body that oversees the School Plan and alignment with the District LCAP plan. The SSC is comprised of five parents, three teachers, one classified staff member, and the principal and assistant principal. The Council's primary job is to establish and approve goals for the school and oversee the disbursement of funds.

We encourage and welcome your attendance at Council meetings. If you have suggestions that you would like the Council to consider and are unable to attend the meetings, you may contact one of the Council members or leave your suggestions in the office.

SUSD also distributes a yearly "Connectedness Survey" to assess parent perception of school strengths as well as concerns that are woven into the plan.

### **PTA:**

Emblem has always had an active and supportive PTA. You are encouraged to join and support Emblem's PTA. PTA association meetings are held monthly in the Multi-Purpose Room (MPR). All PTA members and parents are welcome and encouraged to attend. Dates for these meetings will be advertised in *The Eagle Flyer* and on the PTA website.

### **VISITORS AND VOLUNTEERS**

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Emblem values and appreciates its parent volunteers. It is required that before entering campus, **all visitors and volunteers sign-in using the Raptor system in the front office. Parents may only enter campus after receiving a visitor pass.** For safety reasons, the school must know who all non-employees are on the school campus. Visitor reminders:

- All visitors are to enter the campus through the front office only unless otherwise stated.
- All parents must participate in a volunteer training and fill out a volunteer application form.
- Parents who plan to volunteer on a regular basis are required by state law to submit proof of a negative T.B. test result prior to volunteering.
- Parents who wish to attend field trips will need to become a Level II volunteer and must be live-scanned first. Parents who are interested in becoming a Level II volunteer should contact the front office for more information.

### **CLASSROOM OBSERVATIONS**

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Parents are welcome to visit/observe classes at Emblem during the school day. Observations are limited to a twenty-minute period of time. Parents are asked to pre-arrange their observation with the classroom teacher to avoid any unnecessary interruptions to the instructional program. On the day of the observation, parents are to check in at the front office and then an administrator or administrator designee will join the parent for the observation time.

## DISASTER PREPAREDNESS

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### Preparedness:

Emblem has a clearly defined Evacuation/Disaster plan that focuses on proper planning and action before, during, and after a severe earthquake or disaster. Emblem's plan is evaluated and updated annually.

In the event of a minor earthquake in which there is little or no damage or injury, the District Office will issue the final direction as to whether school sites will remain open or be closed. Emergency supplies, and rescue equipment are kept on site. The Emblem PTA is committed to supporting and expanding supplies and equipment for use during a disaster.

### Drills:

Emergency drills are a vital part of disaster preparedness. Fire and lock-down drills are conducted monthly to promote emergency readiness. Disaster drills are held approximately three times per year to practice "drop, cover, and hold" techniques, as well as egress safety. Emergency drills also provide staff members an opportunity to practice their designated disaster duties.

### Evacuation/Disaster Procedures:

If Emblem experiences an emergency situation (i.e. fire, earthquake) Emblem's emergency disaster plan will immediately be put into action. The campus will be placed on a brief lock down to secure the area so Emblem's custodian, Search and Rescue teams, and teachers can assess the situation and make appropriate safety decisions for students and staff.

If the District determines that the school is not safe for regular daily activities and students need to be sent home, we ask that parents to adhere to the following **release procedures**:

1. **Parents must bring a valid ID to have child(ren) released to them.**
2. Teacher Leader supervise students in designated color group location (on the grass field). Students are clustered by grade level. Siblings will be kept together at the youngest sibling's color group.

Specific reunification procedures will be updated annually and sent home to parents at the beginning of the year.

### Important Parent Reminder:

It is imperative that parents include all possible emergency contacts on the Parent Portal. **The school will release students only to individuals listed on the student's Parent Portal.** Please be sure to keep emergency contacts current on the Parent Portal. We understand that in the event of a disaster, anxiety levels run very high. For the safety of all students, please allow staff to implement the procedures listed above. The staff will do everything in their means to conduct a safe and efficient disaster release.

## BEFORE AND AFTER SCHOOL SAFETY

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### Walking to and from School:

It is recommended that students walk to and from school in pairs or groups. Appropriate school behavior is expected at all times. Students **must** use crosswalks and appropriate safety procedures when crossing streets.

### Before and After School Supervision:

Playgrounds are supervised thirty minutes prior to the start of the school day. Parents are not permitted to wait on the playground with their child for supervision and safety reasons. Supervision is not provided after school. It is expected that all students leave campus at the close of the school day unless they are involved in an on-site activity such as after-school enrichment.

## BEFORE AND AFTER SCHOOL DROP-OFF AND PICK-UP

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### Morning Drop-Off:

Emblem highly encourages parents to use the Student Valet Lane for morning drop-off. Student Valet is located on Caballeta and is the most efficient method for dropping off students in the morning. To use the valet, students **MUST** exit on the curb side of the vehicle (to keep students safe and continue the flow of traffic). To enter the Student Valet, parents are to use the following route:

- Enter on Espuella
- Turn left on Diaz
- Turn left on Paraguay
- Turn left on Caballeta

### PLEASE ADHERE

After a student exits the vehicle, he/she will enter the school grounds through the Caballeta gate and proceed to their designated playground.

- Transitional Kindergarten (TK) and Kindergarten students will walk to the Kindergarten yard.
- Students in grades 1-6 will walk to the main play yard.

Campus Supervisors will be present at both play areas to monitor the safety of the students. In the event of rain, students in grades TK-1 will go to their classrooms and students in grades 2-6 will walk to the MPR.

If you choose not to use the Valet Lane, please park at curbside and use available crosswalks.

The Regional Autism Program will begin school at 8:15 am. Bus parking and valet will be available at the front parking lot of the school. ***If you are not part of the RAP program, please do not use the front lot for drop-off or pick-up.***

### Afternoon Dismissal:

There is no student valet available for afternoon pick-up except for the RAP Program. Parents who drive and pick their child(ren) up from school are to find curbside parking and walk to the designated locations to meet their

child(ren) or children will walk to their designated pick up location. Pick-up locations are as follows:

- TK – Gate to the right of the office (by TK rooms)
- Kindergarten – Gate to the left of the office entrance
- Grade 1, 3 – Caballeta gate by Kindergarten yard
- Grades 2, 4- Back Caballeta gate.
- Grade 5, 6 WALKERS- MPR gate
- Grade 5, 6 Valet- Back Caballeta gate
- RAP (all grades) – Front parking lot

All students who plan to walk home in grades 1-4 will exit the gate on Caballeta and must use the available crosswalks. Students walking in grades 5-6 will exit the gate nearest the MPR. For safety purposes, Emblem **strongly** advises that all primary age students and students with special needs be released to an authorized adult rather than walk home without adult supervision.

Emblem is located in the middle of a residential neighborhood. Please be courteous to our neighbors by keeping their driveways clear, staying off their lawns, picking up your trash, and not loitering near their homes. Please treat our neighbors the way you would expect to be treated in your own neighborhood. We want to maintain excellent relations with our community, and your help is greatly appreciated.

## **PRIME TIME INSTRUCTION**

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Uninterrupted instructional time is critical in the educational process. To help promote best learning practices we will not make phone calls or disrupt the classrooms before morning recess. "Prime Time" instruction is from 8:00am until the beginning of each grade level's lunch period. We will only interrupt classrooms during "Prime Time" instruction for emergencies.

## **HOMEWORK**

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The Emblem staff supports the Saugus Union School District's view that homework is a meaningful extension of regular classroom work and a valuable aid to student learning. Students are expected to complete their homework on time, reflecting accuracy and neatness. Incomplete class work may be required to be completed at home in addition to regularly assigned homework. Each teacher will decide when homework is appropriate and the content area to be assigned.

Homework policies and expectations are discussed in the classroom with students and should be reviewed by parents with students at home. If your child is consistently having difficulty completing his/her homework within a reasonable amount time, please be sure to contact the classroom teacher. The teacher does not know the actual amount of time a child spends on homework unless communicated by the parent.

*Further details regarding the District's homework policy (i.e.*

*required minutes, student responsibilities, parent responsibilities) is covered in the District section of this handbook.*

## **CLASS PLACEMENT**

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Much time and effort are given to placing students in classes. It is the goal of the staff to place a child where he/she will be most successful. To ensure that classrooms are evenly balanced and comply with state and federal laws, requests for classroom placements are **not** accepted. Due to changing enrollment, all children are assigned to classrooms on a temporary basis. Changes within the first two weeks of school might be necessary to accommodate unforeseen enrollment changes. If adjustments are necessary, they will be based on teacher recommendations in order to best meet student needs. *Class placement is also addressed in the District section of this handbook.*

## **AWARDS AND ASSEMBLIES**

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Positive recognition of scholarship, citizenship, and overall effort is emphasized. Staff members regularly reinforce student accomplishments in the classroom. Student effort and accomplishments are also reinforced during school-wide award assemblies that are scheduled at the end of each trimester. Parents of children receiving an award are invited and encouraged to attend and take part in the celebration.

## **FIELD TRIPS**

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Throughout the school-year teachers may take their classes on field trips. Students may **not** attend a field trip unless the parent provides permission in the Parent Portal and completes the required SUSD field trip permission slip for each trip.

## **CAFETERIA/LUNCH PERIOD**

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The Saugus Union School District contracts out all cafeteria services. If you have specific concerns regarding the food served or the service provided, you may contact the Santa Clarita Valley School Food Services Agency at (661) 295-1574.

For the safety of all children, **parents who wish to eat lunch with their child(ren) are welcome to do so as long as they check their child(ren) out at the front office.** For safety reasons, we ask that parents do not eat under the lunch shelter. Campus Supervisors and staff are trained to watch for adults who do not belong on campus. Adding more adults in the lunch area makes it more difficult for staff to recognize adult strangers.

Hot lunch, including milk, is served daily. Prices and details regarding bulk lunch purchasing will be communicated through school notes and bulletins. Menus are sent home the first of every month.

It is our policy that students will be properly supervised at all times. For this reason, no child will be permitted to leave school during the lunch period without specific permission from the parents. For those children who intend to go home for lunch on a regular basis, a "lunch



permission form” is available through the school office. Students must inform their teacher and sign-out in the front office. Upon their return, they must sign back in.

Children from families whose income is within levels established by the Federal Government may be eligible for free or reduced priced lunch. Contact the school cafeteria for further information.

## **SCHOOL RULES**

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### **EMBLEM ACADEMY PLEDGE:**

**As an Emblem Eagle I pledge to...**

**Give my best today**

**Strive for excellence the Emblem way,**

**Embrace ethics and take pride in all I do**

**To be a 21<sup>st</sup> century learner at home and at school.**

**I am an Emblem Eagle through and through!**

**Eagle, Eagle, Eagle... Soar! Soar! Soar!**

### **Discipline Plan**

Emblem’s discipline plan is based Positive Behavior Interventions and Supports (PBIS) in conjunction with the Six Pillars of Character (Caring, Citizenship, Fairness, Respect, Responsibility and Trustworthiness). The purpose of the plan is to develop mutual respect between students and between students and adults. Incentives are provided for students who demonstrate positive behaviors. Students are reminded of the pillars daily during the school broadcast. It is expected that students follow and respect all school rules ensuring maximum safety. Consequences for inappropriate actions (i.e. fighting, profanity, racial remarks, stealing, etc.) during the school day are based on Ed. Code laws, the inappropriate action, and progressive discipline. Consequences are confidential and are only shared with the student and his/her parent/guardian.

PBIS is designed to develop common language and expectations among staff and students. Emblem staff agree to support and use a positive approach to discipline. This approach will begin with five basic school rules. Teachers are given the flexibility to modify the rules in developing an assertive approach for their classroom.

### **Basic School Rules**

1. Students are to respect authority.
2. Students are to exercise self-control.
3. Students are to respect rights and property of others.
4. Students are to observe rules and regulations.
5. Students are to cooperate with others.

## **PLAYGROUND RULES**

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### **During School**

The playground is supervised at all times during the school day when children are at play. School rules and regulations are designed to safeguard each child.

Consequences for not following school rules may lead to being excluded from the privilege of the playground, suspension and/or expulsion.

### **General Playground Rules:**

1. Play all games according to their rules.
2. Keep hands and feet to self.
3. Use appropriate language.
4. Be respectful – (teasing, taunting, and/or threatening other students is not permitted)
5. No running on the blacktop except in permitted areas for a designated game (i.e. basketball court).
6. Walk around (not through) games while they are in progress.
7. Only school equipment is to be used on the playground. (Games, toys, balls, electronic games, etc. are not to be brought from home.)
8. Stop all activities immediately upon hearing the bell or whistle.
9. Follow instructions from the Campus Supervisors at all times.
10. Students are to return all playground equipment back to its original place and not left on the playground.

\* Playground signs are posted in the area of each game allowing students and playground supervisors to easily see the expectations and rules for the different games students play.

### **Cafeteria/Lunch Rules**

Emblem traditionally participates in a Recess Before Lunch program where students in grades TK-6 play first during lunch recess and then eat their lunch. Students will be given ample time to eat their lunch. It is expected that all students demonstrate appropriate table manners. Basic rules students are to follow while in the lunch area include:

1. Walk in and around the lunch area.
2. No throwing food or any other item.
3. No sharing food with others.
4. Use talking voices. (Please no yelling and/or screaming)
5. Raise hand to receive permission to leave the lunch table to use the restroom.
6. When dismissed to their classes, leave table area clean both on the top and below the table.

### **After School Guidelines**

There is no formal supervision of students on the playground after school hours, and parents should instruct their children to follow these basic safety guidelines.

- Leave school immediately after dismissal and do not linger on the grounds.
- Do not play on playground or on playground equipment.
- Do not ride bikes, scooters or skateboards on the playground.

*Students who remain on campus when not permitted are liable for any damage they may cause*

## **PERSONAL ITEMS FROM HOME**

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It is our goal that each and every student feels safe when coming to school so they can enjoy a positive academic and social experience. It is important that students understand that bringing certain objects to school may violate school and District policy. Many students don't realize how severe the consequences can be for bringing items that don't belong at school.

In an effort to prevent students from bringing an item that does not belong at school, it is important that parents remind their child that toys like toy/water guns and plastic knives or dangerous objects such as utility tools, firecrackers, mail openers, pocket knives, etc. can compromise one's safety and lead to consequences including suspension or expulsion.

Quite often students place objects in their pockets or backpacks intending to take them out before leaving for school. In the morning when they are preoccupied with getting ready for school, they forget to remove the object and end up bringing it to school. Parents are encouraged to check their child's backpack or pockets each day before coming to school.

## **BIKES/SCOOTERS**

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Students in grades 3-6 may ride their bikes and/or scooters to school if they have a bike permit on file in the office. Each bike/scooter must be locked in the bike rack. Locks may not be shared with others. Violation of bike safety rules or damage to other students' bikes in the bike rack will result in the loss of the bike permit. Students are required to wear a helmet when riding a bike or scooter (VC Section 21212 Youth Bicycle Helmets Minors). Failure to wear a helmet will result in the loss of a permit. Please walk bikes and scooters while on school grounds as a safety precaution to others. The "school grounds" include the parking lots, blacktop, grass areas, and sidewalks. "Walking" a bike means walking to the side of the bike; not sitting on it, standing on the pedals, or pushing it with your feet. Skateboards and rollerblades and other wheeled footwear are not allowed on school grounds at any time.

## **LOST AND FOUND**

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In order to ensure that lost articles are returned to their proper owner, **please be sure that your child's name is printed on articles such as sweaters, coats, lunch pails, etc.** Articles that are found will be turned in to the school office or placed in the lost and found and may be claimed at recess or after school.

## **BIRTHDAYS**

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Due to the District's Wellness Program, allergies, and other potential health risks to students and staff, **birthday treats are not permitted.** However, Emblem's staff is committed to promoting quality literature for our students.

For students' birthdays, parents are encouraged to donate a favorite book to our school library or their teacher's classroom library. Donated books will be clearly labeled with your child's name. Classroom teachers will still recognize your child's birthday on his or her special day.

## **CLASS PARTIES**

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Two class parties are permitted per year (winter holiday and end of year). All food provided must be commercially prepared and delivered in the original sealed package. Homemade foods cannot be distributed to the students. No colored drinks are permitted as spills will stain the carpets. *More information about celebrations can be found in the District section of this handbook*

# Districtwide Information 2023-2024

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This section provides information about District policies, practices and procedures. Each site is responsible for implementing district practices to meet the needs of the school and community.

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## District Core Values

**Respect • Integrity • Learning • Teamwork • Enthusiasm**

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## **I. General Information**

### **District Website**

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*[www.saugusud.org](http://www.saugusud.org)*

The District website contains information related to the Saugus Union School District.

### **Educational Equality: Immigration and Citizenship**

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All persons in public schools, regardless of their immigration status, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic, are to be afforded equal rights and opportunities in the schools, and are not to be discriminated against on the basis of these specific characteristics in any program or activity conducted by the school that receives or benefits from state financial assistance or enrolls students who receive state financial aid.

School officials are prohibited from collecting information or documents regarding citizenship or immigration status of students or their family members. The District has adopted a policy that prohibits discrimination, harassment, intimidation, and bullying based on those actual or perceived specified characteristics as well as a process for receiving and investigating complaints.

The Superintendent reports to the governing board any requests for information or access to the school site by an officer or employee or a law enforcement agency for the purpose of enforcing the immigration laws in a manner that ensures the confidentiality and privacy of any potentially identifying information.

School staff members are encouraged, when an employee is aware that a student's parent or guardian is not available to care for the student, to work with parents or guardians to update the emergency contact information and not to contact Child Protective Services to arrange for the student's care.

Students have a right to a free public education, regardless of immigration status or religious beliefs. The District has adopted model policies created by the California Attorney General, limiting immigration enforcement at public schools ensuring that public schools remain safe and accessible regardless of immigration status.

### **Arrival and Dismissal Time**

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Playground supervision begins a minimum of 15 minutes prior to the start of school. For safety reasons, students should not be on school grounds before that time. Students should go directly home or to the Child Development Program upon dismissal.

Parents who drop off and/or pick up students during the school day must wait at the entrance gates and not enter the campus with their child unless they have specific business at the school. All visitors must report to the office to sign in (see Visitor/Volunteer section for more details). For the safety and security of our students and to minimize disruptions, we ask that all parents and others abide by this rule.

### **Campus Supervision**

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No formal supervision is provided after school, on weekends, or holidays. Members of the general public should not be on school property during off-hours. Being on campus/school property during non-operating hours constitutes trespassing which is subject to the actions set forth in the California Penal Code 554.1.

### **Class Placement**

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Under the direction of the Principal, school staff recommends the most educationally beneficial placements for students. This recommendation is based upon school records, past performance, and staff observation. The principal is responsible for the final assignment.

### **Back-To-School Night/Open House**

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On Back-to-School Night parents have an opportunity to visit their child's classroom and hear the teacher explain expectations and curriculum for the school year. At most sites, it is an evening for adults, and students should not attend. However, school site staff may hold a "meet and greet" event in which students are invited to attend.

Children are welcome at Open House in the Spring. Open House is an opportunity for all family members to visit the classrooms.

## **Field Trips**

---

Field trips are used to complement the curriculum. Signed field trip forms are required for each field trip. Permissions can also be completed through the Campus Portal during online registration. Students must ride on the bus both to and from field trips. Field trip and transportation approved by the District Office, Principal, and Transportation Department.

## **Parent Teacher Communication**

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Formal Parent/Teacher communication includes the; three Progress Report Cards, and a fall and spring conference.

Fall and spring Parent/Teacher conferences present an opportunity to discuss progress throughout the year. They are scheduled in conjunction with the second report card.

Informal communication may include: notes between home and school, newsletters, campus visits, phone calls, student behavior contracts, informal meetings, ParentSquare messages and posts, and email.

To participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact an Education Services representative for more information on how you may contribute.

## **Parent Participation in School Meetings/Conferences**

---

If the parent's employer has 25 or more employees, the parent must be allowed to attend school meetings and events for your children, up to a maximum of 40 hours each year without discrimination or fear of job loss. Purposes to attend child-related activities include: enrollment in grades 1-12, to address child care or school emergency, behavior or discipline problem that requires immediate parent attention, sudden school closure, or natural disaster. (Parent" means a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in.) If an employer discharges, threatens to discharge, demotes, suspends or otherwise discriminates against the parent, the employee may be entitled to reinstatement and reimbursement for lost income or benefits. See Labor Code 230.8 for more details.

## **Visitors/Volunteers**

---

Every non-employee visiting the school site during the instructional day must stop by the school office to sign in and receive an ID badge utilizing the Visitor Management system. All visitors/volunteers are required to wear a Visitor/Volunteer ID badge while on campus. Upon leaving campus, visitors/volunteers must sign-out in the office and return their ID badge. The school must be aware of all non-employees on school campus to ensure the safety of our students.

The District requests that classroom observations be arranged 24-72 hours in advance for security reasons, and to ensure that instructional time is maximized. Observations should be limited to twenty (20) minutes.

Visitors should not engage the teacher in conversation during classroom visits. Conferences may be arranged for a later time.

The Saugus Union School District very much appreciates the valuable service volunteers provide our students and staff. In order to assure the safety and well-being of our children, a person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer. Registered sex offenders and/or persons convicted of a felony are required by law to disclose this information to school officials prior to entering the campus. Failure to notify school officials may result in arrest, prosecution, and likely fine and imprisonment. Please note that the district may verify a volunteer's status as a registered sex offender by checking the Department of Justice's Megan's Law internet website or may request that a local law enforcement agency conduct an automated records check. Information about registered sex offenders in California can be found on the California Department of Justice's website, <http://meganslaw.ca.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California. (Education Code 35021, 35021 and 44010.1)

A volunteer is defined as an individual who, with school district authorization, voluntarily assists school district, schools, educational programs or students on a regular and on-going basis. All volunteers working with students must be under the direct supervision of a certificated teacher or administrator and should never be alone with students.

Volunteers who regularly assist directly with children must have a TB clearance on file at the school and review and sign a Volunteer Code of Conduct form. Please contact the school office for more information regarding this policy.

Parent “volunteers” may not bring siblings or other non-students on campus as supervision is not available during school hours.

## **Celebrations**

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Non-food celebrations are encouraged. Schools shall limit celebrations that involve food during the school day to no more than two per year. Food and beverages for class parties should strive to meet the nutrition standards for foods and beverages sold individually. If the celebration is not part of the National School Lunch Program, the celebration must occur after the last lunch period.

Non-food celebrations might include: birthday books, special occasion items such as pencils, erasers or stickers, special classroom activities, or classroom donations.

## **Movies**

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Movies shown at school must be rated “G.”

## **Positive School Climate**

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One of our core values is respect. We are committed to providing a positive environment where students can learn and expect all students, staff, parents, guardians and visitors on campus will use appropriate language and demonstrate behavior conducive to promoting a caring, safe atmosphere. Any person who willfully disrupts a public school or public school meeting is guilty of a misdemeanor and may be punished by a fine of not more than \$500. [EC 32210](#).

All schools within the Saugus Union School District are implementing Positive Behavior Interventions and Supports (PBIS). This is a multi-tiered system of support (MTSS) providing a framework to promote positive and safe school climates by clearly identifying positive behavioral expectations and explicitly teaching the desired behaviors to students. For more information about PBIS at your child’s school, contact the site administrator or your child’s teacher.

It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds. Civil Code 1708.9

## **Civility**

---

It is the intent of the Governing Board to provide an orderly and safe learning environment in which students and adults feel comfortable, share the responsibility for maintaining a positive school climate, and take pride in their school, its achievements, and its environment.

This policy promotes mutual respect, civility, and orderly conduct among members of the school community including all employees, parents/guardians, students, and the public at all schools, district facilities, and at extracurricular events. This policy is not intended to deprive any person of his/her right to freedom of expression that is protected from government restriction on school grounds and district facilities/activities. Uncivil conduct does not include the expression of controversial or differing viewpoints.

The basic purpose of this policy is three-fold:

1. To promote a work and learning environment that is safe, productive, and nurturing for all staff and students, and to encourage the free flow of ideas without fear or intimidation.
2. To provide our students with appropriate models for respectful problem-solving and conflict resolution.
3. To reduce the potential triggers for violent conduct, such as fear, anger, frustration, and alienation, especially by making problem-solving procedures and alternatives to violence readily accessible to both students and adults.

For the purpose of this policy, uncivil conduct includes the following:

1. Directing vulgar, obscene, threatening, or profane gestures or verbal and/or written communications at another person
2. Taunting, jeering, inciting others to taunt or jeer at a person
3. Yelling at another person during a meeting or conference
4. Repeatedly interrupting another person who is speaking at an appropriate time and place



5. Imposing personal demands at times or in settings where they conflict with another's assigned duties, supervision responsibilities, and established practices
6. Using racial/ethnic, religious, religion, gender, color, sexual, sexuality, or disability epithets
7. Gesturing in a manner that would put a reasonable person in fear for his/her personal safety
8. Invading the personal space of a person after being directed to move away
9. Physically blocking a person's entrance to or exit from a room or location
10. Remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave
11. Conduct which is likely to interfere with a peaceful conduct of the activities of the campus or facility

Persons who perceive they have been subjected to uncivil conduct will be urged to resolve their concerns through simple, direct, or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help identifying and/or using appropriate problem-solving procedures may seek assistance from the school administrator. Persons are encouraged to work on issues of concern promptly, and preferably, no later than two days after an incident has occurred. No retaliation will be permitted against persons for working in good faith under this policy and its related administrative regulations to resolve concerns.

This policy seeks to promote a school and workplace culture of respect and civility. Severe or persistent acts of uncivil conduct may, however, violate other school rules, such as the district's policies against harassment or sexual harassment or specific conduct codes. Violation of such policies may result in discipline, removal from district facilities and events, adverse employment action, or criminal charges as applicable. Nothing in this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable laws.

### **Students' Personal Property**

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Personal items of value (iPods, cameras, electronic games, radios, CD players, computers, toys, trading cards, etc.) should not be brought to school since loss, theft, or damage is possible. Also, such items can be distracting to the educational process and may be confiscated by school personnel. The District is not liable or responsible for lost or stolen items.

### **Cell Phones**

---

Students may possess pagers, cellular phones, or other electronic signaling devices but may not use them during the school day unless deemed medically necessary by a physician. The physician's recommendation should be a part of the student's Health Care Plan.

If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall return it at the end of the school day. Subsequent offenses may require a parent/guardian to pick up the device.

In accordance with BP/AR 5145.12 - Search and Seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action. EC 51512

### **Responsibility of School/District Property**

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Students and/or parents are legally and financially responsible and/or liable for the willful damage or loss to school or district property.

### **Dress Code and Appearance**

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"Dress for Learning" is a first step toward maintaining the safety of students within our school and community and enhancing the learning process.

Apparel and grooming must not inhibit participation or cause disruption in any phase of the instructional program. Casual clothing is recommended for school except for special "dress-up" occasions. Tennis shoes are essential as students do not change for P.E. and feet need to be protected. Students may wear sun-protective clothing including,

but not limited to, hats while outdoors. Information regarding procedures related to the use of sunscreen is available at each site. In order to assist us in maintaining an effective learning environment and to keep the focus of the classroom on learning, the following attire is appropriate for students:

- Jeans, cords, denims, slacks, simple dresses, skirts, and shorts (no shorter than finger-tip length)
- Shirts, T-shirts, blouses, and sweatshirts
- Tennis shoes with flat, non-skid soles – socks are to be worn at all times

The following attire is inappropriate for students:

- Oversized and baggy clothing, cut-offs (i.e., shirts, pants, jeans, tank tops with oversized armholes; pants are to fit around the waist and not drag on the ground)
- Clothing with inappropriate language or advertisements, or any reference to alcohol, drugs, tobacco, gangs, or violence.
- Gang-related clothing (i.e., long belts, trench coats, chains, chain wallets, caps worn backwards, etc.)
- Tube/halter tops, spaghetti strap tops/dresses
- Bare midriffs or revealing tight-fitting shirts and shorts
- Undergarments which are not covered by clothing
- Sandals, Jellies, open-toed shoes, sling backs, platform shoes, backless shoes, cleats, and shoes with retractable wheels
- Expensive and long dangling jewelry, especially earrings, that may pose a safety hazard
- Make-up or tattoos
- Excessively short skirts or shorts (no shorter than finger-tip length)

## **Homework**

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The purpose of homework is to extend and reinforce classroom learning, to involve parents in their child's learning, and to contribute to the student's personal growth through self discipline and the satisfaction that comes from a successful learning experience.

### **Suggestions to Students**

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- Understand what the homework assignment is and how to do it.
- Know when the assignment is due.
- Take all necessary materials and supplies home to do the assignment.
- Take responsibility for finding out about, and completing missed assignments.

### **Suggestions to Parents**

---

- Homework should be completed independently as practice for students.
- Provide a quiet study area with good lighting.
- Remind the student to do the homework assignment.
- Assist the student in understanding the directions.
- Compliment the student's effort in completing the homework.

Long-term projects may periodically affect the duration of homework. Class work that is not completed within the given time period at school may be completed at home. Please contact your child's teacher should you have questions about homework.

## **Statewide Testing Notification**

---

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

*The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following:*

- **Smarter Balanced Assessment Consortium Assessments**

The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

- **California Science Tests (CAST)**

The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

- **California Alternate Assessments (CAAs)**

Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.

Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks in spring 2019.

- **California Spanish Assessment (CSA) for Reading/Language Arts**

The optional CSA for Reading/Language Arts in Spanish is aligned with the California Common Core State Standards en Español. This computer-based test allows students to demonstrate their Spanish skills in listening, reading, and writing mechanics.

Pursuant to California *Education Code* Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. It is important that all students participate in state assessments. This allows us to individually examine student growth and progress towards standards mastery. The state monitors district participation, practices, and growth required to ensure proficiency of standards.

## **English Language Proficiency Assessments for California (ELPAC)**

The Initial English Language Proficiency Assessments for California (ELPAC) is the required state test for English language proficiency (ELP) that is given to newly enrolled students whose primary language is a language other than English. The annual ELPAC is a summative assessment that is administered to all English learners in order to identify students' English language proficiency level and to measure their progress in learning English.

### **Physical Fitness Test**

The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

## **II. Attendance**

### **Residency**

---

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located. A pupil shall be deemed to have complied with residency requirements for school attendance in a school district, provided he or she is any of the following (EC 48200, 48204, 48204.3, and 48204.6):

- (a) A pupil placed within the boundaries of our school district in a regularly established licensed children's institution, or a licensed foster home, or a family home. An agency placing a pupil in such a home or institution shall provide evidence to the school that the placement or commitment is pursuant to law.
- (b) A pupil who is a foster child who remains in his or her school of origin.

- (c) A pupil who lives in the home of a caregiving adult that is located within the boundaries of that school district. This also applies when the sole custodial parent of a minor child(ren) is a defendant at a felony arraignment, and information is provided by the court for guardianship of a minor or guardianship power of attorney. PC 993 (a).Execution of an affidavit under penalty of perjury pursuant to Part 1.5 (commencing with Section 6550) of Division 11 of the Family Code by the caregiving adult shall be a sufficient basis for a determination that the pupil lives in the caregiver's home, unless the school district determines from actual facts that the pupil is not living in the caregiver's home.
- (d) A pupil's parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of 10 hours during the school week. EC 48204(a)(7)(1) ) Once admitted to residency, the pupil's transfer may be revoked only if the parent ceases to be employed within the boundaries of the district. As a resident, the student does not have to re-apply for the transfer to be valid.
- (e) A pupil for whom interdistrict or intradistrict attendance has been approved.
- (f) A pupil whose parent is transferred or is pending transfer to a military installation within the boundaries of the school district while on active military duty pursuant to an official military order. The school must accept enrollment applications by electronic means, and the parent must provide proof of residence within 10 days after the published arrival date provided on official documentation.

The child of a military family may continue at his or her school of origin, regardless of any change of residence of the military family during that school year, for the duration of the pupil's status as a child of a military family.

For a pupil whose status changes due to the end of military service of his or her parent during a school year, the pupil may continue his or her education in the school or origin through the duration of that academic school year.

The school district will request that the parent or legal guardian provide reasonable evidence that a pupil meets the residency requirements for school attendance. If an employee of the school district reasonably believes that the parent or legal guardian has provided false or unreliable evidence of residency, the district may make reasonable efforts to determine that the pupil actually meets residency requirements, in accordance with board policy. (EC 48204.2)

### **Change of Residence/Emergency Information**

It is the responsibility of parents, guardians and foster care and caregiver adults to inform the school of any change of address, telephone number or emergency information. Parents must provide a manner to receive both written (U.S. Mail) and oral communication (telephone, cell).

For the protection of the student's health and welfare, and to facilitate immediate communication with the parent/legal guardian or caregiver, the parent/legal guardian is required to provide current emergency information via the parent/guardian portal or on an official Emergency Card. Every parent/legal guardian or caregiver must complete an Emergency Card for each student at the time of enrollment. Emergency information should include, but is not limited to the following:

- Home address, email address, and current telephone, including cell phone
- Employment/business addresses and phone numbers
- Relative/Friend's name, address, and telephone numbers authorized to pick up and care for the student in an emergency situation, if the parent/legal guardian cannot be reached.

Students will not be released to anyone not listed on the emergency card, unless the parent/legal guardian has provided written authorization.

### **Transfers**

Students are assigned to schools based on the site boundaries. In the event that a site is at capacity, the student may be assigned to another school in the district.

### **Intradistrict Attendance**

*(Transfers Within Saugus Union School District Schools)*

#### **District Open Enrollment**

Pupils whose parents or guardians currently reside within district attendance boundaries may apply for an intradistrict transfer. Information regarding the availability and procedures for requesting a transfer from their resident school will be provided annually in January-February. The District determines space availability and school transfers.

This allows parents to request the school their child may attend. Admission will be granted subject to a random, unbiased selection process. Application forms and procedures are available from your school's office. Transfers may be revoked for poor attendance, tardies, discipline reasons or lack of space. Once the intradistrict transfer is approved, an annual review of the transfer is not required.

**If the student moves from the address on the transfer documents or from the current school boundary area, a new transfer request form must be completed. If the school is closed to transfers, the transfer request will be denied. The student will still be able to enroll at their school of residence based on the new address or request a transfer to any open transfer school within the district. Transportation is not provided for students on intradistrict transfers.**

Students on intradistrict transfers will be notified of their transfer status annually to confirm the transfer is still active.

## **Interdistrict Attendance (EC 46600 et seq.)**

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### ***(Transfers Between Districts)***

A pupil may attend a school district outside the district of residence. Transfers are subject to board policy and approval. Application forms and procedures for attending a school outside of the district are available at the district office and apply to students in grades TK-6 only. Parents may apply for interdistrict permits for a “future year request” up until 15 days before school begins for the school year (EC 46600.1(e). A “current year request” is an interdistrict transfer request received starting 15 days before school begins for the school year. (EC 46600.1(c). Requests for the future year may be submitted beginning in the open enrollment period, typically in February each year.

**If the student moves from the address on the transfer documents or from the current school boundary area, a new transfer request form must be completed. If the school is closed to transfers, the request for transfer will be denied. The student will still be able to enroll at their school of residence based on the new address or request a transfer to any open transfer school within the district. Transportation is not provided for students on interdistrict transfers.**

**Transfers may be revoked for poor attendance, including tardies, discipline reasons, falsification of residency, or lack of space.**

Once the interdistrict transfer is approved, an annual renewal of the transfer is not required. Students on interdistrict transfers will be notified of their transfer status annually to confirm the transfer is still active.

If the interdistrict transfer is denied, the parent has the right to appeal the denial to the Los Angeles County Board of Education (LACOE) within 30 calendar days from the date of the district’s final denial. A student who is appealing a decision for an interdistrict permit approval through LACOE may be eligible for provisional admission to the desired district in grades TK-6, while continuing through the appeal process, if space is made available by the desired district, not to exceed two months. If no decision has been made in that time, the student must enroll at their school of residence or another school. Provisional attendance does not guarantee that the interdistrict transfer will be approved.

The District will notify a parent submitting a current year request of its final decision within 30 calendar days from the date the request was received, and notify future year requests of the final decision as soon as possible, but no later than 14 calendar days after the beginning of instruction in the school year. A parent’s failure to meet any established timelines is considered an abandonment of the transfer request.

The school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer.

Nor may a district prohibit an interdistrict permit release when no intradistrict permit options are available to a victim of bullying. A “victim of an act of bullying” means a pupil that has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Section 234.1 and the bullying was committed by any pupil in the school district of residence, and the parent of the pupil has filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency. “Bullying” means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm of self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying.

A pupil who has been determined by personnel of either the school district of residence or the district of proposed enrollment to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent

or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

A pupil who becomes a victim of a violent crime while in or on the school grounds must be offered the opportunity to transfer to a safe public school within the school district, within ten calendar days. If there is not another school within the area served by the district, the district is encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring school district to accept pupils through an interdistrict transfer. Primary examples of violent criminal offenses in the Penal Code include attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, and hate crimes. For more information, please contact the Director of Student Support Services at (661) 294-5309.

### **Right to Appeal**

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Interdistrict Attendance Applicant has the right to appeal to Los Angeles County Office of Education if interdistrict attendance permit is denied. The county board of education has sixty (60) calendar days to make a determination after the appeal is filed. There is no appeal process if intradistrict attendance permit is denied.

For additional information about attendance, please contact your local school or call the Saugus Union School District, Student Support Services at (661) 294-5309.

### **Regular Day Instructional Minutes**

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Transitional Kindergarten	294 minutes
Kindergarten	294 minutes
Grades 1-2	294 minutes
Grades 3-6	344 minutes

A student misses essential learning when absent, therefore, students are expected to complete missed assignments.

**Tardiness** — If your student is late, please send a note of explanation. Unexcused tardiness may require the student to complete lost learning time after school.

**Absences** — Every absence must be verified. Parents must send a note or call the school office. The following information should be included:

- Your child's name and teacher's name
- Date of the absence
- Exact nature of illness or reason for absence
- Anticipated duration of absence
- Your name and signature

Students with excessive absences and/or tardiness may be referred to School Attendance Review Team (SART).

**Appointments** — Schools receive funding from the State of California based on your child's daily attendance. When a medical appointment is necessary, schedule it for non-school time or arrange for your child to be in school before and/or after the appointment.

**Truancy Definitions** - EC 48260, 48262 and 48263.6

A student is considered truant after three absences or three tardies of more than 30 minutes each time and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year, the student is considered a habitual truant. EC 48262 A student who is absent from school without a valid excuse for 10% or more of the school days in one school year, from the date of enrollment to the current date, is considered a chronic truant. EC 48263.6 Unexcused absences are all absences that do not fall under the heading of "**Excused Absences**".

**Arrest of Truants/School Attendance Review Boards** - EC 48263 and 48264

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is truant may be referred to a School Attendance and Review Board (SARB).

### **Excused Absences – EC48205**

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Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.

No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences under EC48205, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. EC48980(j).

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
- Due to the pupil's illness.
  - Due to quarantine under the direction of a county or city health officer.
  - For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
  - For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
  - For the purpose of jury duty in the manner provided for by law
  - Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent (for secondary students).
  - For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference (of the student), or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
  - For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  - For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period to be determined at the discretion of the superintendent of the district.
  - For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
  - Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people.
  - Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school.
  - Work in the entertainment or allied industry
  - Participation with a nonprofit performing arts organization in a performance for a public school audience
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family" as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

When a student has had 14 absences in the school year for illness, any further absences for illness shall be verified by a physician in accordance with Board Policy AR – 5113(c). Students who are absent for 10% or more of the school year, for any reason, are considered chronic absentees. EC 60901(2)(c)(1)

### **Release During School**

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Students may not be released to relatives or other adults unless there is a note from the parent or that person is listed on the emergency card and brings proper identification. Medical, dental, and other appointments should be made outside of the regular school day. If it is necessary to make an appointment during the school day, you must come to the office to release the student and again to reenter.

### **Lunch**

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It is important that students do not leave campus during school hours, except under these conditions:

- Students going home for lunch on a regular basis must have a signed permit in the office.
- If a student goes home for lunch occasionally, a note must be brought each time.

## **Attendance Options**

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### **Independent Study Alternative Education**

The District provides an Independent Home Study Program for parents who wish to school their children at home. Information and applications are available at the district office.

### **Independent Study Contract**

If for any reason your student will be absent from school for 3 days or more, an independent study contract can be arranged. Students with unpredictable schedules may be required to participate in the District's Independent Study Program.

### **Home/Hospital Services**

A pupil with a temporary disability which makes attendance in the school in which the pupil is enrolled impossible, or inadvisable, may receive home-hospital instruction. This includes individual instruction provided in the pupil's home or individual instruction in a hospital or other residential health facility, excluding state hospitals, provided by the school district in which the hospital or other residential health facility is located. (EC 48206.3, 48207, 48207.3, 48207.5, 48208, 48240, and 51225.5)

Home-Hospital Instruction is provided one hour a day for each day of absence in accordance with the school calendar, for a maximum of five hours for a regular school week. A letter is required from a physician specifying the reason for and duration of the home-hospital instruction. Please contact the site administrator or office manager for further information.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. The district where the hospital or other residential health facility is located shall count the student for the purposes of average daily attendance until the student is able to return to their home or school of origin (EC 48207 and 48207.3)

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

### **Homeless Education**

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The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all school-aged children who are homeless to the same free and appropriate public education that is provided to non-homeless students.

A student who is homeless is defined as a person between the ages of birth (Early Head Start and Head Start Programs) and twenty-two (special education students) who lacks a fixed, regular, and adequate nighttime residence. The student has the right to attend either the school of origin (the school that the student was last enrolled or attended when housed) or the current school of residence. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school's decision by contacting the district's homeless liaison in the Student Support Services office. The liaison is available to address circumstances of eligibility, to provide parents with educational and related opportunities/services available to their children and to provide meaningful opportunities for them to participate in the education of their children.

The law requires the immediate enrollment of students who are homeless, which is defined as "attending class and participating fully in school activities". Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records. It is the responsibility of the district homeless liaison to refer parents to all programs and services for which the student is eligible. Referrals may include, but is not limited to: free nutrition, special education services, tutoring, English Language Learners programs, Gifted and Talented Education program, preschool, before and after school services or any other program offered by the school or district. The district shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible. (EC 54453, 49069, 51225.1, and 51225.2; 42 USC 11432)

### **Foster Youth Education**

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The district employs a liaison to work with foster youth and their parents/guardians to ensure their educational rights regarding enrollment, proper educational placement, and transfer between schools or districts. For more information about available resources or questions, contact the homeless/foster youth liaison in the Student Support Services Office. (EC 48204, 48645.5, 48853, 48853.5, 51225.1, and 51225.2; WIC 317 and 16010)



### III. Academic Services

#### English Language Development (ELD)

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Services are designed to meet the needs of students who qualify for assistance in acquiring English language skills. The focus of the district's ELD Services is to provide students who have a primary language other than English with:

- A means to facilitate the acquisition and mastery of the English language,
- Access to the core curriculum,
- A support system that takes into consideration the student's cultural and family values, regardless of language proficiency,
- Support for parents of students learning English.
- The program is designed to facilitate each student's ability to speak, understand, read, and write English and facilitate full participation in English mainstream programs.

The goals of the district align with state goals, to:

1. Develop fluency in English.
2. Develop a positive self-concept.
3. Promote cross-cultural understanding.
4. Provide equal opportunity for academic achievement.
5. Include, when possible, academic clarification of instruction through the students' primary language.

#### Requesting a Language Acquisition Program

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Language acquisition programs designed to ensure English acquisition occurs as rapidly and effectively as possible, and provides instruction to English learners based on the state-adopted academic content standards, including English language development (ELD) standards. (20 U.S.C. Section 6312[e][3][A][iii],[v]); *EC* Section 306[c])

Saugus Union School District is required to provide a Structured English Immersion (SEI) program. SEI is a language acquisition model for English Learners in which nearly all classroom instruction is provided in English with curriculum and a presentation designed for pupils who are learning English. Your child is provided instruction specific to their current language proficiency according to the English Language Development Standards. Students receive systematic language instruction in a designated block of time in which they learn the tools and strategies to apply throughout the core curricular areas.

Parents/Guardians may choose a language acquisition program that best suits their child. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. (20 U.S.C. Section 6312[e][3][A][viii][III]); *EC* Section 310[a])

Parents may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. (*EC* Section 52062) If interested in a different program Structured English Immersion, please contact *Mr. Edwin Clement, Assistant Superintendent, Education Services, 661 294-5300.*

#### Gifted and Talented Education (GATE)

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The Saugus Union School Districts' GATE Program supports a quality educational program for all gifted and talented students in order to develop knowledge, skills, abilities, and values that empower students to reach their full potential. SUSD recognizes that Gifted and Talented students warrant a qualitatively differentiated program, within the regular classroom setting, to meet their special needs, and implements a program of depth and complexity at all school sites. Formal identification and program participation takes place in 3rd - 6th grades, although all teachers (TK-6) are trained in differentiated strategies.

##### Goals for Students

- To participate in differentiated instruction within the regular classroom day, as part of cluster grouping by grade level or ability-grouping across grade levels.
- To exceed the California content standards through advanced and more complex, differentiated study that will contribute to a realistic, healthy self-concept.
- To participate in a standards-based, state-adopted curriculum for all students in which gifted students will be challenged to exceed these standards across the curriculum using the dimensions of depth and complexity, and, when appropriate, acceleration, to meet their needs.
- To meet individualized cognitive and affective needs in content, process and enrichment within a differentiated curriculum which addresses individual needs, interests, and abilities.

- To utilize content standards-based, state-adopted challenge materials/resources when appropriate to enrich and accelerate learning and to make connections across the curriculum, in place of, not in addition to, standard materials.
- To work independently and apply academic rigor to their work.
- To develop self-generating, problem-solving abilities and to develop sensitivity and responsibility towards others.
- To develop and enhance leadership skills and qualities through educational experiences.
- To demonstrate understanding of core curriculum through integration of talents in the Visual and Performing Arts.
- To participate in GATE Clusters or Ability Groupings with teachers who have advanced training in gifted education.

## **Title I**

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Title I is a federally funded program that provides financial assistance to schools with high numbers of children who qualify for the free/reduced lunch program to help ensure that all children meet challenging California academic standards. Cedarcreek and Rio Vista Elementary Schools qualify for Title I services and offer specialized programs for students who are identified as being in need of additional assistance. Parents of students enrolled in a Title I school may request information regarding the professional qualifications of their child's classroom teacher, including the type of credential(s) the teacher holds and the educational level and subject area(s) of the teacher's college degree(s).

## **Acceleration/Retention**

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Parents will be notified early in the year if their child is identified as being at risk for retention. Parents have the right to consult with school personnel regarding any decision to accelerate or retain and to appeal that decision.

## **Safe and Drug Free School Communities**

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The Saugus Union School District mandates District schools to be free of alcohol, tobacco, and drug use among students and staff by promoting a “no use” philosophy consistent with California law. No tobacco use or disposal of tobacco products is permitted within 25 feet of buildings, on playgrounds, or parking lots at any time. 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, 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 grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy. Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate. Any other person who violates the district's tobacco-free schools policy shall be asked to refrain from smoking. The District provides the Character Counts, and Caring School Community program to help students avoid violence, bullying, and any use of alcohol, tobacco and other drugs. BP and AR 3513.3

## **School Site Council**

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The School Site Council is an integral part of the school improvement process. Elected committee members include parents, teachers and other personnel in addition to the Principal.

Site Council's functions include, but are not limited to, the following:

- Participating in decision-making processes through involvement in assessing educational needs, planning the educational program, defining goals and evaluating the program, and approving the Single Plan for Student Achievement.
- Facilitating communication between school, parents, and community.
- Informing and advising school staff regarding community conditions, aspirations and goals.
- Supporting school programs for parents, teachers, students and community.

## **English Language Proficiency Assessment for California (ELPAC)**

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The ELPAC is the required state test for English language proficiency (ELP) that must be given to students whose primary language is a language other than English as determined by the Home Language Survey completed as part of the enrollment process. The test measures English proficiency in listening, speaking, reading, and writing. Information from the ELPAC helps your child's teacher provide support in the right areas.

State and federal law require that local educational agencies administer a state test of ELP to eligible students in transitional kindergarten through grade twelve. The ELPAC is aligned with [California's 2012 English Language Development Standards](#), and is comprised of two separate ELP assessments:

1. Initial ELPAC—an initial identification of students as English learners; administered only once
2. Summative ELPAC—an annual summative assessment to measure an English learner's progress in learning English and to identify the student's ELP level; administration window is February 1 to May 31

Additional information on the ELPAC along with parent resources such as practice tests and informational videos are available at <https://www.elpac.org/resources/>. Please contact your child's teacher or the school office for specific questions about your child's English language proficiency.

## **Physical Fitness**

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PE instruction of at least 200 minutes every 10 days shall be provided for all students.

## **Physical Fitness Test**

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School districts are required to administer the Physical Fitness Test (PFT) annually to all students in grades five, seven, and nine. The FITNESSGRAM® is a set of tests designed to evaluate health-related fitness and to assist students in establishing lifetime habits of regular physical activity.

The complete FITNESSGRAM® test battery measures student performance in the following areas:

1. aerobic capacity
2. body composition
3. muscular strength, endurance and flexibility

Teachers and administrators are responsible for preparing students to do their best on the test by providing instruction and appropriate practice in the skills and abilities that are tested. Schools will provide students with appropriate practice as part of the regular physical education (P.E.) program throughout the year. Fifth grade students are tested in May.

More information about the FITNESSGRAM® is posted on the internet at: [www.cde.ca.gov/ta/tg/pf](http://www.cde.ca.gov/ta/tg/pf)

## **School Accountability Report Card**

This report is posted on the District website, [www.saugusd.org](http://www.saugusd.org). Parents may request a copy of the report at their school office.

## **Academic Standards**

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Grade levels have a set of academic content standards for each subject area. See Appendix A.

### **Adopted Curriculum**

#### ***Reading Language Arts***

K-6: McGraw Hill

#### ***Mathematics***

TK-6: MacMillan McGraw Hill

#### ***Social Studies***

K-6 Studies Weekly

#### ***Science***

K-6: Stemscopes

## IV. Child Development Programs

### After School

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The Saugus Union School District offers an After-School Program for transitional kindergarten through sixth grade students at all 15 school sites. This daily program closes at 6:00 p.m. An After-School Education and Safety grant/contract helps serve families at Cedar creek Elementary School, while the rest of the school-age programs are self-supporting through parent tuition and Expanded Learning Opportunities Program funding.

The daily after-school program consists of organized indoor and outdoor activities, a planned homework time, academic enrichment and expanded learning opportunities, and a nutritious snack. Throughout the year, enrichment clubs are offered through the program at no additional cost. Each program is staffed by highly qualified and trained individuals. An adult/child ratio of one adult staff to every 20 children is maintained in all programs for grades 1-6 and 1:10 for Transitional Kindergarten/Kindergarten.

### Preschool

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Saugus Union offers three state-preschool preschool programs at Cedar creek, Rio Vista, and Santa Clarita. These are state-funded preschools for income eligible families. These programs provide all students a developmentally based pre-academic curriculum that promotes the child's cognitive, social, emotional, and physical development in preparation for kindergarten. Child-directed and teacher-initiated activities designed to promote success for each individual child are implemented daily. Learning and discovery centers are provided every day to allow children the opportunity to explore, develop, and expand on interests, skills, and concepts introduced by the preschool instructors. Each preschool program is staffed by highly qualified child development professionals and appropriate ratios are maintained at all times.

- The state preschool programs serve children who reach four years of age by September 1st of the current school year. If space permits, children who reach three years of age by September 1st of the current school year may also be enrolled.

## V. Student Services

### Food Service

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The district utilizes the services of the Santa Clarita Valley School Food Services Agency to provide breakfast and lunch for students.

During the first week of school, or upon enrollment, a packet is sent home with each student containing complete information regarding the lunch and breakfast programs including free and reduced lunch/breakfast offers for qualifying students. Information can also be found through the Campus Portal. Prepayment choices are also explained in the packet. Additional forms and details regarding use, prepurchase, refunds, and transfer options on meal services are available in the school office or at [www.scvschoolnutrition.net](http://www.scvschoolnutrition.net).

### Free and Reduced Meals

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Children from families whose income is within specific levels as established by the Federal Government may be eligible for free or reduced priced lunch/breakfast. Applications are available in the school office.

### Meals

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Milk only:	\$0.50
Juice:	\$0.40
Lunch:	\$3.00
Breakfast:	\$1.50
Reduced Lunch:	\$0.40
Reduced Breakfast:	Free

### Student Success Teams

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A Student Success Team consists of the child's parents and school and district professionals who have specialized knowledge of the child, child growth and development, and curriculum requirements. The team meets to provide assistance to the child, parents, and staff who have requested help.

This team reviews each case and develops an individual action plan which includes alternative instructional strategies and support services to be used with the general education program.

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### **Academic Intervention**

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Intervention is provided for students who are demonstrating difficulty mastering state standards.

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### **Section 504 - 29 USC 794, 34 CFR 104.32**

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Section 504 of the federal Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 USC 12101 *et seq.*) prohibit discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including seeing, hearing, walking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, speaking, are eligible to receive services and aids designed to meet their needs as adequately as the needs of non-disabled students are met. Please contact the school administrator for further information.

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### **Mental Health Services**

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Our school psychologists provide assessment of students to determine special education eligibility, assist with student behavior, and provide IEP-related counseling. School-based mental health services focus on support services in small groups and, as needed, on an individual basis. Psychologists and mental health staff work together with site administrators and staff to complete suicide or threat risk assessments and provide crisis counseling. For more information, contact the school administrator(s).

For students, parents and guardians wishing to access mental health resources on campus or in the community, please contact the school site administrator, psychologist or a mental health staff member. Resource lists are available from staff and on the district and school websites (EC 49428).

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### **Safe Place to Learn**

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The Saugus Union School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220 and 221.51, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, immigration status, a student's actual or potential parental, family or marital status, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incident and/or to receive a copy of the district's antidiscrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the Assistant Superintendent of Human Resources at 661-294-5300.

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological-parent access to his/her child and/or school records. The only exceptions are when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

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### **Nondiscrimination/Harassment**

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Any student who feels that he/she is being harassed should immediately contact the Coordinator for Nondiscrimination, the principal or any other staff member. Any student who observes an incident of harassment should report the harassment to a school employee, whether or not the victim files a complaint.

Employees who become aware of an act of harassment shall immediately report the incident to the Coordinator for Nondiscrimination. Upon receiving a complaint of discrimination or harassment, the Coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.7 – Sexual Harassment. Where the Coordinator finds that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.

The Coordinator shall also advise the victim of any other remedies that may be available. The Coordinator shall file a report with the Superintendent or designee and refer the matter to law enforcement where required.

Discrimination in education programs and activities is prohibited by state and federal law. Education Code 200 et seq. requires school districts to afford all pupils regardless of gender, gender identity, gender expression, sex, race, color, religion, national origin, ethnic group identification, mental or physical disability, sexual orientation, immigration status, a student's actual or potential parental, family or marital status, or the perception of one or more of such characteristics, equal rights and opportunities in education. State law, as provided in EC 221.5, specifically prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin. Title IX of the Education Amendments of 1972 and Title IV of the Civil Rights Act of 1964, also prohibits discrimination on the basis of gender. The Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973 prohibit discrimination on the basis of disability. The Office for Civil Rights of the U.S. Department of Education has authority to enforce federal laws in all programs and activities that receive federal funds.

The Saugus Union School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual 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, immigration status, a student's actual or potential parental, family or marital status, and the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact:

**Saugus Union School District**  
**Assistant Superintendent of Human Resources**  
24930 Avenue Stanford,  
Santa Clarita, CA 91355  
(661) 294-5300

## **Sexual Harassment**

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Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of board policy 5145.7(b) and shall be subject to disciplinary action. For students in grades 4 through 6, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account. Complaints about students may be filed with the site administrator or student support services.

**Student Support Services**  
Title IX Coordinator  
**Assistant Superintendent of Human Resources**  
24930 Avenue Stanford, Santa Clarita 91355  
661-294-5300

## **Legal References:**

Detailed information about policy and regulations is on file at the District Office.

## **CIVIL CODE**

1714.1 Liability of Parent/guardians for willful  
misconduct of a minor

## **EDUCATION CODE**

- 200-262.4 Prohibition of discrimination on the basis of sex
- 221.5 Prohibited sex discrimination
- 221.7 School-sponsored athletic programs; prohibited sex discrimination
- 48900.2 Additional grounds for suspension or expulsion; sexual harassment
- 48900.3 Suspension or expulsion for act of hate violence
- 48900.4 Suspension or expulsion for threats or harassment
- 48904 Liability of parent/guardian for willful student misconduct
- 48907 Student exercise of free expression

## **Bullying**

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The Saugus Union School District is committed to the prohibition of discrimination, harassment, intimidation and bullying. Annual training will be provided to all staff who work with students, to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at : <https://www.cde.ca.gov/ls/ss/se/bullyres.asp> If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please contact the site administrator, counselor or psychologist to assist you in identifying and stopping this behavior.

### **Definition Bullying**

Bullying is defined as someone who exposes a person to abusive actions repeatedly over time. Being aware of children's teasing and acknowledging injured feelings are always important. Bullying becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated.

Bullying is a form of violence. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or emotional (spreading rumors, manipulating social relationships, extorting, or intimidating). Bullying can occur face-to-face or in the online world by means of an electronic act.

Bullying is also one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile education environment, and includes acts that are committed personally or by means of an electronic act, as defined.

Bullying of either nature creates a hostile and disruptive environment on school grounds and is a violation of the target student's right to a safe and secure educational environment.

Bullying, cyberbullying and harassment will not be tolerated by the Saugus Union School District. Any and all actions deliberately threatening, harassing, intimidating an individual or a group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of school, will not be tolerated.

### **Parent/Community Action Steps to Respond to a Bully**

- Take immediate action when bullying is reported
- Identify the bully if possible
- Contact your child's teacher and/or principal
- Work with you child's teacher to develop an action plan in the event that a confrontation occurs again
- Encourage your child to always report bullying incidents
- Avoid meeting with the bully's family as this may escalate the situation

## **Cyberbullying**

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### **Definition of Cyberbullying and Cyber Sexual Bullying**

Cyberbullying is defined as the willful and repeated transmission of communication, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer or any wireless communication device. Cyberbullying also includes breaking into another person's electronic communication and assuming that person's identity in order to damage that person's reputation.

Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious text, email, sound, video, image or other messages
- Creating websites that have stories, cartoon depictions, pictures and/or jokes that ridicule others

- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others
- Posting a photo/video without the person's permission
- Stealing someone's identity within a social network environment and posting inaccurate or derogatory information on the site
- An act of cyber sexual bullying

Cyber sexual bullying means an electronic act including the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

The online activities and technologies often used by students engaged in cyberbullying and cyber sexual bullying include, but are not limited to: social networking sites, chat rooms, discussion groups, blogs, instant messaging, text messaging, email, computers, cell phones, digital and video cameras, cell phone cameras and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

### **Consequences for Bullying, Cyberbullying, Cyber Sexual Bullying & Harassment**

Education codes 48900.4 (harassment, threats, or intimidation creating an intimidating or hostile educational environment) and 48900(r) (engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) EC 32261, directed specifically toward a pupil or school personnel), strictly prohibit harassment or bullying of any kind and such behavior may be subject to consequences up to, and including expulsion.

If the conduct occurs off school grounds and causes or threatens to cause a "substantial disruption" at school or interferes with the rights of students to be safe and secure, School Administration may impose consequences and/or report the bullying harassment or cyberbullying activity to local law enforcement.

### **Parent/Community Action Steps to Respond to Cyberbullying or Harassment**

- Save the evidence by printing the on-line documentation or saving phone records
- Identify the cyberbully if possible
- Clearly tell the cyberbully to stop
- Ignore the cyberbully by leaving the online environment and/or blocking communications
- File a formal complaint with the Internet, cell phone or social networking company
- Contact the local law enforcement agency and file a report
- Contact the cyberbully's parents/guardians
- Contact the school Administrator
- Avoid meeting with the cyberbully's family as this may escalate the situation

### **District/School Response to Bullying, Cyberbullying, Cyber Sexual Bullying or Harassment**

When a student is suspected of or reported to be bullying, cyberbullying, cyber sexual bullying, or harassing other students or staff, an investigation shall ensue to include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance or the targeted student's educational performance.

Any student who engages in bullying, cyberbullying, or harassment on school premises, or cyberbullying off campus, in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance shall be subject to discipline in accordance with district policies and regulations.

Although the District has no legal duty or obligation to regulate off-campus internet messages, statements, postings or acts by its students, if such activity causes or is likely to cause substantial disruption to the educational process, School Administration may impose consequences in accordance with district policies and regulations.

Local Law Enforcement shall be notified whenever it is deemed necessary or appropriate by the investigating Administrator or other District personnel.

### **Child Abuse**

Employees are mandated reporters, as defined by law and district administrative regulation, and are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.



In the event of a suspicious child death, specified records, including mental health and child abuse reports, may be released to an interagency child death review team. PC 11174.32

### **Student Surveys EC 51513 and 51514**

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Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that:

- 1) The text, questionnaire, or survey is to be administered,
- 2) The student's parent is given the opportunity to review the test, questionnaire or survey, and
- 3) The parent consents in writing.

Questions pertaining to the sexual orientation and gender identity of a student shall not be removed from a survey that already includes them.

### **Creating a Safe Environment for All Students**

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**A safe school environment is free from:**

- violence
- fear
- weapons
- sexual harassment
- disability harassment
- harassment because of nationality, race or ethnicity, culture, religion, gender, gender expression or identify, sexual orientation, a student's actual or potential parental, family or marital status, or any other specified characteristic such as hairstyles
- bullying

**Harassment** is unwanted words, actions, teasing or put downs that ridicule students who are of a particular race, culture, gender, religion, actual or potential parental family or marital status, or those with disabilities.

Our culture has been exposed to increasingly more violence including bullying and harassment. Studies have shown that the emotional impact on children may include feelings of:

- anger at teachers, offenders, school and adults
- shame, guilt and confusion
- embarrassment
- loss of trust in adults
- helplessness, hopelessness, powerlessness
- fear of going to school

The feelings may result in behavior including "acting out," absenteeism, inability to concentrate and declining achievement in school.

Each school has the responsibility to maintain a safe educational environment free from harassment of any type. If your child reports incidents of harassment, be sure to talk with appropriate authorities.

## **VI. Special Education**

The Saugus Union School District provides special education services for students from preschool through sixth grade in the least restrictive environment in accordance with the Individuals with Disabilities Act (IDEA). The Santa Clarita Valley Special Education Local Plan Area (SELPA) coordinates with the five local school districts to provide special education services for students from birth through age twenty-two with identified disabilities.

Students referred are assessed to determine if a disability exists and its impact on school performance. All assessments are followed by an Individual Education Program (IEP) team meeting at which parents, teacher, and staff determine eligibility, goals, services and placement. Services are designed to provide academic, language, gross/fine motor and social emotional supports necessary to access the core curriculum and school activities in the least restrictive environment. Parent permission is required to implement an IEP and provide special education services.

## **Public Law Special Education Programs**

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Federal law requires that a free and appropriate education in the least restrictive environment be offered to all students with disabilities. Federal and State codes further describe the district's responsibility to pay the costs for an appropriate program. Parents are requested to advise the school if a child may be in need of special education.

## **Search and Serve**

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The Saugus Union School District actively encourages parents or community members who know of a child (birth to age 22) who may have special needs to contact the Director of Student Support Services (661-294-5309) or their local school office.

## **Infant and Preschool Services**

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Services for preschool students from birth – 5 years are provided to children with disabilities. Programs may include specialized academic instruction or small group language/speech therapy, designed to meet specific needs as indicated in the child's Individual Family Service Plan (IFSP) or IEP. The programs also include parent education. Infants are served through the Santa Clarita Valley SELPA Early Start Program for children with low incidence disabilities. The Early Start Program is located at Rio Vista Elementary (661) 294-5332.

## **Resource Specialist Program**

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The site Resource Specialist coordinates the assessment and IEP process and provides services through consultation, in class, or in a small group setting. The Resource Specialist works closely with classroom teachers and parents to implement alternative strategies and supplemental instruction to complement the core curriculum. Support and instruction are also provided to allow students to develop appropriate social skills and behavior.

## **Related Services**

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Related services provide eligible special education students with specialized instruction to allow them to succeed. These services include but are not limited to speech and language, adapted PE, occupational therapy, counseling, and behavior management.

## **Special Day Classes**

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Special Day Classes are located at designated district sites. Students who have a need for specialized instruction for the majority of the school day participate in these classes as determined by the IEP team. The classes have modified core or functional curriculum designed to meet specific individual needs.

## **Summary Of Parents' Rights Related To Special Education And Right To Appeal**

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### **I. GENERAL RIGHTS**

- All disabled children have the right to a Free and Appropriate Public Education (FAPE).
- Individuals have the right to privacy and confidentiality of all educational records including the right to see, review, and if necessary, challenge the records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.
- Individuals have the right to request to be provided with a copy of the educational records for which the district may charge reasonable copying fees.
- All parents have the right to be fully informed in language easily understood by the general public and in the parent's primary language of all procedural safeguards and rights of appeal.

### **II. RIGHTS RELATED TO ASSESSMENT**

These include:

- The right to initiate a written referral for assessment at the school district office after the resources of the regular education program have been considered and used.
- The right to consent to an educational assessment by the district.
- The right to have fifteen (15) days to give or withhold written consent for any proposed assessment(s).

- The right to withdraw consent after consultation with a member of the assessment team and written notification to district.
- The right to an assessment conducted to avoid discrimination based on race, sex, culture or handicapping conditions.
- The right to have a description of the procedures and tests to be used and to be fully informed of the assessment results, including the right to a copy of the findings.
- The right to at least a three-year reassessment.

### **III. RIGHTS RELATED TO INDIVIDUALIZED EDUCATION PROGRAM (IEP)**

These include:

- The right to be notified prior to and to participate and/or be represented at meeting(s).
- The child's right to participate in the meeting(s) as appropriate.
- The right to have the meeting within sixty (60) calendar days from date of receipt of signed consent to assessment, not counting days when school is out of session for six (6) or more school days. An IEP must be developed within thirty (30) days of the beginning of the next school year when a referral is made thirty (30) days or less before the end of the regular school year. EC 56344
- The right to have the meeting conducted in the primary language/communication mode of the family.
- The right to be informed of available and appropriate program options.
- The right to consent to the Individualized Education Program and to the placement.
- The right to request an Individualized Education Program team meeting.
- The right to request a review and/or the development of a new Individualized Education Program.
- The right to at least an annual review of the Individualized Education Program team.
- The right to withdraw consent at any time after consultation with a member of the Individualized Education Program Team and after submitting written notification to an administrator.
- The right to record IEP meetings. Parent must inform school 24 hours prior to meeting so the District may also record the meeting.

### **IV. RIGHTS RELATED TO APPEALS**

**Circumstances:**

- The student, parent, or public education agency may request due process hearing procedures when there is a proposal or refusal to initiate or change the identification, assessment, or educational placement of the child or the provision of a free, appropriate public education to the child.
- The public education agency may request due process hearing procedures if the parent refuses to consent to an assessment of the child or to an Individualized Education Program.

**Due process hearing procedures rights include:**

- The right to meet informally with the school district's designee to discuss the issues.
- The right to a mediation conference or the right to waive the mediation conference.
- The right to have the mediation conference completed within fifteen (15) days of the receipt of written request or to request a continuance
- The right to be informed of free or low-cost legal or other relevant services within three (3) days following receipt of written request.
- The right to examine and receive copies of any documents in the student's educational file within five (5) days after the parent makes the request orally or in writing.
- The right of the pupil to remain in the present placement pending all appeals.
- The right to be accompanied by one or more representatives.
- The right to examine the list of unresolved issues written by the mediator.
- The right to an administrative hearing at the state level if the mediation conference fails to resolve the issues to the satisfaction of both parties.
- The right to a reasoned, written decision mailed within thirty (30) days following completion of the mediation conference or within forty-five (45) days following receipt of written request, if the mediation conference is waived.

- The right to have the hearing held at a time and place convenient to the parent and the pupil.
- The right to be accompanied and advised by counsel and by individuals knowledgeable of the problems of children with disabilities.
- The right to present evidence and written and oral arguments.
- The right to question, cross-examine, and require the attendance of witnesses.
- The right to a written or electronic verbatim record of the hearing.
- The right to written findings of fact.
- The right to examine all evidence at least five (5) days before the hearing.
- The right to appeal the decision to a court of competent jurisdiction.

Please contact the Director of Student Support Services for a detailed copy of Parent's Rights related to Special Education.

## **VII. Safety**

### **District-Provided Transportation and School Bus Safety**

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All pupils in pre-kindergarten, kindergarten and grades 1 to 6, shall receive written information on school bus safety (*i.e.*, a list of school bus stops near each pupil's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops). Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. Students should be at their designated bus stops on time and wait in a quiet, orderly manner until the bus arrives. While on the bus students are under the supervision of the driver and are expected to maintain classroom behavior standards and not distract the driver. Disciplinary action may include suspension and/or expulsion. Bus rules apply to daily bus riders as well as students on field trips. For more information, parents should contact Transportation Services at (661) 294-5391.

### **School Crossing Guard Program**

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The City of Santa Clarita and/or the County of Los Angeles is responsible for all facets of the Adult Crossing Guard Program, including funding, hiring, training, supervising personnel and the deployment of crossing guards based on the warrant studies they conduct. Our role is to actively support their efforts in managing this program. Through this collaboration, pedestrian safety near and around our schools will be improved. Please cooperate fully with crossing guards.

### **School Parking Lots**

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The safety of students in our school parking lots is a special concern. Each school has specific regulations for student pick-up and drop-off as well as the use of the parking lot. All community members are asked to cooperate by following school parking lot regulations. All drivers are asked to use discretion and courtesy in order to further assure the safety of our students. The District is not responsible or liable for personal items stolen from vehicles or vehicles damaged while parked in our lots.

### **Bikes / Roller Blades**

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California law mandates bike helmets for children. Roller blades, and other "wheeled" footwear are not allowed on campus.

### **Playground Safety**

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Playground areas have been provided for our student's use and enjoyment, however, we do ask that each student abide by the following rules for the safety of all users:

1. Playground equipment for upper grade students is designed for use by children between the ages of 6 - 12 years only. Students between the ages of 1 - 5 should use playground equipment in our Kindergarten yards.
2. Adult supervision is required when children are using the playground equipment.
3. Students and parents should report any damage or defects on the equipment to school staff immediately.
4. Students must exercise good common sense and use the various components of the equipment correctly by adhering to the following guidelines:
  - a. Use slide only in a sitting position, and never climb up slides
  - b. Never climb over barriers, safety rails, or horizontal ladders

- c. Use all handhelds provided when going up climbing equipment
  - d. Never deface, destroy, damage, or write on the equipment, as it is a crime punishable by law.
5. Report any signs of vandalism or unsafe conditions to the school staff immediately.
  6. Playground equipment should not be used when wet, nor during non-daylight hours.
  7. Students must adhere to playground safety rules at all times
  8. Children have strangled and died when their clothing caught on slides and other playground equipment. Before allowing children to play, instruct them to remove bicycle helmets, scarves, necklaces, hood cords and neck drawstrings.

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### **Animals At School**

For the safety and health of our students, animals (pets) other than those specifically brought for class purposes are prohibited on school grounds during school hours or whenever students are present. Any animal brought to school must be approved by the Administration and be properly housed. Pets/animals found on the grounds are subject to impoundment by the Los Angeles County Animal Control Center. Please refrain from bringing leashed dogs or other pets on campus. Trained services animals accompanying individuals with disabilities are permitted on school campuses in accordance with board policy. BP/AR 6163.2

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### **Vandalism**

Vandalism (graffiti, property damage, arson, etc.) is an ongoing problem for public schools. Parents and guardians are financially responsible for damages caused by their minor children. The school may withhold the grades, diploma, and transcripts of the pupil until restitution is paid. The District will pursue criminal prosecution of any person(s) involved in vandalizing our schools. The community can help prevent vandalism by reporting any suspicious activity on school property during off hours to the Sheriff's Department at (661) 255-1121.

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### **Victim of Violent Crime**

A student who becomes a victim of violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has fourteen calendar days to offer students the option to transfer. For more information, please contact the Director of Student Support Services.

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### **Gun-Free School Zone**

In accordance with Board Policy 3515.7, nobody may carry a firearm or ammunition on school grounds unless they are a person covered under Penal Code 30310 (for example: police officers performing their duties.)

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### **Crimes on District Property**

All crimes committed on District property will be reported to the appropriate law enforcement agency. The District will cooperate fully with law enforcement during their investigation of crime committed on District property.

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### **Emergency Preparedness**

Each school has an emergency plan which may be viewed by contacting the school office. Emergency preparedness drills for bus evacuation, fire, earthquake and other natural and/or man-made disasters are conducted periodically throughout the school year. In the event of an emergency, district policy mandates students cannot be released from school except to persons listed on the emergency card. Contact the school office to update your emergency card if information changes during the school year. In case of a disaster, it is recommended that students with medication at the school site have a three day supply available to them.

Emergency notification messages are of an urgent nature and may be sent anytime during the school day. The number you should provide is where you are most likely to be reached during the majority of your waking hours. Our emergency notification system will call every number stored to ensure that the parents/guardians are reached. This number should be for the parent or guardian and not the alternate contacts provided on the Student Emergency card. The information on the Student Emergency card will be utilized should the school not be able to reach the parent or guardian.

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### **Comprehensive School Safety Plan**

Each Saugus Union School District school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school.

## Pesticide Products

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To meet the requirements of the Healthy Schools Act of 2000, the Saugus Union School District is required to provide annual written notification to parents, guardians, and staff regarding the intended use of pest management materials. Although there is no routine application of pesticide products in the District, we may use the following pest management materials as necessity dictates:

Chemical	Active Ingredients	Use
Borates	Boric Acid	Roaches, Ants, Bees
Dragnet SFR	Permethrin	Termiticide/Insecticide
Eco Exempt G	Eugenol (Clove Oil)/Thyme Oil	Insecticide - granular
Eco Exempt D	Plant Essential Oils/Clove Oil	Insecticide - dust
Max Force	Hydramethylnon	Insect Bait – Fine granule
Max Force	Fipronil	Roaches – gel bait
Termidor SC	Fipronil	Termiticide/Insecticide
Fumitoxin	Aluminum Phosphide	Ground Rodents
Rodent Bait	Diahaconone (biphacinone)	Ground Rodents
Cynoff	Cypermethrin	Ants
Baygon	Methylcarbamate	Roaches
Tempo	W. P. Cyfluthrin	Ants
Omega	Strychnine	Gophers
Makl Blocks	Bromdiolone	Rodenticide
TalstarOne	Bifenthrin	Multi-Insecticide
Alpine	Dinotefuran	Insecticide (flying/crawling)
ZP Rodent Bait	Diphacinone	Ground Rodents
Kicker	Pyrethrins	Bees/Wasps
CB – 80 Extra	Pyrethrins	Bees/Wasps

In the event the use of a product is required and is not listed previously, notification will be posted at the site 24 hours in advance of the intended use and will remain for 72 hours afterwards.

All of the materials listed are fully registered for use in California by the United States Environmental Protection Agency (EPA) and the California EPA. For additional information on pest management materials, you may access the California EPA, Department of Pesticide Regulation website at: <http://www.cdpr.ca.gov>

If you would like to register with the District to receive notification of individual applications of pest management materials, please obtain a “Request for Notification” from your school, complete the form, and return it to your school. Those who have registered will be notified of individual planned applications at least 72 hours in advance. For more information on the District Integrated Pest Management program, please contact Peter Gaytan, Interim Maintenance and Operations Manager at (661)294-5300, ext. 5209.

## Asbestos Management Plan

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The District maintains and annually updates its management plan for asbestos containing materials in school buildings. For a copy of the asbestos management plan, please contact the Director of Maintenance & Operations, 26501 Ruether Drive, Santa Clarita, CA 91355 (661) 254-5390.

## Acceptable Use of Technology Agreement

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All students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. The District makes a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action.

### Unacceptable uses include, but are not limited to:

- Violating the conditions of California Education Code dealing with students’ rights to privacy.
- Using profanity, obscenity, or other language that may be offensive to other users.
- Reposting (forwarding) personal communication without the author’s prior consent.
- Copying commercial software that violates copyright laws.
- Using the network for financial gain, commercial activity, or any illegal activity.
- Vandalism or malicious attempts to harm or destroy data or hardware.

**Acceptable uses include:**

- Researching assigned classroom projects.
- Sending electronic mail to other users.
- Using the services for legal purposes only.
- Using polite and appropriate language.
- Using only files/accounts assigned to the user.
- Acquiring permission to send or use copyrighted material.
- Using computer equipment properly.
- Maintaining privacy by not revealing any personal address, phone numbers or information.
- Using the computer only as directed by the teacher.

We encourage you to talk with your son or daughter about the potential danger of the internet. If your child is using a social networking site with your permission (i.e., Facebook, Twitter, and Instagram), you may want to review his or her profile to ensure that no personal and identifiable information has been posted. Establish rules and guidelines to ensure the safety of your child while on the internet. Some websites offer parental or family guidance for internet safety; for example, SafeKids.com, <http://www.safekids.com>, and Web Wise Kids, <http://www.webwisekids.org>, by telephone at 866-WEB-WISE, or by email at [webwisekids2@aol.com](mailto:webwisekids2@aol.com).

The District continues to provide internet security within our schools. It is important that parents also monitor internet use at home.

## VIII. Discipline

### **Duty Concerning Conduct of Pupil**

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Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. Although the District is implementing Positive Behavior Interventions and Supports (PBIS), the California Education Code clearly defines instances when a student may or shall be suspended or expelled.

### **Conduct**

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Students are accountable for their conduct at all times while participating in school related activities including on the way to and from school.

School site's discipline plans are reviewed with the student and parents at the beginning of the school year. Teachers/Administrators work with students regarding student behavior. Disciplinary action may include parent conferences, student behavior contracts and other strategies to improve behavior. Suspension or expulsion may result when conduct does not improve or for a severe first offense in accordance with CA Education Codes (EC 48900-48927).

### **Staying After School**

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California law allows school personnel to detain students up to one hour after school for assistance, to make up tardiness, for behavioral reasons, etc., providing the parents are notified. Parents are responsible for arranging transportation home.

### **Attendance of Suspended Child's Parent or Guardian for Portion of School Day**

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Parents may be required to attend school with a student who has been suspended.

### **Student Searches**

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The 4th Amendment of the United States Constitution protects individuals from unlawful searches. However, the law allows school officials to conduct searches of students under certain limited circumstances.

#### **A. Searches Based on Reasonable Suspicion**

If a student has engaged in conduct that causes an administrator to have reasonable suspicion that the student has committed, or it about to commit, a crime or has violated statutory laws or school rules, the administrator may conduct a search of that student. The administrator must:

- Be able to articulate the reason for his or her suspicion and the facts and/or circumstances surrounding a specific incident.

- Be able to reasonably connect the student to a specific incident, crime or rule or statute violation.
- Have relied on recent, credible information from personal knowledge and/or other eyewitnesses.
- Ensure that a search based on reasonable suspicion is not excessively intrusive in consideration of the student's age and gender and the nature of the offense.

When conducting a student search based on reasonable suspicion, school officials must adhere to the following practices:

- Conduct the search only if there are clear and specific reasons for suspicion and there are facts that connect the student to a specific incident of misconduct.
- Jackets, purses, pockets, backpacks, bags and containers in the student's possession may be searched to the extent reasonably necessary.
- Under no conditions may a body or strip search be conducted.
- Only school officials of the same sex as the student being searched may conduct the search.
- Searches based on reasonable suspicion must be conducted in a private area where the search will not be visible to other students or staff (except for a school administrator or designee witness, also of the same sex).

### **Dangerous Objects & Imitation Firearms**

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The school district has concerns about students bringing legal but dangerous objects on campus. The following are considered dangerous objects.

Laser Pointer - PC 417.27; It is a crime for any student to possess a laser pointer on any elementary or secondary school premise, unless the possession is for a valid instructional or other school-related purpose.

Imitation Firearm - PC 125550, 12556; A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place including public school.

Realistic replicas of firearms, BB guns, and air pistols are also not permitted and their possession is subject to the same rules for suspension and expulsion as other firearms. Toy guns should never be brought to school and, depending on their similarity to a real weapon and what students do with them, may also be subject to suspension and expulsion rules at the discretion of the administration.

### **Restraint and Seclusion**

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The use of restraint and/or seclusion is prohibited except in specified situations for a limited time when there is a clear and present danger of serious physical harm to a pupil or others that cannot be immediately prevented by a response that is less restrictive. Restraint or seclusion will only be used as a safety measure of last resort. Parents or guardians will be notified if restraint and/or seclusion is used. For individuals with exceptional needs, the procedures for follow up will be implemented in compliance with the law. (EC 56026 and 56521.1) Data is submitted to the SELPA Director, and a report is sent annually to the California Department of Education. (EC 49005)

### **Suspension and Expulsion**

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#### **EC 48900 — Grounds for Suspension and Expulsion**

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of the subdivisions (a) to (f), inclusive:

- (1) Caused, attempted to cause, or threatened to cause physical injury to another person; (2) Willfully used force or violence upon the person of another, except in self-defense.
- Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in writing by the principal or the designee of the principal.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- Committed or attempted to commit robbery or extortion.



- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.  
 (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2020.  
 (3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.  
 (4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) (A) "Electronic act" means the creation **or** transmission originated on or off the school site, by means of an electronic device, included, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
    - (i) A message, text, sound, video or image.
    - (ii) A post on a social network internet website, including, but not limited to:
      - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
  - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (iii) An act of cyber sexual bullying.
- (I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
  - (II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in the section, “school property” includes, but is not limited to electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s misbehavior as specified in Section 48900.5.
- (w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.
- (2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behaviors interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

### **EC 48900.2 — Sexual Harassment**

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

### **EC 48900.3 — Hate Violence**

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

### **EC 48900.4 — Harassment, Threats or Intimidation**

In addition to the grounds specified in Sections 48900 and 48900.2, the pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

### **EC 48900.5 — Limitations on Imposing Suspension**

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

### **EC 48900.7 — Terroristic Threats**

- (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3 and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
- (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on the face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

### **EC 48915 — Circumstances for Recommending Expulsion**

- (a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:
  - (A) Causing serious physical injury to another person, except in self-defense.
  - (B) Possession of a knife or other dangerous object of no reasonable use to the pupil.
  - (C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:
    - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
    - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
  - (D) Robbery or extortion.
  - (E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

- (2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instruction time.
- (b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:
- (1) Other means of correction are not feasible or have repeatedly failed to bring out proper conduct.
  - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at a school or at a school activity off school grounds:
- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if possessing an imitation firearm, as defined in subdivision (m) of Section 48900, in not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.
  - (2) Brandishing a knife at another person.
  - (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
  - (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- (d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
- (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
  - (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
  - (3) Is not housed at the school site attended by the pupil at the time of suspension.
- (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4 and either of the following:
- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
  - (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to the pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.
- (g) As used in the section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- (h) As used in this section, the term “explosive” means “destructive device” as described in Section 921 of Title 18 of the United States Code.

**\* See annual notification for further information.**

## **IX. Health Services**

### **Wellness Policy**

Saugus Union School District is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

## **Wellness Goals:**

- Child Nutrition Programs comply with federal, state and local requirements and are available to all students.
- Sequential and interdisciplinary nutrition education is provided and promoted.
- Patterns of meaningful physical activity connect to students' lives outside physical education.
- All school-based activities are consistent with wellness policy goals.
- All foods and beverages sold on campus (including vending, a la carte, student stores, and fund raising) during the school day are consistent with the current dietary guidelines.
- All foods made available on campus adhere to food safety and sanitation guidelines.
- The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals.
- Sweet foods are not used as a reward.
- Physical activities are not used as a punishment.

## **Immunizations - HSC 120325, 120335, 120338, 120365, 120370, and 120375**

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Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. Beginning January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7<sup>th</sup> grade.

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunization records for these students to their schools.

The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

A student not fully immunized may be temporarily excluded from a school when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

Students are prohibited from attending school until the immunization requirements are met unless they have a medical exemption. All new students, in transitional kindergarten through grade 6 must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, hepatitis B, and varicella immunizations. Information regarding free- or low-cost immunizations for children is available from the school health office staff or a District Nurse.

Starting January 1, 2021, all new medical exemptions for school and child care entry must be issued through CAIR-ME. Parents and physicians can register and create an account in CAIR-ME to request a medical exemption. Parents take the exemption request number to their child's physician who can log in to CAIR-ME to issue the exemption. Once the exemption is issued, the physician prints the two-page form and provides a copy to the parents to give to their child's school or child care facility. Please contact your child's school for more information.

The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

## **Health Care Coverage – EC 49452.9**

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Your child and family may be eligible for free or low-cost health coverage. For low-cost or no-cost health services, please contact a District Nurse, or call the Los Angeles County Department of Health Services at 800-427-8700. For information about health care coverage options and enrollment assistance, go to [www.CoveredCA.com](http://www.CoveredCA.com).

## **Feminine Hygiene Products – EC 35292.6**

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Public schools with grades 6-12, shall stock specified the school's restrooms, in compliance with AB 367, with feminine hygiene products.

## **Dental Exam Requirements**

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Your child is required to have an oral health assessment (dental check-up) by a licensed dentist or other licensed or registered dental health professional by May 31 in either transitional kindergarten, kindergarten or first grade,

whichever is his or her first year in public school. Assessments that have happened within the 12 months before your child enters school also meet this requirement. Oral Health Assessment forms are available in the school office or on the district website. (Departments > Health Services > Forms & Resources.)

### **First Grade Physical Exam Requirements**

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The California Health and Development Prevention Law requires all students entering first grade to have a health screening exam within the previous eighteen (18) months or entering first grade or ninety (90) days thereafter.. Free health screening is available through the local health department.

Health Exam for School Entry forms are available in the school office or on the district website. (Departments > Health Services > Forms & Resources.) If you do not want your child to have a physical, you may sign the waiver available in the school office.

### **Vision and Hearing Screenings**

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The district provides vision and hearing screenings to students in TK/K, 2nd and 5th grades and on a referral basis. Parents are notified when a student does not pass, so that parents can follow-up when needed. As of January 1, 2015, vision screening will include both far and near vision. Parents may waive the vision screening by providing a letter, report or certification from a physician, surgeon or physician assistant, including the results of a determination of the child's vision including visual acuity and color vision.

### **Illness and Emergencies**

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School personnel may not diagnose illness or injury. Injured or ill students must be picked-up from school by an adult who is authorized on the student's emergency card.

### **Lice**

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Head lice infestations among student require treatment but do not pose a risk of transmitting disease. Early detection and treatment minimizes disruption to the educational program and reduces student absences.

All suspected cases of head lice shall be reported to the school health office staff. The parent of the student will be notified and given information about the treatment of head lice. The student shall be allowed to stay in school to the end of the day, however, parents may choose to pick up the student early from school to begin treatment.

The student will be checked upon return to school the next day and allowed to remain in school if no active head lice are detected. When one or more students in a class are infested with head lice, parents and guardians of students in that class will be notified and provided with information about the detection and treatment of head lice. The privacy of students will be maintained at all times.

### **Allergies, Asthma and Medications**

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Many of our students have allergies to environmental, food or airborne allergens. As a result, students, staff, parents and volunteers are asked to refrain from using products with a strong scent that could adversely affect others. This includes using cleaning products to maintain school property and wearing personal care products such as perfume, cologne, sprays, after shave, lotion and oils. Should your child require medication at school, or extra support due to food allergies, please contact the health office at your school site.

### **Medication At School**

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Education Code 49423 governs the administration of medication at school. Any pupil who is required to take medication during the school day must have an authorization form on file in the health office. This form needs to be signed by a parent or legal guardian and by the physician. If the medication is over the counter or non-prescription medication (e.g. Tylenol, vitamins, topical ointments, etc.), an authorization form must still be completed by both physician and parent or legal guardian. All medications must be kept in the health office and administered by school staff. (Students may keep Chapstick for their personal use.) Sunscreen does not require an authorization form, but must be kept and applied in the health office. Cough drops must also be kept in the health office. If a child brings medication to school, it will be taken from them, sent to the office, and a parent will be called to pick it up. Medication may not be sent home with a student. Please contact the school health office if you have any questions or to request a medication authorization form. Forms are also available on the SUSD website. (Departments > Health Services > Forms & Resources.)

### **Emergency Treatment for Anaphylaxis-EC 49414**

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Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes

or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. Recent changes to EC 49414 now require school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student or adult who may be experiencing anaphylaxis, regardless of known history.

### **Medical or Hospital Services**

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The district does not provide or make available medical and hospital services for pupils who are injured in accidents related to school activity or attendance.

### **Student Accident Insurance**

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All parents are encouraged to purchase voluntary low-cost student accident insurance or have their child covered by private insurance. The District does not provide medical insurance for students who are injured at school. It is important to know that the school provides first aid and minor injury care only. When children hurt themselves at school, parents/guardians are responsible for any related medical bills. More information on student insurance programs can be obtained at <http://myers-stevens.com/> or by calling 800-827-4695.

### **Injured Students**

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Although safety is a priority in our district, accidents can still happen. Our health offices are well prepared to provide emergency first aid should a student become injured during the course of the school day. If the injury requires more than a bandage, our office staff is instructed to contact parents immediately and complete injury reports. Emergency Medical Services will be contacted should the injury/illness be serious in nature or the student's parents are more than twenty minutes away from the school site. A student returning to school with, casts, crutches, brace(s), or a wheelchair must have a health care provider's written notice of any restrictions or necessary accommodations. The student must comply with any safety procedures required by the school administration and health services personnel. A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization, must have written permission by the health care provider to attend school, including any recommendations regarding physical activity. Sample forms for re-entry to school are available on the District website. (Departments > Health Services > Forms & Resources.)

### **Use of Sunscreen**

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Sunscreen may be used by students, during the school day, without a physician's note or prescription. Procedures are available at your school site.

### **Flu, Fever and Whooping Cough Information and Guidelines**

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To better prepare for flu season, it is important that parents have the necessary information in order to identify signs and symptoms and help prevent the spread of the flu in our schools. Pertinent information is now available on our website so parents and staff members can use it to protect against flu and whooping cough.

Whooping cough starts off with mild cold-like symptoms – runny or stuffy nose, watery eyes, sneezing, and dry cough. After a week or two, sudden uncontrollable attacks of coughing begin and can lead to vomiting, problem with breathing and extreme tiredness. Children cough violently, often breathing with loud “whooping” sounds. Whooping cough is caused by a bacterium, so doctors may give antibiotics to treat the disease. The best way to prevent whooping cough is to get vaccinated. The recommended vaccine for children is called DTaP.

The experts recommend the following prevention measures:

- Practice good hand hygiene by washing your hands often with soap and water
- Cover your mouth and nose with a tissue when you cough or sneeze, or cough/sneeze into your elbow or shoulder, not into your hands
- Stay home if you are sick for at least 24 hours after there is no fever or signs of fever (without the use of fever-reducing medicine). Keeping sick students at home means they can't share the virus with others.
- Get your family vaccinated for seasonal flu and H1N1 flu when vaccines are available.

The Saugus Union School District strongly encourages students and staff to stay home when sick. No doctor's note will be required for readmission after a case of the flu, however a note is required for whooping cough and hospitalization. The best thing all of us can do is stay home when we are sick so we don't expose others to the virus.

During the school year, should your child become ill at school (exhibits flu-like symptoms), he/she will be separated from our healthy students until a parent or other responsible adult arrives to pick him/her up. **Children will not be**

**permitted to stay in school or be readmitted if their temperature is at or above 100 degrees F.** The Public Health Department guidelines state that they may not return to school until they are fever free for 24 hours without medication. All staff and students are encouraged to wash their hands frequently throughout the school day. Those classrooms without immediate/easy access to soap and water will be provided a non-toxic hand sanitizer so that proper hygiene practices are used while at school.

Feel free to contact school personnel or a District Nurse with any concerns or questions regarding this information.

### **Outdoor Weather Activity and Heat Index Guidelines**

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Specific procedures will be enacted whenever the “heat index” reaches 90 degrees F or higher. The heat index is the “feels like” or effective temperature. As relative humidity increases, the air seems warmer because the body is less able to cool itself via evaporation of perspiration. As the heat index rises, so do the potential health risks, especially to those students who are medically fragile. The District is committed to protecting the health and safety of our students and as a result, may limit or revise certain activities for physical education and other outdoor programs before, during or after school based on the calculated heat index for that day. More information about our policy is available at the school office.

### **Administration of Epilepsy Medication**

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If a pupil with epilepsy has been prescribed an emergency antiseizure medication by his or her health care provider, the medication may be administered by a licensed nurse or unlicensed trained volunteer. The training in the administration of an emergency antiseizure medication is provided in the event that the pupil suffers a seizure when a nurse is not available. The use of a trained volunteer shall also be approved by parent or guardian and the supervising physician as part of the student’s health care plan.

## **X. California Healthy Youth Act**

### **Sex Education Courses**

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The California Healthy Youth Act requires school districts with students in grades 7-12 to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. The curriculum includes information on human trafficking and how social media, mobile devices and websites are used to groom and promote sexual activities as a warning to students.

If classes are offered in public elementary schools, parent or legal guardians have the right to inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV presentation education.

Opportunity shall be provided to each parent or guardian to request in writing that his child not attend the class. Such requests shall be valid for the school year in which they are submitted but may be withdrawn by the parent or guardian at any time. No child may attend a class if a request that he not attend the class has been received by the school.

Any written or audiovisual material used in the comprehensive sexual health and HIV prevention education, shall be available for inspection by the parent or guardian at reasonable times and places prior to the holding of a course which includes such classes. The parent or guardian shall be notified in writing no fewer than 14 days prior to instruction by mail or other commonly used method of notification, of the opportunity to inspect and review such materials. Sending the required notice home with the student meets the notification requirements.

This section shall not apply to description or illustration of human reproductive organs which may appear in a textbook, adopted pursuant to law, on physiology, biology, zoology, general science, personal hygiene, or health.

Nothing in this section shall be construed as encouraging the description, illustration, or discussion of human reproductive organs and their functions and processes in the public elementary and secondary schools.

The certification document of any person charged with the responsibility of making any instructional material available for inspection under this section or who is charged with the responsibility of notifying a parent or guardian of any class conducted within the purview of this section, and who knowingly and willfully fails to make such instructional material available for inspection or to notify such parent or guardian, may be revoked or suspended because of such act. The certification document of any person who knowingly and willfully requires a pupil to attend a class within the purview of this section when a request that the pupil not attend has been received from the parent or guardian may be revoked or suspended because of such act.



### **Excuse from Health Instruction and Family Life and Sex Education Due to Religious Beliefs**

Whenever any part of the instruction in health, family life education, and sex education conflicts with the religious training and beliefs of the parent or guardian of any pupil, the pupil, on written request of the parent or guardian, shall be excused from the part of the training which conflicts with such religious training and beliefs. As used in this section, "religious training and beliefs" includes personal moral convictions.

## **XI. Parental Rights**

### **Parent/Student Rights**

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The parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability.
2. Receive notice with respect to identification, evaluation, or placement of your child.
3. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the district make modifications in the educational program and placement to allow your child an equal opportunity to participate in school and school-related activities.
4. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
5. Have your child receive special education and related services if he/she is found to be eligible under State or Federal special education law, or requires these services under Section 504.
6. Have an evaluation, planning and placement decision made based upon a variety of information sources, and by persons who know your child, the evaluation date, and placement/program options.
7. Have your child be given an equal opportunity to participate in nonacademic extracurricular activities offered by the district.
8. Examine all of your child's educational records and obtain copies of these records at a reasonable cost unless the fee would effectively deny you access to the records. You also have the right to request an explanation and interpretation of your child's records. Should you disagree with the records maintained by the district on your child because you believe them to be inaccurate, misleading or otherwise in violation of the privacy of your child, you may request that they be amended. If the district refuses your request, you have the right to a hearing.
9. Request a meeting with the District's 504 Coordinator to review any concern over the actions of the district with respect to the identification, evaluation, and educational program or placement of your child. This meeting is not required by law but frequently can resolve concerns.
10. Request a mediation and/or impartial hearing related to any decision or action regarding your child's identification, evaluation, educational program or placement. You and your child may take part in the hearing before an impartial hearing officer and have an attorney represent you. Under certain circumstances, you may be entitled to an award of reasonable attorney fees.
11. Appeal the decision of the hearing to a court of competent jurisdiction.
12. File a complaint with the District or the Office of Civil Rights if you feel the District has not acted in accordance with the law. The District's 504 Coordinator will assist you in filing a complaint or you may directly contact:

#### **Office for Civil Rights**

U.S. Department of Education  
50 Beale Street, Suite 7200  
San Francisco, CA 94105

### **Pupil's Rights to Refrain from the Harmful or Destructive Use of Animals**

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Any pupil with a moral objection to dissection or otherwise harming or destroying animals shall notify his or her teacher regarding this objection and must be substantiated by a note from the student's parent or guardian. Upon notification a comparable, alternative education project shall be provided.

### **Directory Information (EC 49073)**

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The Governing Board recognizes the importance of maintain the confidentiality of directory information and releases such information only in accordance with law, board policy and administrative regulation. This includes

information that would not generally be considered harmful or an invasion of privacy if disclosed. Limited student information may be shared, such as name, date of birth, address, email address, telephone number, height and weight, dates of attendance, awards received and most recent school of attendance.

Directory information does not include social security number, student identification number, place of birth, citizenship status, immigration status or any other information indicating national origin and such information will not be released without parental consent or court order.

Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or eligible pupil, has provided written consent that directory information may be released.

No student directory information is compiled or disseminated to the public.

## **Pupil Records**

### **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the pupil's education records. They are:

1. The types of records and information contained therein which are directly related to students and maintained by the institution.
2. The position of the official responsible for the maintenance of each type of record.
3. The location of all official pupil records if not centrally located and the availability of qualified certificated personnel to interpret records, if requested.
4. The location of the log or records required to be maintained pursuant to Section 49064.
5. The criteria to be used by the district in defining "school officials and employees" and in determining "legitimate educational interest" as used in Section 49064 and paragraph (1) of subdivision (a) of Section 49076.
6. The policies of the instruction for reviewing and expunging those records.
7. The right of the parent to access pupil records.
8. The procedures for challenging the content of pupil records.
9. The cost if any which will be charged to the parent for reproducing copies of records.
10. The categories of information which the institution has designated as directory information pursuant to Section 49073.
11. The right of the parent to file a complaint with the United States Department of Education, Family Policy Compliance Office, concerning an alleged failure by the district to comply with the provisions of FERPA.
12. The availability of the prospectus prepared pursuant to Section 49091.14.

A cumulative record, whether recorded by handwriting, print tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the pupil's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access pupil records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a pupil seeks or intends to enroll, the District shall disclose educational records without parental consent.

Parents' request to access their pupil's educational records must be submitted in a written form to Principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of student records are available to parents for a fee of 3 cents per page.

Any challenge to school records must be submitted in writing to the Director of Student Support Services, who is the custodian of records. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

A log shall be maintained for each pupil's record which lists all persons, agencies, or organizations requesting and receiving information from the cumulative record and the legitimate interest of the requester (EC 49064.) Only if a

court order is provided, will any pupil information be disseminated, attached or provided to federal officials. The court order must indicate prior approval of the presiding judge of the juvenile court. (WIC 831)

The District shall not collect or solicit social security numbers or the last four digits of social security numbers from pupils or their parents or guardians unless otherwise required to do so by state or federal law. EC 49076.7

### **District's Participation in LEA Medi-Cal Billing**

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The District, in cooperation with the California Department of Health Care Services (DHCS) and the California Department of Education (CDE), participates in a program that allows the district to be reimbursed with federal Medicaid dollars for select health services provided to Medi-Cal eligible students at school. The program greatly benefits the district and our families – all reimbursements the school receives are required to be incorporated back into the health and social services programs for our students; they also help to offset the costs the district incurs providing these services.

In order for the district to receive reimbursement for these services, we must obtain your consent to release select education records to the Department of Health Care Services (DHCS), and we must obtain your consent to access public benefits if your child is enrolled in Medi-Cal. The requirements for parental consent are outlined in the Individuals with Disabilities Education Act (IDEA) 34 CFR 300.154, and Family Educational Rights and Privacy Act (FERPA) 34 CFR Part 99.

Regardless of your response, students will not be denied services they require to attend school and the district will never bill you for services provided as a result of your consent or non-consent. Further, while Medi-Cal is reimbursing the district for select health services, your Medi-Cal benefits should not be impacted.

We participate in this program in an effort to obtain federal funding for the Medi-Cal reimbursable health services already being performed at school, and then use this funding to expand services for all students. We discuss parental consent with all of our families so that if your child is, or may ever become, eligible for Medi-Cal, your consent allows the district, in a confidential manner, to submit eligible services for reimbursement. This means that even if your student is not enrolled in Medi-Cal, your consent (or non-consent) is still needed.

### **Medical Records Sharing**

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A school district planning to provide information from pupils' medical records to an immunization system is required to inform students or parents or guardians of the following:

1. Medical information may be shared with local health departments and the State Department of Health Services.
2. The name and address of the State Department of Health Services or of the immunization registry with which the school will share information.
3. Information shared with local health departments and the State Department of Health Services will be treated as confidential and will only be used to share with each other, and, upon request, with health care providers, schools, child development facilities, family child care homes, WIC service providers, county welfare departments, foster care agencies, and health care plans.
4. The providers, agencies, and institutions will, in turn, treat the shared information as confidential, and shall use it only as specified.
5. The student or parent or guardian has the right to examine any immunization-related information shared in this manner and to correct any errors in it.
6. The student or the parent or guardian may refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both.
7. After refusal, a physician may maintain access to this information for the purposes of patient care or protecting the public health. After refusal, the local health department and the State Department of Health Services may maintain access to this information for the purpose of protecting the public health.

*Note: Students or parents or guardians may refuse to permit record sharing. Notification may be provided by ordinary mail and must include reasonable means for refusal, such as return form or contact telephone number.*

## **XII. Due Process/Protection/ Complaints**

The Saugus Union School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on disability, gender, gender identity, gender

expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. The District assures that lack of English language skills will not be a barrier to admission of participation in District programs. Complaints of unlawful discrimination are investigated through the Uniform Complain Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact Assistant Superintendent of Human Resources.

### **Uniform Complaint Procedures (BP 1312.3)**

The Board of Education recognizes that the district has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations governing educational programs and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures.

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance.

Uniform complaint procedures shall also be used when addressing complaints:

1. Alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, child care and development programs, child nutrition programs, special education programs, PE instructional minutes, and foster and homeless graduation requirements.
2. Alleging failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code;
3. Alleging unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; and
4. Alleging unlawful imposition of pupil fees for participation in educational activities in public schools.
5. Failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3.

Williams Settlement complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or misassignment may be filed anonymously. Schools shall have a complaint form available for these types of complaints. Schools will not reject a complaint if the form is not used as long as the complaint is submitted in writing.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

### **Procedures**

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The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs.

#### **Step 1: Filing of Complaint**

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the district.

A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered

unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

### **Step 2: Mediation**

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of the law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

### **Step 3: Investigation of Complaint**

The compliance officer will make every effort to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The district's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

### **Step 4: Response**

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant.

### **Step 5: Final Written Decision**

The district's decision shall be in writing and sent to the complainant.

The district's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

If the district finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

### **The decision shall include:**

1. The findings of fact based on the evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.

6. Notice of the complainant's right to appeal the district's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal.
7. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

### **Appeals to the California Department of Education**

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the district's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision.

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the district's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district.

### **Civil Law Remedies**

A complainant may pursue available civil law remedies outside the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

A copy of the district's Uniform Complaint Procedures is available free of charge.

### **Compliance Officer**

For more information or to file a complaint, please contact: Dr. Jennifer Stevenson, Assistant Superintendent, Human Resources (661) 294-5300.

## **XIII. Santa Clarita Valley SELPA**

The Santa Clarita Valley Special Education Local Plan Area (SELPA) provides services and coordination for families and students with disabilities ages 0-22 throughout the Santa Clarita Valley. The five (5) school districts of Santa Clarita Valley (Castaic Union School District, Newhall School District, Saugus Union School District, Sulphur Springs Union School District, and Wm. S. Hart Union High School District) work in collaboration to provide special education and related services for eligible students.

Some of our services include:

- Community outreach and child find activities
- Training and staff development

- Information and referral
- Funding and compliance
- Interagency coordination
- Family support

### **Special Education Community Advisory Committee (CAC)**

The Santa Clarita Valley Special Education CAC is comprised of volunteer parents, educators, and other interested community members who want to make a difference in the education of all children and believes that every child has the right to fulfill their potential with dignity, hope, and opportunity.

The CAC is committed to ensuring:

- Quality education for all children
- Empowering parents through education and advocacy
- Access to resources and information
- Collaboration between parents and school

**There are several CAC parent workshops throughout the school year which are all listed on the SELPA website at: [scvselpa.org](http://scvselpa.org) The SELPA offers free childcare and interpreter services at all CAC events. To arrange for childcare or interpreting services please contact the SELPA Office directly at: 661-259-0033, ext. 742.**

**The SELPA website also contains additional information on special education and community resources, please visit us at: [scvselpa.org](http://scvselpa.org)**

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# Appendix A

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## Grade Level Standards for Transitional Kindergarten

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### Social-Emotional Development

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#### Self-Awareness

- Compare their characteristics with those of others and display a growing awareness of their psychological characteristics, such as thoughts and feelings.
- Regulate their attention, thoughts, feelings, and impulses more consistently.
- Show acceptance of people's differences.
- Show empathy towards peers.
- Take greater initiative in making new discoveries, identifying new solutions, and persisting in trying to figure out things.

#### Social Interaction

- Participate in longer and more reciprocal interactions with familiar adults and take greater initiative in social interactions.
- Create more complex sequences of pretend play that involve planning, coordination of roles, and cooperation.
- Negotiate with each other, seeking adult assistance when needed, and increasingly use words to respond to conflict.
- Have growing capacities for self-control and are motivated to cooperate in order to receive adult approval and think approvingly of themselves.

#### Relationships

- Contribute to positive mutual cooperation with their primary teacher and caregivers.
- Friendships are more reciprocal and enduring.
- Students are able to separate from caregiver without assistance.

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### Language & Writing

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#### Conventions of Standard English (Speaking & Writing)

- Demonstrate an increasing command of the conventions of standard English grammar and usage when writing and speaking:
- Copy many upper and lowercase letters
- Understand and increasingly use appropriate grammar relating to common nouns and verbs
- Extend the use of regular plural nouns orally by adding /s/ or /es/ (e.g., dog, dogs; wish, wishes)
- Recognize and begin to use the most frequently occurring prepositions (e.g., to, from, in, out, off, for, of, by, with)
- Use complete sentences in orally shared language activities.
- Participate in collaborative conversations with diverse partners about age appropriate topics and texts with peers and adults in small and larger groups:
- Follow agreed-upon rules for discussions (e.g., listening to others and taking turns speaking about the topics and texts under discussion)
- Continue a conversation through multiple exchanges.
- Begin to ask and answer questions in order to seek help, get information, or clarify something that is not understood.

#### Conventions of Standard English (Writing)

- Demonstrate an increasing command of the conventions of standard English capitalization, punctuation, and spelling when writing.
- Copy modeled sentences by capitalizing the first word in a sentence and the pronoun I.
- Copy modeled sentences with correct end punctuation.
- Complete a sentence frame (e.g., I like my \_\_\_\_ ) with one phonetically spelled word.
- Use pictures, symbols, and/or letters to represent oral language, ideas, and stories.
- Write first name correctly with proper letter formation.
- Dictate informative/explanatory texts in which they name what they are drawing about and supply some information about the topic.
- Hold pencil with efficient grasp.
- Form upper and lower case letters nearly correctly.
- Use letter and symbols to represent words.



- Start writing at the top of the paper.
- Start writing at the left side of the paper.
- Write a horizontal line.

### **Vocabulary Acquisition and Use**

- Begin to use age appropriate academic vocabulary.
- With guidance and support from adults, explore word relationships and build age appropriate vocabulary:
- Sort common objects into categories (e.g., shapes, foods) to gain a sense of the concepts the categories represent.
- Demonstrate an understanding of frequently occurring verbs and adjectives by relating them to their opposites (antonyms).
- Identify real-life connections between words and their use (e.g., note places at school that are colorful).
- Begin to distinguish shades of meaning among verbs describing the same general action (e.g., talk, shout, whisper) by acting out the meanings.
- Begin to use words and phrases acquired through conversations and being read to, and by responding to texts.

## **Reading**

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### **Reading Standards for Literature and Information Texts**

- Answer simple questions about a story.
- Retell familiar stories using picture cues.
- Introduce characters and settings in a story using picture cues.
- Distinguish between real and fantasy/make believe.
- Draw and describe illustrations relating to a story.
- Compare and contrast characters within the same story.
- Identify main topic of a non-fiction text.
- Begin to describe the connection between two individuals, events, ideas, or pieces of information in a text.
- Identify the front cover and back cover of a book.
- Define the role of the author and illustrator/photographer of a text with prompting questions.
- Use information from illustrations/photographs to better understand and answer questions about the text.
- Identify basic similarities and differences between two texts on the same topic.
- Begin to engage in group reading activities.
- Share prior knowledge related to illustrations and/or text.
- Make predications based on illustrations and/or text with prompting and support.

### **Print Concepts**

- Demonstrate an understanding of print and book awareness:
- Demonstrate understanding of directionality in print.
- Understand that letters are used to make up words.
- Verbally identify all upper and lower case letters of the alphabet.
- Understand that words are separated by spaces in print.

### **Phonological Awareness**

- Begin to demonstrate understanding of spoken words, syllables and sounds (phonemes):
- Recognize rhyming words.
- Clap syllables of words.
- Isolate and pronounce the initial sounds (phonemes) in three-phoneme (CVC) words.
- Introduce initial sounds (phonemes) in simple one syllable words to make new words with the support of pictures and/or objects.

### **Foundational Skills: Phonics and Word Recognition**

- Begin to recognize and apply phonics and word analysis skills:
- Demonstrate basic understanding of letter-sound correspondence by producing sounds for 75% of the alphabet.
- Aurally recognize short vowel sounds.

## **Mathematics**

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### **Number Sense**

- Count to 50 by ones.

- Recognize numbers to 20.
- Write numbers to 20.
- Count to 20 with one to one correspondence.
- Begin to demonstrate understanding of more, less and equal using objects.
- Given a number 1-10, count out that many objects.
- Represent addition and subtraction with objects to 10.
- Understand when counting that the number name of the last object represents the total number of objects.

### **Data & Measurement**

- Order objects by size, weight and capacity.
- Group common related objects.
- Sort by two categories (size, shape, color)
- Describe how groups are similar and different.
- Collect data and organize it into graphic representation (picture graph).
- Recognize and duplicate simple patterns.
- Extend and create simple patterns.

### **Geometry**

- Identify two dimensional shapes: square, triangle, circle, rectangle.
- Compare attributes of two-dimensional shapes.
- Describe positions using terms such as: above, below, beside, etc.
- Identify colors.

## **Physical Development**

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### **Standard 1: Motor Skills & Movement Patterns**

#### *Movement Concepts:*

- Travel within a large group, without bumping into others or falling, while using locomotor skills.
- Travel forward and sideways while changing direction quickly in response to a signal.
- Demonstrate contrasts between slow and fast speeds while using locomotor skills.

#### *Spatial Relations:*

- Balance on one, two, three or four body parts.
- Balance while walking forward and sideways on a narrow, elevated surface.
- Demonstrate the relationship of under, over, behind, next to, through, right, left, up, down, forward, backward and in front of by using the body and an object.

#### *Locomotor Movement:*

- Travel in straight, curved, and zigzag pathways.
- Jump over a stationary rope several times in succession, using forward-and-back and side-to-side movement patterns.

#### *Manipulative Skills:*

- Strike a stationary ball or balloon with the hands, arms, and feet.
- Toss a ball, using the underhand throw pattern, and catch it before it bounces twice.
- Kick a stationary object, using a simple kicking pattern.
- Bounce a ball continuously, using two hands.

#### *Rhythmic Skills:*

- Perform locomotor and nonlocomotor movements to a steady beat.
- Clap in time to a simple, rhythmic beat.

### **Standard 2: Apply Movement to Learning**

#### *Movement Concepts:*

- Identify and independently use personal space, general space, and boundaries.

#### *Body Awareness:*

- Identify and describe parts of the body: head, shoulders, neck, back, chest waist, hips, arms, elbows, wrists, hands, fingers, legs, knees, ankles, feet and toes.

*Locomotor Movement:*

- Demonstrate the locomotor skills of walk, jog, run, hop, jump, slide, and gallop.

**Standard 3: Assess & Maintain Physical Fitness**

*Fitness Concepts:*

- Participate in physical activities that are enjoyable and challenging.

*Aerobic Capacity:*

- Participate three to four days each week in moderate to vigorous physical activities that increase breathing and heart rate.

*Flexibility:*

- Stretch shoulders, legs, arms, and back without bouncing.

*Body Composition:*

- Sustain continuous movement for increasing periods of time while participating in moderate to vigorous physical activity.

**Standard 4: Knowledge of Physical Fitness**

*Self Responsibility:*

- Identify the feelings that result from participation in physical activity.
- Participate willingly in physical activity.

*Social Interaction:*

- Demonstrate the characteristics of sharing in a physical activity.
- Describe how positive social interaction can make physical activity with others more fun.

*Group Dynamics:*

- Participate as a leader and a follower during physical activities.

## Grade Level Standards for Kindergarten

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### Language Arts

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**Reading for Literature**

- With prompting and support, ask and answer questions about key details in a text.
- With prompting and support, retell familiar stories, including key details.
- With prompting and support, identify characters, settings and major events in a story.
- Ask and answer questions about unknown words in a text. **(See grade K Language standards 4-6 for additional expectations.) CA**
- Recognize common types of texts (e.g., storybooks, poems, **fantasy, realistic text.**) **CA**.
- With prompting and support, name the author and illustrator of a story and define the role of each in telling the story.
- With prompting and support, describe the relationship between illustrations and the story in which they appear (e.g., what moment in a story an illustration depicts).
- (Not applicable to literature.)
  
- With prompting and support, compare and contrast the adventures and experiences of characters in familiar stories.
- Actively engage in group reading activities with purpose and understanding.
  - a. **Activate prior knowledge related to the information and events in texts. CA**
  - b. **Use illustrations and context to make predictions about text. CA**

**Reading for Information**

- With prompting and support, ask and answer questions about key details in a text.
- With prompting and support, identify the main topic and retell key details of a text.
- With prompting and support, describe the connection between two individuals, events, ideas, or pieces of information in a text.
- With prompting and support, ask and answer questions about unknown words in a text. **(See grade K Language standards 4-6 for additional expectations.) CA**
- Identify the front cover, back cover, and title page of a book.
- Name the author and illustrator of a text and define the role of each in presenting the ideas or information in a text.

- With prompting and support, describe the relationship between illustrations and the text in which they appear (e.g., what person, place, thing, or idea in the text an illustration depicts).
- With prompting and support, identify the reasons an author gives to support points in a text.
- With prompting and support, identify basic similarities in and differences between two texts on the same topic (e.g., in illustrations, descriptions, or procedures).
- Actively engage in group reading activities with purpose and understanding.
  - a. **Activate prior knowledge related to the information and events in texts. CA**
  - b. **Use illustrations and context to make predictions about text. CA**

### Foundational Skills

- Demonstrate understanding of the organization and basic features of print.
- Follow words from left to right, top to bottom, and page by page.
- Recognize that spoken words are represented in written language by specific sequences of letters.
- Understand that words are separated by spaces in print.
- Recognize and name all upper- and lowercase letters of the alphabet.
- Demonstrate understanding of spoken words, syllables, and sounds (phonemes).
- Recognize and produce rhyming words.
- Count, pronounce, blend, and segment syllables in spoken words.
- Blend and segment onsets and rimes of single-syllable spoken words.
- Isolate and pronounce the initial, medial vowel, and final sounds (phonemes) in three-phoneme (consonant-vowel-consonant, or CVC) words.<sup>1</sup> (This does not include CVCs ending with /l/, /r/, or /x/.)
- Add or substitute individual sounds (phonemes) in simple, one-syllable words to make new words.
- **Blend two to three phonemes into recognizable words. CA**
- Know and apply grade-level phonics and word analysis skills in decoding words **both in isolation and in text. CA**
- Demonstrate basic knowledge of one-to-one letter-sound correspondences by producing the primary sound or many of the most frequent sounds for each consonant.
- Associate the long and short sounds with the common spellings (graphemes) for the five major vowels. **(Identify which letters represent the major vowels [Aa, Ee, Ii, Oo, Uu] and know the long and short sound of each vowel. More complex long vowel graphemes and spellings are targeted in grade 1 phonic standards.) CA**
- Read common high-frequency words by sight (e.g., *the, of, to, you, she, my, is, are, do, does*).
- Distinguish between similarly spelled words by identifying the sounds of the letters that differ.
- Read emergent-reader texts with purpose and understanding.

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### Writing

- Use a combination of drawing, dictating, and writing to compose opinion pieces in which they tell a reader the topic or the name of the book they are writing about and state an opinion or preference about the topic or book (e.g., *My favorite book is...*).
- Use a combination of drawing, dictating, and writing to compose informative/explanatory texts in which they name what they are writing about and supply some information about the topic.
- Use a combination of drawing, dictating, and writing to narrate a single event or several loosely linked events, tell about the events in the order in which they occurred, and provide a reaction to what happened.
- **(Begins in grade 2) CA**
- With guidance and support from adults, respond to questions and suggestions from peers and add details to strengthen writing as needed.
- With guidance and support from adults, explore a variety of digital tools to produce and publish writing, including in collaboration with peers.
- Participate in shared research and writing projects (e.g., explore a number of books by a favorite author and express opinions about them).
- With guidance and support from adults, recall information from experiences or gather information from provided sources to answer a question.

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### Speaking and Listening

- Participate in collaborative conversations with diverse partners about *kindergarten topics and texts* with peers and adults in small and larger groups.
- Follow agreed-upon rules for discussions (e.g., listening to others and taking turns speaking about the topics and texts under discussion).

- Continue a conversation through multiple exchanges.
- Confirm understanding of a text read aloud or information presented orally or through other media by asking and answering questions about key details and requesting clarification if something is not understood.
- **Understand and follow one- and two-step oral directions. CA**
- Ask and answer questions in order to seek help, get information, or clarify something that is not understood.
- Describe familiar people, places, things, and events and, with prompting and support, provide additional detail.
- Add drawings or other visual displays to descriptions as desired to provide additional detail.
- Speak audibly and express thoughts, feelings, and ideas clearly.

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### Language

- Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.
- Print many upper- and lowercase letters.
- Use frequently occurring nouns and verbs.
- Form regular plural nouns orally by adding /s/ or /es/ (e.g., *dog, dogs; wish, wishes*).
- Understand and use question words (interrogatives) (e.g., *who, what, where, when, why, how*).
- Use the most frequently occurring prepositions (e.g., *to, from, in, out, on, off, for, of, by, with*).
- Produce and expand complete sentences in shared language activities.
- Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.
- Capitalize the first word in a sentence and the pronoun *I*.
- Recognize and name end punctuation.
- Write a letter or letters for most consonant and short-vowel sounds (phonemes).
- Spell simple words phonetically, drawing on knowledge of sound-letter relationships.
- (Begins in grade 2)
- Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on kindergarten reading and content.
- Identify new meanings for familiar words and apply them accurately (e.g., knowing *duck* is a bird and learning the verb to *duck*).
- Use the most frequently occurring inflections and affixes (e.g., *-ed, -s, re-, un-, pre-, -ful, -less*) as a clue to the meaning of an unknown word.
- With guidance and support from adults, explore word relationships and nuances in word meanings.
- Sort common objects into categories (e.g., shapes, foods) to gain a sense of the concepts the categories represent.
- Demonstrate understanding of frequently occurring verbs and adjectives by relating them to their opposites (antonyms).
- Identify real-life connections between words and their use (e.g., note places at school that are colorful).
- Distinguish shades of meaning among verbs describing the same general action (e.g., *walk, march, strut, prance*) by acting out the meanings.
- Use words and phrases acquired through conversations, reading and being read to, and responding to texts.

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### Mathematics

#### Counting and Cardinality

- Count to 100 by ones and by tens.
- Count forward beginning from a given number within the known sequence (instead of having to begin at 1).
- Write numbers from 0 to 20. Represent a number of objects with a written numeral 0-20 (with 0 representing a count of no objects).
- Understand the relationship between numbers and quantities; connect counting to cardinality.
- When counting objects, say the number names in the standard order, pairing each object with one and only one number name and each number name with one and only one object.
- Understand that the last number name said tells the number of objects counted. The number of objects is the same regardless of their arrangement or the order in which they were counted.
- Understand that each successive number name refers to a quantity that is one larger.
- Count to answer "how many?" questions about as many as 20 things arranged in a line, a rectangular array, or a circle, or as many as 10 things in a scattered configuration; given a number from 1-20, count out that many objects.
- Identify whether the number of objects in one group is greater than, less than, or equal to the number of objects in another group, e.g., by using matching and counting strategies.
- Compare two numbers between 1 and 10 presented as written numerals.

## Operations and Algebraic Thinking

- Represent addition and subtraction with objects, fingers, mental images, drawings, sounds (e.g., claps), acting out situations, verbal explanations, expressions, or equations.
- Solve addition and subtraction word problems, and add and subtract within 10, e.g., by using objects or drawings to represent the problem.
- Decompose numbers less than or equal to 10 into pairs in more than one way, e.g., by using objects or drawings, and record each decomposition by a drawing or equation (e.g.,  $5 = 2 + 3$  and  $5 = 4 + 1$ ).
- For any number from 1 to 9, find the number that makes 10 when added to the given number, e.g., by using objects or drawings, and record the answer with a drawing or equation.
- Fluently add and subtract within 5.

## Number & Operations in Base Ten

- Compose and decompose numbers from 11 to 19 into ten ones and some further ones, e.g., by using objects or drawings, and record each composition or decomposition by a drawing or equation (such as  $18 = 10 + 8$ ); understand that these numbers are composed of ten ones and one, two, three, four, five, six, seven, eight, or nine ones.

## Measurement & Data

- Describe measurable attributes of objects, such as length or weight. Describe several measurable attributes of a single object.
- Directly compare two objects with a measurable attribute in common, to see which object has "more of"/"less of" the attribute, and describe the difference. *For example, directly compare the heights of two children and describe one child as taller/shorter.*
- Classify objects into given categories; count the numbers of objects in each category and sort the categories by count.

## Geometry

- Describe objects in the environment using names of shapes, and describe the relative positions of these objects using terms such as *above*, *below*, *beside*, *in front of*, *behind*, and *next to*.
- Correctly name shapes regardless of their orientations or overall size.
- Identify shapes as two-dimensional (lying in a plane, "flat") or three-dimensional ("solid").
- Analyze and compare two- and three-dimensional shapes, in different sizes and orientations, using informal language to describe their similarities, differences, parts (e.g., number of sides and vertices/"corners") and other attributes (e.g., having sides of equal length).
- Model shapes in the world by building shapes from components (e.g., sticks and clay balls) and drawing shapes.
- Compose simple shapes to form larger shapes. *For example, "Can you join these two triangles with full sides touching to make a rectangle?"*

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## Social Studies

- Understands responsibilities, rules, and cooperation at school
- Develops a sense of self and family
- Understands (learns) the symbols and traditions of the United States
- Understands the role of various workers within the community
- Compares and contrasts people and places
- Appreciates cultural diversity

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## Science

- Recognizes the physical differences between objects as to shape, size, and weight
- Understands that different types of plants and animals inhabit the earth
- Understands that the earth is composed of land, air, and water
- Learns to observe, investigate, question, experiment, and explore

## Grade Level Standards for First Grade

### Language Arts

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## Reading for Literature

- Ask and answer questions about key details in a text.

- Retell stories, including key details, and demonstrate understanding of their central message or lesson.
- Describe characters, settings, and major events in a story, using key details.
- Identify words and phrases in stories or poems that suggest feelings or appeal to the senses. **(See grade 1 Language standards 4-6 for additional expectations.) CA**
- Explain major differences between books that tell stories and books that give information, drawing on a wide reading of a range of text types.
- Identify who is telling the story at various points in a text.
- Use illustrations and details in a story to describe its characters, setting, or events.
- Compare and contrast the adventures and experiences of characters in stories.
- With prompting and support, read prose and poetry of appropriate complexity for grade 1.
  - a. **Activate prior knowledge related to the information and events in texts. CA**
  - b. **Confirm predictions about what will happen next in a text. CA**

### Reading for Information

- Ask and answer questions about key details in a text.
- Identify the main topic and retell key details of a text.
- Describe the connection between two individuals, events, ideas, or pieces of information in a text.
- Ask and answer questions to help determine or clarify the meaning of words and phrases in a text. **(See grade 1 Language standards 4-6 for additional expectations.) CA**
- Know and use various text **structures (e.g., sequence) and text features** (e.g., headings, tables of contents, glossaries, electronic menus, icons) to locate key facts or information in a text. **CA**
- Distinguish between information provided by pictures or other illustrations and information provided by the words in a text.
- Use the illustrations and details in a text to describe its key ideas.
- Identify the reasons an author gives to support points in a text.
- Identify basic similarities in and differences between two texts on the same topic (e.g., in illustrations, descriptions, or procedures).
- With prompting and support, read informational texts appropriately complex for grade 1.
  - a. **Activate prior knowledge related to the information and events in texts. CA**
  - b. **Confirm predictions about what will happen next in a text. CA**

### Foundational Skills

- Demonstrate understanding of the organization and basic features of print.
- Recognize the distinguishing features of a sentence (e.g., first word, capitalization, ending punctuation).
- Demonstrate understanding of spoken words, syllables, and sounds (phonemes).
- Distinguish long from short vowel sounds in spoken single-syllable words.
- Orally produce single-syllable words by blending sounds (phonemes), including consonant blends.
- Isolate and pronounce initial, medial vowel, and final sounds (phonemes) in spoken single-syllable words.
- Segment spoken single-syllable words into their complete sequence of individual sounds (phonemes).
- Know and apply grade-level phonics and word analysis skills in decoding words **both in isolation and in text. CA**
- Know the spelling-sound correspondences for common consonant digraphs.
- Decode regularly spelled one-syllable words.
- Know final -e and common vowel team conventions for representing long vowel sounds.
- Use knowledge that every syllable must have a vowel sound to determine the number of syllables in a printed word.
- Decode two-syllable words following basic patterns by breaking the words into syllables.
- Read words with inflectional endings.
- Recognize and read grade-appropriate irregularly spelled words.
- Read with sufficient accuracy and fluency to support comprehension.
- Read grade-level text with purpose and understanding.
- Read grade-level text orally with accuracy, appropriate rate, and expression on successive readings.
- Use context to confirm or self-correct word recognition and understanding, rereading as necessary.

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### Writing

- Write opinion pieces in which they introduce the topic or name the book they are writing about, state an opinion, supply a reason for the opinion, and provide some sense of closure.

- Write informative/explanatory texts in which they name a topic, supply some facts about the topic, and provide some sense of closure.
- Write narratives in which they recount two or more appropriately sequenced events, include some details regarding what happened, use temporal words to signal event order, and provide some sense of closure.
- With guidance and support from adults, focus on a topic, respond to questions and suggestions from peers, and add details to strengthen writing as needed.
- With guidance and support from adults, use a variety of digital tools to produce and publish writing, including in collaboration with peers.
- Participate in shared research and writing projects (e.g., explore a number of "how-to" books on a given topic and use them to write a sequence of instructions).
- With guidance and support from adults, recall information from experiences or gather information from provided sources to answer a question.

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### Speaking and Listening

- Participate in collaborative conversations with diverse partners about *grade 1 topics and texts* with peers and adults in small and larger groups.
- Follow agreed-upon rules for discussions (e.g., listening to others with care, speaking one at a time about the topics and texts under discussion).
- Build on others' talk in conversations by responding to the comments of others through multiple exchanges.
- Ask questions to clear up any confusion about the topics and texts under discussion.
- Ask and answer questions about key details in a text read aloud or information presented orally or through other media.
  - a. **Give, restate, and follow simple two-step directions. CA**
- Ask and answer questions about what a speaker says in order to gather additional information or clarify something that is not understood.
- Describe people, places, things, and events with relevant details, expressing ideas and feelings clearly.
  - a. **Memorize and recite poems, rhymes, and songs with expression. CA**
- Add drawings or other visual displays to descriptions when appropriate to clarify ideas, thoughts, and feelings.
- Produce complete sentences when appropriate to task and situation. (See grade 1 Language standards 1 and 3 [here](#) for specific expectations.)

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### Language

- Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.
- Print all upper- and lowercase letters.
- Use common, proper, and possessive nouns.
- Use singular and plural nouns with matching verbs in basic sentences (e.g., He hops; We hop).
- Use personal (**subject, object**), possessive, and indefinite pronouns (e.g., I, me, my; they, them, their, anyone, everything). **CA**
- Use verbs to convey a sense of past, present, and future (e.g., Yesterday I walked home; Today I walk home; Tomorrow I will walk home).
- Use frequently occurring adjectives.
- Use frequently occurring conjunctions (e.g., *and, but, or, so, because*).
- Use determiners (e.g., articles, demonstratives).
- Use frequently occurring prepositions (e.g., *during, beyond, toward*).
- Produce and expand complete simple and compound declarative, interrogative, imperative, and exclamatory sentences in response to prompts.
- Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.
- Capitalize dates and names of people.
- Use end punctuation for sentences.
- Use commas in dates and to separate single words in a series.
- Use conventional spelling for words with common spelling patterns and for frequently occurring irregular words.
- Spell untaught words phonetically, drawing on phonemic awareness and spelling conventions.
- Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on *grade 1 reading and content*, choosing flexibly from an array of strategies.
- Use sentence-level context as a clue to the meaning of a word or phrase.
- Use frequently occurring affixes as a clue to the meaning of a word.



- Identify frequently occurring root words (e.g., *look*) and their inflectional forms (e.g., *looks, looked, looking*).
- With guidance and support from adults, demonstrate understanding of word relationships and nuances in word meanings.
- Sort words into categories (e.g., colors, clothing) to gain a sense of the concepts the categories represent.
- Define words by category and by one or more key attributes (e.g., a *duck* is a bird that swims; a *tiger* is a large cat with stripes).
- Identify real-life connections between words and their use (e.g., note places at home that are *cozy*).
- Distinguish shades of meaning among verbs differing in manner (e.g., *look, peek, glance, stare, glare, scowl*) and adjectives differing in intensity (e.g., large, gigantic) by defining or choosing them or by acting out the meanings.
- Use words and phrases acquired through conversations, reading and being read to, and responding to texts, including using frequently occurring conjunctions to signal simple relationships (e.g., *because*).

## Mathematics

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### Operations & Algebraic Thinking

- Use addition and subtraction within 20 to solve word problems involving situations of adding to, taking from, putting together, taking apart, and comparing, with unknowns in all positions, e.g., by using objects, drawings, and equations with a symbol for the unknown number to represent the problem.
- Solve word problems that call for addition of three whole numbers whose sum is less than or equal to 20, e.g., by using objects, drawings, and equations with a symbol for the unknown number to represent the problem.
- Apply properties of operations as strategies to add and subtract.<sup>2</sup> *Examples: If  $8 + 3 = 11$  is known, then  $3 + 8 = 11$  is also known. (Commutative property of addition.) To add  $2 + 6 + 4$ , the second two numbers can be added to make a ten, so  $2 + 6 + 4 = 2 + 10 = 12$ . (Associative property of addition.)*
- Understand subtraction as an unknown-addend problem. *For example, subtract  $10 - 8$  by finding the number that makes 10 when added to 8.*
- Relate counting to addition and subtraction (e.g., by counting on 2 to add 2).
- Add and subtract within 20, demonstrating fluency for addition and subtraction within 10. Use strategies such as counting on; making ten (e.g.,  $8 + 6 = 8 + 2 + 4 = 10 + 4 = 14$ ); decomposing a number leading to a ten (e.g.,  $13 - 4 = 13 - 3 - 1 = 10 - 1 = 9$ ); using the relationship between addition and subtraction (e.g., knowing that  $8 + 4 = 12$ , one knows  $12 - 8 = 4$ ); and creating equivalent but easier or known sums (e.g., adding  $6 + 7$  by creating the known equivalent  $6 + 6 + 1 = 12 + 1 = 13$ ).
- Understand the meaning of the equal sign, and determine if equations involving addition and subtraction are true or false. For example, which of the following equations are true and which are false?  $6 = 6$ ,  $7 = 8 - 1$ ,  $5 + 2 = 2 + 5$ ,  $4 + 1 = 5 + 2$ .
- Determine the unknown whole number in an addition or subtraction equation relating three whole numbers. *For example, determine the unknown number that makes the equation true in each of the equations  $8 + ? = 11$ ,  $5 = \_ - 3$ ,  $6 + 6 = \_$ .*

### Number & Operations in Base Ten

- Count to 120, starting at any number less than 120. In this range, read and write numerals and represent a number of objects with a written numeral.
- Understand that the two digits of a two-digit number represent amounts of tens and ones. Understand the following as special cases:
  - 10 can be thought of as a bundle of ten ones — called a "ten."
  - The numbers from 11 to 19 are composed of a ten and one, two, three, four, five, six, seven, eight, or nine ones.
  - The numbers 10, 20, 30, 40, 50, 60, 70, 80, 90 refer to one, two, three, four, five, six, seven, eight, or nine tens (and 0 ones).
- Compare two two-digit numbers based on meanings of the tens and ones digits, recording the results of comparisons with the symbols  $>$ ,  $=$ , and  $<$ .
- Add within 100, including adding a two-digit number and a one-digit number, and adding a two-digit number and a multiple of 10, using concrete models or drawings and strategies based on place value, properties of operations, and/or the relationship between addition and subtraction; relate the strategy to a written method and explain the reasoning used. Understand that in adding two-digit numbers, one adds tens and tens, ones and ones; and sometimes it is necessary to compose a ten.
- Given a two-digit number, mentally find 10 more or 10 less than the number, without having to count; explain the reasoning used.
- Subtract multiples of 10 in the range 10-90 from multiples of 10 in the range 10-90 (positive or zero differences), using concrete models or drawings and strategies based on place value, properties of operations, and/or the relationship between addition and subtraction; relate the strategy to a written method and explain the reasoning used.

## Measurement & Data

- Order three objects by length; compare the lengths of two objects indirectly by using a third object.
- Express the length of an object as a whole number of length units, by laying multiple copies of a shorter object (the length unit) end to end; understand that the length measurement of an object is the number of same-size length units that span it with no gaps or overlaps. *Limit to contexts where the object being measured is spanned by a whole number of length units with no gaps or overlaps.*
- Tell and write time in hours and half-hours using analog and digital clocks.
- Organize, represent, and interpret data with up to three categories; ask and answer questions about the total number of data points, how many in each category, and how many more or less are in one category than in another.

## Geometry

- Distinguish between defining attributes (e.g., triangles are closed and three-sided) versus non-defining attributes (e.g., color, orientation, overall size); build and draw shapes to possess defining attributes.
- Compose two-dimensional shapes (rectangles, squares, trapezoids, triangles, half-circles, and quarter-circles) or three-dimensional shapes (cubes, right rectangular prisms, right circular cones, and right circular cylinders) to create a composite shape, and compose new shapes from the composite shape.
- Partition circles and rectangles into two and four equal shares, describe the shares using the words *halves*, *fourths*, and *quarters*, and use the phrases *half of*, *fourth of*, and *quarter of*. Describe the whole as two of, or four of the shares. Understand for these examples that decomposing into more equal shares creates smaller shares.

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## History/Social Sciences

- Identifies rights and responsibilities of being a good citizen
- Recognizes maps and globes as representations of the earth
- Describes how location, weather, and physical environments affect the way people live
- Knows and understands the symbols and traditions of the U.S.
- Compares and contrasts life, past and present, around the world and recognize that things change over time
- Understands basic economic concepts of the goods and services that people need
- Learns to appreciate cultural diversity

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## Science/Health

- Understands that materials come in different forms: solids, liquids, and gases
- Plants and animals meet their needs in different ways
- Understands that weather can be observed, measured, and described
- Observes, communicates, organizes, and compares scientific data

# Grade Level Standards for Second Grade

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## Language Arts

### Reading for Literature

- Ask and answer such questions as *who*, *what*, *where*, *when*, *why*, and *how* to demonstrate understanding of key details in a text.
- Recount stories, including fables and folktales from diverse cultures, and determine their central message, lesson, or moral.
- Describe how characters in a story respond to major events and challenges.
- Describe how words and phrases (e.g., regular beats, alliteration, rhymes, repeated lines) supply rhythm and meaning in a story, poem, or song. **(See grade 2 Language standards 4-6 for additional expectations.) CA**
- Describe the overall structure of a story, including describing how the beginning introduces the story and the ending concludes the action.
- Acknowledge differences in the points of view of characters, including by speaking in a different voice for each character when reading dialogue aloud.
- Use information gained from the illustrations and words in a print or digital text to demonstrate understanding of its characters, setting, or plot.
- Compare and contrast two or more versions of the same story (e.g., Cinderella stories) by different authors or from different cultures.

- By the end of the year, read and comprehend literature, including stories and poetry, in the grades 2-3 text complexity band proficiently, with scaffolding as needed at the high end of the range.

### Reading for Information

- Ask and answer such questions as *who*, *what*, *where*, *when*, *why*, and *how* to demonstrate understanding of key details in a text.
- Identify the main topic of a multiparagraph text as well as the focus of specific paragraphs within the text.
- Describe the connection between a series of historical events, scientific ideas or concepts, or steps in technical procedures in a text.
- Determine the meaning of words and phrases in a text relevant to a *grade 2 topic or subject area*. **(See grade 2 Language standards 4-6 for additional expectations.) CA**
- Know and use various text features (e.g., captions, bold print, subheadings, glossaries, indexes, electronic menus, icons) to locate key facts or information in a text efficiently.
- Identify the main purpose of a text, including what the author wants to answer, explain, or describe.
- Explain how specific images (e.g., a diagram showing how a machine works) contribute to and clarify a text.
- Describe how reasons support specific points the author makes in a text.
- Compare and contrast the most important points presented by two texts on the same topic.
- By the end of year, read and comprehend informational texts, including history/social studies, science, and technical texts, in the grades 2-3 text complexity band proficiently, with scaffolding as needed at the high end of the range.

### Foundational Skills

- Know and apply grade-level phonics and word analysis skills in decoding words **both in isolation and in text**. **CA**
- Distinguish long and short vowels when reading regularly spelled one-syllable words.
- Know spelling-sound correspondences for additional common vowel teams.
- Decode regularly spelled two-syllable words with long vowels.
- Decode words with common prefixes and suffixes.
- Identify words with inconsistent but common spelling-sound correspondences.
- Recognize and read grade-appropriate irregularly spelled words.
- Read with sufficient accuracy and fluency to support comprehension.
- Read grade-level text with purpose and understanding.
- Read grade-level text orally with accuracy, appropriate rate, and expression on successive readings.
- Use context to confirm or self-correct word recognition and understanding, rereading as necessary.

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### Writing

- Write opinion pieces in which they introduce the topic or book they are writing about, state an opinion, supply reasons that support the opinion, use linking words (e.g., *because*, *and*, *also*) to connect opinion and reasons, and provide a concluding statement or section.
- Write informative/explanatory texts in which they introduce a topic, use facts and definitions to develop points, and provide a concluding statement or section.
- Write narratives in which they recount a well-elaborated event or short sequence of events, include details to describe actions, thoughts, and feelings, use temporal words to signal event order, and provide a sense of closure.
- **With guidance and support from adults, produce writing in which the development and organization are appropriate to task and purpose. (Grade-specific expectations for writing types are defined in standards 1-3 above.) CA**
- With guidance and support from adults and peers, focus on a topic and strengthen writing as needed by revising and editing.
- With guidance and support from adults, use a variety of digital tools to produce and publish writing, including in collaboration with peers.
- Participate in shared research and writing projects (e.g., read a number of books on a single topic to produce a report; record science observations).
- Recall information from experiences or gather information from provided sources to answer a question.

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### Speaking and Listening

- Participate in collaborative conversations with diverse partners about *grade 2 topics and texts* with peers and adults in small and larger groups.
- Follow agreed-upon rules for discussions (e.g., gaining the floor in respectful ways, listening to others with care, speaking one at a time about the topics and texts under discussion).

- Build on others' talk in conversations by linking their comments to the remarks of others.
- Ask for clarification and further explanation as needed about the topics and texts under discussion.
- Recount or describe key ideas or details from a text read aloud or information presented orally or through other media.
- **Give and follow three- and four-step oral directions. CA**
- Ask and answer questions about what a speaker says in order to clarify comprehension, gather additional information, or deepen understanding of a topic or issue.
- Tell a story or recount an experience with appropriate facts and relevant, descriptive details, speaking audibly in coherent sentences.
- **Plan and deliver a narrative presentation that: recounts a well-elaborated event, includes details, reflects a logical sequence, and provides a conclusion. CA**
- Create audio recordings of stories or poems; add drawings or other visual displays to stories or recounts of experiences when appropriate to clarify ideas, thoughts, and feelings.
- Produce complete sentences when appropriate to task and situation in order to provide requested detail or clarification. (See grade 2 Language standards 1 and 3 [here](#) for specific expectations.)

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### Language

- Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.
- Use collective nouns (e.g., *group*).
- Form and use frequently occurring irregular plural nouns (e.g., *feet, children, teeth, mice, fish*).
- Use reflexive pronouns (e.g., *myself, ourselves*).
- Form and use the past tense of frequently occurring irregular verbs (e.g., *sat, hid, told*).
- Use adjectives and adverbs, and choose between them depending on what is to be modified.
- Produce, expand, and rearrange complete simple and compound sentences (e.g., *The boy watched the movie; The little boy watched the movie; The action movie was watched by the little boy*).
- **Create readable documents with legible print. CA**
- Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.
- Capitalize holidays, product names, and geographic names.
- Use commas in greetings and closings of letters.
- Use an apostrophe to form contractions and frequently occurring possessives.
- Generalize learned spelling patterns when writing words (e.g., *cage* → *badge*; *boy* → *boil*).
- Consult reference materials, including beginning dictionaries, as needed to check and correct spellings.
- Use knowledge of language and its conventions when writing, speaking, reading, or listening.
- Compare formal and informal uses of English
- Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 2 reading and content, choosing flexibly from an array of strategies.
- Use sentence-level context as a clue to the meaning of a word or phrase.
- Determine the meaning of the new word formed when a known prefix is added to a known word (e.g., *happy/unhappy, tell/retell*).
- Use a known root word as a clue to the meaning of an unknown word with the same root (e.g., *addition, additional*).
- Use knowledge of the meaning of individual words to predict the meaning of compound words (e.g., *birdhouse, lighthouse, housefly; bookshelf, notebook, bookmark*).
- Use glossaries and beginning dictionaries, both print and digital, to determine or clarify the meaning of words and phrases **in all content areas. CA**
- Demonstrate understanding of word relationships and nuances in word meanings.
- Identify real-life connections between words and their use (e.g., *describe foods that are spicy or juicy*).
- Distinguish shades of meaning among closely related verbs (e.g., *toss, throw, hurl*) and closely related adjectives (e.g., *thin, slender, skinny, scrawny*).
- Use words and phrases acquired through conversations, reading and being read to, and responding to texts, including using adjectives and adverbs to describe (e.g., *When other kids are happy that makes me happy*).

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### Mathematics

#### Operations & Algebraic Thinking

- Use addition and subtraction within 100 to solve one- and two-step word problems involving situations of adding to, taking from, putting together, taking apart, and comparing, with unknowns in all positions, e.g., by using drawings and equations with a symbol for the unknown number to represent the problem.

- Fluently add and subtract within 20 using mental strategies.<sup>2</sup> By end of Grade 2, know from memory all sums of two one-digit numbers.
- Determine whether a group of objects (up to 20) has an odd or even number of members, e.g., by pairing objects or counting them by 2s; write an equation to express an even number as a sum of two equal addends.
- Use addition to find the total number of objects arranged in rectangular arrays with up to 5 rows and up to 5 columns; write an equation to express the total as a sum of equal addends.

### Number & Operations in Base Ten

- Understand that the three digits of a three-digit number represent amounts of hundreds, tens, and ones; e.g., 706 equals 7 hundreds, 0 tens, and 6 ones. Understand the following as special cases:
  - 100 can be thought of as a bundle of ten tens — called a "hundred."
  - The numbers 100, 200, 300, 400, 500, 600, 700, 800, 900 refer to one, two, three, four, five, six, seven, eight, or nine hundreds (and 0 tens and 0 ones).
- Count within 1000; skip-count by **2s**, 5s, 10s, and 100s. **CA**
- Read and write numbers to 1000 using base-ten numerals, number names, and expanded form.
- Compare two three-digit numbers based on meanings of the hundreds, tens, and ones digits, using  $>$ ,  $=$ , and  $<$  symbols to record the results of comparisons.
- Fluently add and subtract within 100 using strategies based on place value, properties of operations, and/or the relationship between addition and subtraction.
- Add up to four two-digit numbers using strategies based on place value and properties of operations.
- Add and subtract within 1000, using concrete models or drawings and strategies based on place value, properties of operations, and/or the relationship between addition and subtraction; relate the strategy to a written method. Understand that in adding or subtracting three-digit numbers, one adds or subtracts hundreds and hundreds, tens and tens, ones and ones; and sometimes it is necessary to compose or decompose tens or hundreds.
- **Use estimation strategies to make reasonable estimates in problem solving. CA**
- Mentally add 10 or 100 to a given number 100-900, and mentally subtract 10 or 100 from a given number 100-900.
- Explain why addition and subtraction strategies work, using place value and the properties of operations.

### Measurement & Data

- Measure the length of an object by selecting and using appropriate tools such as rulers, yardsticks, meter sticks, and measuring tapes.
- Measure the length of an object twice, using length units of different lengths for the two measurements; describe how the two measurements relate to the size of the unit chosen.
- Estimate lengths using units of inches, feet, centimeters, and meters.
- Measure to determine how much longer one object is than another, expressing the length difference in terms of a standard length unit.
- Use addition and subtraction within 100 to solve word problems involving lengths that are given in the same units, e.g., by using drawings (such as drawings of rulers) and equations with a symbol for the unknown number to represent the problem.
- Represent whole numbers as lengths from 0 on a number line diagram with equally spaced points corresponding to the numbers 0, 1, 2, ..., and represent whole-number sums and differences within 100 on a number line diagram.
- Tell and write time from analog and digital clocks to the nearest five minutes, using a.m. and p.m. **Know relationships of time (e.g., minutes in an hour, days in a month, weeks in a year). CA**
- Solve word problems involving dollar bills, quarters, dimes, nickels, and pennies, using \$ and ¢ symbols appropriately. Example: If you have 2 dimes and 3 pennies, how many cents do you have?
- Generate measurement data by measuring lengths of several objects to the nearest whole unit, or by making repeated measurements of the same object. Show the measurements by making a line plot, where the horizontal scale is marked off in whole-number units.
- Draw a picture graph and a bar graph (with single-unit scale) to represent a data set with up to four categories. Solve simple put-together, take-apart, and compare problems<sup>1</sup> using information presented in a bar graph.

### Geometry

- Recognize and draw shapes having specified attributes, such as a given number of angles or a given number of equal faces.<sup>1</sup> Identify triangles, quadrilaterals, pentagons, hexagons, and cubes.
- Partition a rectangle into rows and columns of same-size squares and count to find the total number of them.

- Partition circles and rectangles into two, three, or four equal shares, describe the shares using the words halves, thirds, half of, a third of, etc., and describe the whole as two halves, three thirds, four fourths. Recognize that equal shares of identical wholes need not have the same shape.

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### History/Social Science

- Understands family history, traditions and ancestors
- Compares and contrasts the daily lives of parents and grandparents
- Demonstrates knowledge of maps and globes
- Locates specific places, geographic features, and map elements (legend, scale, and compass directions)
- Understands and explains the ways the laws affect our daily lives
- Understands basic economic concepts (consumers/producers) and their role in the economy
- Demonstrates an understanding of the importance of individual action and responsibility
- Explains how heroes of long ago and present times make a difference in lives today

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### Science/Health

- Observes and measures the motion of objects
- Determines that plants and animals have predictable life cycles
- Understands the earth is made of materials that have distinct properties and provides resources for human activities
- Develops an awareness of the scientific method by observing, communicating, or organizing, and comparing

## Grade Level Standards for Third Grade

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### Language Arts

#### Reading for Literature

- Ask and answer questions to demonstrate understanding of a text, referring explicitly to the text as the basis for the answers.
- Recount stories, including fables, folktales, and myths from diverse cultures; determine the central message, lesson, or moral and explain how it is conveyed through key details in the text.
- Describe characters in a story (e.g., their traits, motivations, or feelings) and explain how their actions contribute to the sequence of events.
- Determine the meaning of words and phrases as they are used in a text, distinguishing literal from nonliteral language. **(See grade 3 Language standards 4-6 for additional expectations.) CA**
- Refer to parts of stories, dramas, and poems when writing or speaking about a text, using terms such as chapter, scene, and stanza; describe how each successive part builds on earlier sections.
- Distinguish their own point of view from that of the narrator or those of the characters.
- Explain how specific aspects of a text's illustrations contribute to what is conveyed by the words in a story (e.g., create mood, emphasize aspects of a character or setting)
- Compare and contrast the themes, settings, and plots of stories written by the same author about the same or similar characters (e.g., in books from a series)
- By the end of the year, read and comprehend literature, including stories, dramas, and poetry, at the high end of the grades 2-3 text complexity band independently and proficiently.

#### Reading for Information

- Ask and answer questions to demonstrate understanding of a text, referring explicitly to the text as the basis for the answers.
- Determine the main idea of a text; recount the key details and explain how they support the main idea.
- Describe the relationship between a series of historical events, scientific ideas or concepts, or steps in technical procedures in a text, using language that pertains to time, sequence, and cause/effect.
- Determine the meaning of general academic and domain-specific words and phrases in a text relevant to a *grade 3 topic or subject area*. **(See grade 3 Language standards 4-6 for additional expectations.) CA**
- Use text features and search tools (e.g., key words, sidebars, hyperlinks) to locate information relevant to a given topic efficiently.
- Distinguish their own point of view from that of the author of a text.

- Use information gained from illustrations (e.g., maps, photographs) and the words in a text to demonstrate understanding of the text (e.g., where, when, why, and how key events occur).
- Describe the logical connection between particular sentences and paragraphs in a text (e.g., comparison, cause/effect, first/second/third in a sequence).
- Compare and contrast the most important points and key details presented in two texts on the same topic.
- By the end of the year, read and comprehend informational texts, including history/social studies, science, and technical texts, at the high end of the grades 2-3 text complexity band independently and proficiently.

### Foundational Skills

- Know and apply grade-level phonics and word analysis skills in decoding words **both in isolation and in text. CA.**
- Identify and know the meaning of the most common prefixes and derivational suffixes.
- Decode words with common Latin suffixes.
- Decode multisyllable words.
- Read grade-appropriate irregularly spelled words.
- Read with sufficient accuracy and fluency to support comprehension.
- Read grade-level text with purpose and understanding.
- Read grade-level prose and poetry orally with accuracy, appropriate rate, and expression on successive readings.
- Use context to confirm or self-correct word recognition and understanding, rereading as necessary.

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### Writing

- Write opinion pieces on topics or texts, supporting a point of view with reasons.
- Introduce the topic or text they are writing about, state an opinion, and create an organizational structure that lists reasons.
- Provide reasons that support the opinion.
- Use linking words and phrases (e.g., *because, therefore, since, for example*) to connect opinion and reasons.
- Provide a concluding statement or section.
- Write informative/explanatory texts to examine a topic and convey ideas and information clearly.
- Introduce a topic and group related information together; include illustrations when useful to aiding comprehension.
- Develop the topic with facts, definitions, and details.
- Use linking words and phrases (e.g., *also, another, and, more, but*) to connect ideas within categories of information.
- Provide a concluding statement or section.
- Write narratives to develop real or imagined experiences or events using effective technique, descriptive details, and clear event sequences.
- Establish a situation and introduce a narrator and/or characters; organize an event sequence that unfolds naturally.
- Use dialogue and descriptions of actions, thoughts, and feelings to develop experiences and events or show the response of characters to situations.
- Use temporal words and phrases to signal event order.
- Provide a sense of closure.
- With guidance and support from adults, produce writing in which the development and organization are appropriate to task and purpose. (Grade-specific expectations for writing types are defined in standards 1-3 above.)
- With guidance and support from peers and adults, develop and strengthen writing as needed by planning, revising, and editing. (Editing for conventions should demonstrate command of Language standards 1-3 up to and including grade 3 [here](#).)
- With guidance and support from adults, use technology to produce and publish writing (using keyboarding skills) as well as to interact and collaborate with others.
- Conduct short research projects that build knowledge about a topic.
- Recall information from experiences or gather information from print and digital sources; take brief notes on sources and sort evidence into provided categories.
- Write routinely over extended time frames (time for research, reflection, and revision) and shorter time frames (a single sitting or a day or two) for a range of discipline-specific tasks, purposes, and audiences.

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### Speaking and Listening

- Engage effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on *grade 3 topics and texts*, building on others' ideas and expressing their own clearly.
- Come to discussions prepared, having read or studied required material; explicitly draw on that preparation and other information known about the topic to explore ideas under discussion.

- Follow agreed-upon rules for discussions (e.g., gaining the floor in respectful ways, listening to others with care, speaking one at a time about the topics and texts under discussion).
- Ask questions to check understanding of information presented, stay on topic, and link their comments to the remarks of others.
- Explain their own ideas and understanding in light of the discussion.
- Determine the main ideas and supporting details of a text read aloud or information presented in diverse media and formats, including visually, quantitatively, and orally.
- Ask and answer questions about information from a speaker, offering appropriate elaboration and detail.
- Report on a topic or text, tell a story, or recount an experience with appropriate facts and relevant, descriptive details, speaking clearly at an understandable pace.
- **Plan and deliver an informative/ explanatory presentation on a topic that: organizes ideas around major points of information, follows a logical sequence, includes supporting details, uses clear and specific vocabulary, and provides a strong conclusions. CA**
- Create engaging audio recordings of stories or poems that demonstrate fluid reading at an understandable pace; add visual displays when appropriate to emphasize or enhance certain facts or details.
- Speak in complete sentences when appropriate to task and situation in order to provide requested detail or clarification. (See grade 3 Language standards 1 and 3 [here](#) for specific expectations.)

### Language

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- Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.
- Explain the function of nouns, pronouns, verbs, adjectives, and adverbs in general and their functions in particular sentences.
- Form and use regular and irregular plural nouns.
- Use abstract nouns (e.g., *childhood*).
- Form and use regular and irregular verbs.
- Form and use the simple (e.g., *I walked*; *I walk*; *I will walk*) verb tenses.
- Ensure subject-verb and pronoun-antecedent agreement.
- Form and use comparative and superlative adjectives and adverbs, and choose between them depending on what is to be modified.
- Use coordinating and subordinating conjunctions.
- Produce simple, compound, and complex sentences.
- **Write legibly in cursive or joined italics, allowing margins and correct spacing between letters in a word and words in a sentence. CA**
- **Use reciprocal pronouns correctly. CA**
- Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.
- Capitalize appropriate words in titles.
- Use commas in addresses.
- Use commas and quotation marks in dialogue.
- Form and use possessives.
- Use conventional spelling for high-frequency and other studied words and for adding suffixes to base words (e.g., *sitting*, *smiled*, *cries*, *happiness*).
- Use spelling patterns and generalizations (e.g., *word families*, *position-based spellings*, *syllable patterns*, *ending rules*, *meaningful word parts*) in writing words.
- Consult reference materials, including beginning dictionaries, as needed to check and correct spellings.
- Use knowledge of language and its conventions when writing, speaking, reading, or listening.
- Choose words and phrases for effect.
- Recognize and observe differences between the conventions of spoken and written standard English.
- Determine or clarify the meaning of unknown and multiple-meaning word and phrases based on grade 3 reading and content, choosing flexibly from a range of strategies.
- Use sentence-level context as a clue to the meaning of a word or phrase.
- Determine the meaning of the new word formed when a known affix is added to a known word (e.g., *agreeable/disagreeable*, *comfortable/uncomfortable*, *care/careless*, *beat/prebeat*).
- Use a known root word as a clue to the meaning of an unknown word with the same root (e.g., *company*, *companion*).
- Use glossaries or beginning dictionaries, both print and digital, to determine or clarify the precise meaning of key words and phrases **in all content areas. CA**
- Demonstrate understanding of figurative language, word relationships and nuances in word meanings.
- Distinguish the literal and nonliteral meanings of words and phrases in context (e.g., *take steps*).



- Identify real-life connections between words and their use (e.g., describe people who are *friendly* or *helpful*).
- Distinguish shades of meaning among related words that describe states of mind or degrees of certainty (e.g., *knew*, *believed*, *suspected*, *heard*, *wondered*).
- Acquire and use accurately grade-appropriate conversational, general academic, and domain-specific words and phrases, including those that signal spatial and temporal relationships (e.g., *After dinner that night we went looking for them*).

## Mathematics

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### Operations & Algebraic Thinking

- Interpret products of whole numbers, e.g., interpret  $5 \times 7$  as the total number of objects in 5 groups of 7 objects each. *For example, describe a context in which a total number of objects can be expressed as  $5 \times 7$ .*
- Interpret whole-number quotients of whole numbers, e.g., interpret  $56 \div 8$  as the number of objects in each share when 56 objects are partitioned equally into 8 shares, or as a number of shares when 56 objects are partitioned into equal shares of 8 objects each. *For example, describe a context in which a number of shares or a number of groups can be expressed as  $56 \div 8$ .*
- Use multiplication and division within 100 to solve word problems in situations involving equal groups, arrays, and measurement quantities, e.g., by using drawings and equations with a symbol for the unknown number to represent the problem.
- Determine the unknown whole number in a multiplication or division equation relating three whole numbers. *For example, determine the unknown number that makes the equation true in each of the equations  $8 \times ? = 48$ ,  $5 = \_ \div 3$ ,  $6 \times 6 = ?$*
- Apply properties of operations as strategies to multiply and divide.<sup>2</sup> *Examples: If  $6 \times 4 = 24$  is known, then  $4 \times 6 = 24$  is also known. (Commutative property of multiplication.)  $3 \times 5 \times 2$  can be found by  $3 \times 5 = 15$ , then  $15 \times 2 = 30$ , or by  $5 \times 2 = 10$ , then  $3 \times 10 = 30$ . (Associative property of multiplication.) Knowing that  $8 \times 5 = 40$  and  $8 \times 2 = 16$ , one can find  $8 \times 7$  as  $8 \times (5 + 2) = (8 \times 5) + (8 \times 2) = 40 + 16 = 56$ . (Distributive property.)*
- Understand division as an unknown-factor problem. *For example, find  $32 \div 8$  by finding the number that makes 32 when multiplied by 8.*
- Fluently multiply and divide within 100, using strategies such as the relationship between multiplication and division (e.g., knowing that  $8 \times 5 = 40$ , one knows  $40 \div 5 = 8$ ) or properties of operations. By the end of Grade 3, know from memory all products of two one-digit numbers.
- Solve two-step word problems using the four operations. Represent these problems using equations with a letter standing for the unknown quantity. Assess the reasonableness of answers using mental computation and estimation strategies including rounding.
- Identify arithmetic patterns (including patterns in the addition table or multiplication table), and explain them using properties of operations. *For example, observe that 4 times a number is always even, and explain why 4 times a number can be decomposed into two equal addends.*

### Number & Operations in Base Ten

- Use place value understanding to round whole numbers to the nearest 10 or 100.
- Fluently add and subtract within 1000 using strategies and algorithms based on place value, properties of operations, and/or the relationship between addition and subtraction.
- Multiply one-digit whole numbers by multiples of 10 in the range 10-90 (e.g.,  $9 \times 80$ ,  $5 \times 60$ ) using strategies based on place value and properties of operations.

### Number & Operations – Fractions

- Understand a fraction  $1/b$  as the quantity formed by 1 part when a whole is partitioned into  $b$  equal parts; understand a fraction  $a/b$  as the quantity formed by  $a$  parts of size  $1/b$ .
- Understand a fraction as a number on the number line; represent fractions on a number line diagram.
- Represent a fraction  $1/b$  on a number line diagram by defining the interval from 0 to 1 as the whole and partitioning it into  $b$  equal parts. Recognize that each part has size  $1/b$  and that the endpoint of the part based at 0 locates the number  $1/b$  on the number line.
- Represent a fraction  $a/b$  on a number line diagram by marking off a lengths  $1/b$  from 0. Recognize that the resulting interval has size  $a/b$  and that its endpoint locates the number  $a/b$  on the number line.
- Explain equivalence of fractions in special cases, and compare fractions by reasoning about their size.
- Understand two fractions as equivalent (equal) if they are the same size, or the same point on a number line.
- Recognize and generate simple equivalent fractions, e.g.,  $1/2 = 2/4$ ,  $4/6 = 2/3$ . Explain why the fractions are equivalent, e.g., by using a visual fraction model.

- Express whole numbers as fractions, and recognize fractions that are equivalent to whole numbers. *Examples: Express 3 in the form  $3 = 3/1$ ; recognize that  $6/1 = 6$ ; locate  $4/4$  and 1 at the same point of a number line diagram.*
- Compare two fractions with the same numerator or the same denominator by reasoning about their size. Recognize that comparisons are valid only when the two fractions refer to the same whole. Record the results of comparisons with the symbols  $>$ ,  $=$ , or  $<$ , and justify the conclusions, e.g., by using a visual fraction model.

### Measurement & Data

- Tell and write time to the nearest minute and measure time intervals in minutes. Solve word problems involving addition and subtraction of time intervals in minutes, e.g., by representing the problem on a number line diagram.
- Measure and estimate liquid volumes and masses of objects using standard units of grams (g), kilograms (kg), and liters (l).<sup>1</sup> Add, subtract, multiply, or divide to solve one-step word problems involving masses or volumes that are given in the same units, e.g., by using drawings (such as a beaker with a measurement scale) to represent the problem.
- Draw a scaled picture graph and a scaled bar graph to represent a data set with several categories. Solve one- and two-step "how many more" and "how many less" problems using information presented in scaled bar graphs. *For example, draw a bar graph in which each square in the bar graph might represent 5 pets.*
- Generate measurement data by measuring lengths using rulers marked with halves and fourths of an inch. Show the data by making a line plot, where the horizontal scale is marked off in appropriate units— whole numbers, halves, or quarters.
- Recognize area as an attribute of plane figures and understand concepts of area measurement.
- A square with side length 1 unit, called "a unit square," is said to have "one square unit" of area, and can be used to measure area.
- A plane figure which can be covered without gaps or overlaps by  $n$  unit squares is said to have an area of  $n$  square units.
- Measure areas by counting unit squares (square cm, square m, square in, square ft, and improvised units).
- Relate area to the operations of multiplication and addition.
- Find the area of a rectangle with whole-number side lengths by tiling it, and show that the area is the same as would be found by multiplying the side lengths.
- Multiply side lengths to find areas of rectangles with whole-number side lengths in the context of solving real world and mathematical problems, and represent whole-number products as rectangular areas in mathematical reasoning.
- Use tiling to show in a concrete case that the area of a rectangle with whole-number side lengths  $a$  and  $b + c$  is the sum of  $a \times b$  and  $a \times c$ . Use area models to represent the distributive property in mathematical reasoning.
- Recognize area as additive. Find areas of rectilinear figures by decomposing them into non-overlapping rectangles and adding the areas of the non-overlapping parts, applying this technique to solve real world problems.
- Solve real world and mathematical problems involving perimeters of polygons, including finding the perimeter given the side lengths, finding an unknown side length, and exhibiting rectangles with the same perimeter and different areas or with the same area and different perimeters.

### Geometry

- Understand that shapes in different categories (e.g., rhombuses, rectangles, and others) may share attributes (e.g., having four sides), and that the shared attributes can define a larger category (e.g., quadrilaterals). Recognize rhombuses, rectangles, and squares as examples of quadrilaterals, and draw examples of quadrilaterals that do not belong to any of these subcategories.
- Partition shapes into parts with equal areas. Express the area of each part as a unit fraction of the whole. *For example, partition a shape into 4 parts with equal area, and describe the area of each part as  $1/4$  of the area of the shape.*

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### History/Social Science

- Describes the physical and cultural landscape of California
- Uses maps, globes, tables, graphs, charts, timelines, and photographs to organize information
- Compares the past with the changes of the present
- Recognizes the ways that the natural resources have been utilized to modify the environment
- Acquires knowledge of the local American Indian Cultures and their interaction with incoming settlers
- Understands the historical development of their community
- Understands the role of rules and laws in daily life and the basic structure of the United States government
- Students demonstrate basic economic reasoning skills
- Understands how local producers use natural, human and capital resources to produce goods and services
- Understands that some things are made locally, some elsewhere in the U.S. and some in other countries

## Science/Health

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- Understands that energy and matter have multiple forms and can be changed from one form to another
- Understands that light has a source and travels in a direction
- Understands that adaptations in a physical structure or behavior may improve an organism's chance for survival
- Understands that objects in the sky move in regular and predictable patterns
- Develops an awareness of the scientific method by observing, communicating, organizing, and comparing scientific data

## Grade Level Standards for Fourth Grade

### Language Arts

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#### Reading for Literature

- Refer to details and examples in a text when explaining what the text says explicitly and when drawing inferences from the text.
- Determine a theme of a story, drama, or poem from details in the text; summarize the text.
- Describe in depth a character, setting, or event in a story or drama, drawing on specific details in the text (e.g., a character's thoughts, words, or actions).
- Determine the meaning of words and phrases as they are used in a text, including those that allude to significant characters found in mythology (e.g., Herculean). **(See grade 4 Language standards 4-6 for additional expectations.) CA**
- Explain major differences between poems, drama, and prose, and refer to the structural elements of poems (e.g., verse, rhythm, meter) and drama (e.g., casts of characters, settings, descriptions, dialogue, stage directions) when writing or speaking about a text.
- Compare and contrast the point of view from which different stories are narrated, including the difference between first- and third-person narrations.
- Make connections between the text of a story or drama and a visual or oral presentation of the text, identifying where each version reflects specific descriptions and directions in the text.
- Compare and contrast the treatment of similar themes and topics (e.g., opposition of good and evil) and patterns of events (e.g., the quest) in stories, myths, and traditional literature from different cultures.
- By the end of the year, read and comprehend literature, including stories, dramas, and poetry, in the grades 4-5 text complexity band proficiently, with scaffolding as needed at the high end of the range.

#### Reading for Information

- Refer to details and examples in a text when explaining what the text says explicitly and when drawing inferences from the text.
- Determine the main idea of a text and explain how it is supported by key details; summarize the text.
- Explain events, procedures, ideas, or concepts in a historical, scientific, or technical text, including what happened and why, based on specific information in the text.
- Determine the meaning of general academic and domain-specific words or phrases in a text relevant to a *grade 4 topic or subject area*. **(See grade 4 Language standards 4-6 for additional expectations.) CA**
- Describe the overall structure (e.g., chronology, comparison, cause/effect, problem/solution) of events, ideas, concepts, or information in a text or part of a text.
- Compare and contrast a firsthand and secondhand account of the same event or topic; describe the differences in focus and the information provided.
- Interpret information presented visually, orally, or quantitatively (e.g., in charts, graphs, diagrams, time lines, animations, or interactive elements on Web pages) and explain how the information contributes to an understanding of the text in which it appears.
- Explain how an author uses reasons and evidence to support particular points in a text.
- Integrate information from two texts on the same topic in order to write or speak about the subject knowledgeably.
- By the end of year, read and comprehend informational texts, including history/social studies, science, and technical texts, in the grades 4-5 text complexity band proficiently, with scaffolding as needed at the high end of the range.

#### Foundational Skills

- Know and apply grade-level phonics and word analysis skills in decoding words.

- Use combined knowledge of all letter-sound correspondences, syllabication patterns, and morphology (e.g., roots and affixes) to read accurately unfamiliar multisyllabic words in context and out of context.
- Read with sufficient accuracy and fluency to support comprehension.
- Read grade-level text with purpose and understanding.
- Read grade-level prose and poetry orally with accuracy, appropriate rate, and expression on successive readings.
- Use context to confirm or self-correct word recognition and understanding, rereading as necessary.

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### Writing

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- Write opinion pieces on topics or texts, supporting a point of view with reasons and information.
- Introduce a topic or text clearly, state an opinion, and create an organizational structure in which related ideas are grouped to support the writer's purpose.
- Provide reasons that are supported by facts and details.
- Link opinion and reasons using words and phrases (e.g., *for instance, in order to, in addition*).
- Provide a concluding statement or section related to the opinion presented.
- Write informative/explanatory texts to examine a topic and convey ideas and information clearly.
- Introduce a topic clearly and group related information in paragraphs and sections; include formatting (e.g., headings), illustrations, and multimedia when useful to aiding comprehension.
- Develop the topic with facts, definitions, concrete details, quotations, or other information and examples related to the topic.
- Link ideas within categories of information using words and phrases (e.g., *another, for example, also, because*).
- Use precise language and domain-specific vocabulary to inform about or explain the topic.
- Provide a concluding statement or section related to the information or explanation presented.
- Write narratives to develop real or imagined experiences or events using effective technique, descriptive details, and clear event sequences.
- Orient the reader by establishing a situation and introducing a narrator and/or characters; organize an event sequence that unfolds naturally.
- Use dialogue and description to develop experiences and events or show the responses of characters to situations.
- Use a variety of transitional words and phrases to manage the sequence of events.
- Use concrete words and phrases and sensory details to convey experiences and events precisely.
- Provide a conclusion that follows from the narrated experiences or events.
- Produce clear and coherent writing (**including multiple-paragraph texts**) in which the development and organization are appropriate to task, purpose, and audience. (Grade-specific expectations for writing types are defined in standards 1-3 above.) **CA**
- With guidance and support from peers and adults, develop and strengthen writing as needed by planning, revising, and editing. (Editing for conventions should demonstrate command of Language standards 1-3 up to and including grade 4 [here](#).)
- With some guidance and support from adults, use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of one page in a single sitting.
- Conduct short research projects that build knowledge through investigation of different aspects of a topic.
- Recall relevant information from experiences or gather relevant information from print and digital sources; take notes and categorize information, and provide a list of sources.
- Draw evidence from literary or informational texts to support analysis, reflection, and research.
- Apply *grade 4 Reading standards* to literature (e.g., "Describe in depth a character, setting, or event in a story or drama, drawing on specific details in the text [e.g., a character's thoughts, words, or actions]").
- Apply *grade 4 Reading standards* to informational texts (e.g., "Explain how an author uses reasons and evidence to support particular points in a text").
- Write routinely over extended time frames (time for research, reflection, and revision) and shorter time frames (a single sitting or a day or two) for a range of discipline-specific tasks, purposes, and audiences.

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### Speaking and Listening

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- Engage effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on *grade 4 topics and texts*, building on others' ideas and expressing their own clearly.
- Come to discussions prepared, having read or studied required material; explicitly draw on that preparation and other information known about the topic to explore ideas under discussion.
- Follow agreed-upon rules for discussions and carry out assigned roles.

- Pose and respond to specific questions to clarify or follow up on information, and make comments that contribute to the discussion and link to the remarks of others.
- Review the key ideas expressed and explain their own ideas and understanding in light of the discussion.
- Paraphrase portions of a text read aloud or information presented in diverse media and formats, including visually, quantitatively, and orally.
- Identify the reasons and evidence a speaker **or media source** provides to support particular points. **CA**
- Report on a topic or text, tell a story, or recount an experience in an organized manner, using appropriate facts and relevant, descriptive details to support main ideas or themes; speak clearly at an understandable pace.
- **Plan and deliver a narrative presentation that: relates ideas, observations, or recollections; provides a clear context; and includes clear insight into why the event or experience is memorable. CA**
- Add audio recordings and visual displays to presentations when appropriate to enhance the development of main ideas or themes.
- Differentiate between contexts that call for formal English (e.g., presenting ideas) and situations where informal discourse is appropriate (e.g., small-group discussion); use formal English when appropriate to task and situation. (See grade 4 Language standards 1 [here](#) for specific expectations.)

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### Language

- Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.
- Use **interrogative**, relative pronouns (*who, whose, whom, which, that*) and relative adverbs (*where, when, why*). **CA**
- Form and use the progressive (e.g., *I was walking; I am walking; I will be walking*) verb tenses.
- Use modal auxiliaries (e.g., *can, may, must*) to convey various conditions.
- Order adjectives within sentences according to conventional patterns (e.g., *a small red bag* rather than *a red small bag*).
- Form and use prepositional phrases.
- Produce complete sentences, recognizing and correcting inappropriate fragments and run-ons.
- Correctly use frequently confused words (e.g., *to, too, two; there, their*).
- **Write fluidly and legibly in cursive or joined italics. CA**
- Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.
- Use correct capitalization.
- Use commas and quotation marks to mark direct speech and quotations from a text.
- Use a comma before a coordinating conjunction in a compound sentence.
- Spell grade-appropriate words correctly, consulting references as needed.
- Use knowledge of language and its conventions when writing, speaking, reading, or listening.
- Choose words and phrases to convey ideas precisely.
- Choose punctuation for effect.
- Differentiate between contexts that call for formal English (e.g., presenting ideas) and situations where informal discourse is appropriate (e.g., small-group discussion).
- Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 4 reading and content, choosing flexibly from a range of strategies.
- Use context (e.g., definitions, examples, or restatements in text) as a clue to the meaning of a word or phrase.
- Use common, grade-appropriate Greek and Latin affixes and roots as clues to the meaning of a word (e.g., *telegraph, photograph, autograph*).
- Consult reference materials (e.g., dictionaries, glossaries, thesauruses), both print and digital, to find the pronunciation and determine or clarify the precise meaning of key words and phrases **and to identify alternate word choices in all content areas. CA.**
- Demonstrate understanding of figurative language, word relationships, and nuances in word meanings.
- Explain the meaning of simple similes and metaphors (e.g., *as pretty as a picture*) in context.
- Recognize and explain the meaning of common idioms, adages, and proverbs.
- Demonstrate understanding of words by relating them to their opposites (antonyms) and to words with similar but not identical meanings (synonyms).
- Acquire and use accurately grade-appropriate general academic and domain-specific words and phrases, including those that signal precise actions, emotions, or states of being (e.g., *quizzed, whined, stammered*) and that are basic to a particular topic (e.g., *wildlife, conservation, and endangered* when discussing animal preservation).

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### Mathematics

#### Operations & Algebraic Thinking

- Interpret a multiplication equation as a comparison, e.g., interpret  $35 = 5 \times 7$  as a statement that 35 is 5 times as many as 7 and 7 times as many as 5. Represent verbal statements of multiplicative comparisons as multiplication equations.

- Multiply or divide to solve word problems involving multiplicative comparison, e.g., by using drawings and equations with a symbol for the unknown number to represent the problem, distinguishing multiplicative comparison from additive comparison.
- Solve multistep word problems posed with whole numbers and having whole-number answers using the four operations, including problems in which remainders must be interpreted. Represent these problems using equations with a letter standing for the unknown quantity. Assess the reasonableness of answers using mental computation and estimation strategies including rounding.
- Find all factor pairs for a whole number in the range 1-100. Recognize that a whole number is a multiple of each of its factors. Determine whether a given whole number in the range 1-100 is a multiple of a given one-digit number. Determine whether a given whole number in the range 1-100 is prime or composite.
- Generate a number or shape pattern that follows a given rule. Identify apparent features of the pattern that were not explicit in the rule itself. *For example, given the rule "Add 3" and the starting number 1, generate terms in the resulting sequence and observe that the terms appear to alternate between odd and even numbers. Explain informally why the numbers will continue to alternate in this way.*

### Number & Operations in Base Ten

- Recognize that in a multi-digit whole number, a digit in one place represents ten times what it represents in the place to its right. *For example, recognize that  $700 \div 70 = 10$  by applying concepts of place value and division.*
- Read and write multi-digit whole numbers using base-ten numerals, number names, and expanded form. Compare two multi-digit numbers based on meanings of the digits in each place, using  $>$ ,  $=$ , and  $<$  symbols to record the results of comparisons.
- Use place value understanding to round multi-digit whole numbers to any place.
- Fluently add and subtract multi-digit whole numbers using the standard algorithm.
- Multiply a whole number of up to four digits by a one-digit whole number, and multiply two two-digit numbers, using strategies based on place value and the properties of operations. Illustrate and explain the calculation by using equations, rectangular arrays, and/or area models.
- Find whole-number quotients and remainders with up to four-digit dividends and one-digit divisors, using strategies based on place value, the properties of operations, and/or the relationship between multiplication and division. Illustrate and explain the calculation by using equations, rectangular arrays, and/or area models.

### Number & Operations – Fractions

- Explain why a fraction  $a/b$  is equivalent to a fraction  $(n \times a)/(n \times b)$  by using visual fraction models, with attention to how the number and size of the parts differ even though the two fractions themselves are the same size. Use this principle to recognize and generate equivalent fractions.
- Compare two fractions with different numerators and different denominators, e.g., by creating common denominators or numerators, or by comparing to a benchmark fraction such as  $1/2$ . Recognize that comparisons are valid only when the two fractions refer to the same whole. Record the results of comparisons with symbols  $>$ ,  $=$ , or  $<$ , and justify the conclusions, e.g., by using a visual fraction model.
- Understand a fraction  $a/b$  with  $a > 1$  as a sum of fractions  $1/b$ .
- Understand addition and subtraction of fractions as joining and separating parts referring to the same whole.
- Decompose a fraction into a sum of fractions with the same denominator in more than one way, recording each decomposition by an equation. Justify decompositions, e.g., by using a visual fraction model. *Examples:  $3/8 = 1/8 + 1/8 + 1/8$ ;  $3/8 = 1/8 + 2/8$ ;  $2 \frac{1}{8} = 1 + 1 + 1/8 = 8/8 + 8/8 + 1/8$ .*
- Add and subtract mixed numbers with like denominators, e.g., by replacing each mixed number with an equivalent fraction, and/or by using properties of operations and the relationship between addition and subtraction.
- Solve word problems involving addition and subtraction of fractions referring to the same whole and having like denominators, e.g., by using visual fraction models and equations to represent the problem.
- Apply and extend previous understandings of multiplication to multiply a fraction by a whole number.
- Understand a fraction  $a/b$  as a multiple of  $1/b$ . *For example, use a visual fraction model to represent  $5/4$  as the product  $5 \times (1/4)$ , recording the conclusion by the equation  $5/4 = 5 \times (1/4)$ .*
- Understand a multiple of  $a/b$  as a multiple of  $1/b$ , and use this understanding to multiply a fraction by a whole number. *For example, use a visual fraction model to express  $3 \times (2/5)$  as  $6 \times (1/5)$ , recognizing this product as  $6/5$ . (In general,  $n \times (a/b) = (n \times a)/b$ .)*
- Solve word problems involving multiplication of a fraction by a whole number, e.g., by using visual fraction models and equations to represent the problem. *For example, if each person at a party will eat  $3/8$  of a pound of roast beef, and there will be 5 people at the party, how many pounds of roast beef will be needed? Between what two whole numbers does your answer lie?*

- Express a fraction with denominator 10 as an equivalent fraction with denominator 100, and use this technique to add two fractions with respective denominators 10 and 100.<sup>2</sup> For example, express  $3/10$  as  $30/100$ , and add  $3/10 + 4/100 = 34/100$ .
- Use decimal notation for fractions with denominators 10 or 100. For example, rewrite  $0.62$  as  $62/100$ ; describe a length as  $0.62$  meters; locate  $0.62$  on a number line diagram.
- Compare two decimals to hundredths by reasoning about their size. Recognize that comparisons are valid only when the two decimals refer to the same whole. Record the results of comparisons with the symbols  $>$ ,  $=$ , or  $<$ , and justify the conclusions, e.g., by using **the number line or another** a visual model. **CA**

### Measurement & Data

- Know relative sizes of measurement units within one system of units including km, m, cm; kg, g; lb, oz.; l, ml; hr, min, sec. Within a single system of measurement, express measurements in a larger unit in terms of a smaller unit. Record measurement equivalents in a two-column table. For example, know that  $1$  ft is  $12$  times as long as  $1$  in. Express the length of a  $4$  ft snake as  $48$  in. Generate a conversion table for feet and inches listing the number pairs  $(1, 12)$ ,  $(2, 24)$ ,  $(3, 36)$ , ...
- Use the four operations to solve word problems involving distances, intervals of time, liquid volumes, masses of objects, and money, including problems involving simple fractions or decimals, and problems that require expressing measurements given in a larger unit in terms of a smaller unit. Represent measurement quantities using diagrams such as number line diagrams that feature a measurement scale.
- Apply the area and perimeter formulas for rectangles in real world and mathematical problems. For example, find the width of a rectangular room given the area of the flooring and the length, by viewing the area formula as a multiplication equation with an unknown factor.
- Make a line plot to display a data set of measurements in fractions of a unit ( $1/2$ ,  $1/4$ ,  $1/8$ ). Solve problems involving addition and subtraction of fractions by using information presented in line plots. For example, from a line plot find and interpret the difference in length between the longest and shortest specimens in an insect collection.
- Recognize angles as geometric shapes that are formed wherever two rays share a common endpoint, and understand concepts of angle measurement:
- An angle is measured with reference to a circle with its center at the common endpoint of the rays, by considering the fraction of the circular arc between the points where the two rays intersect the circle. An angle that turns through  $1/360$  of a circle is called a "one-degree angle," and can be used to measure angles.
- An angle that turns through  $n$  one-degree angles is said to have an angle measure of  $n$  degrees.
- Measure angles in whole-number degrees using a protractor. Sketch angles of specified measure.
- Recognize angle measure as additive. When an angle is decomposed into non-overlapping parts, the angle measure of the whole is the sum of the angle measures of the parts. Solve addition and subtraction problems to find unknown angles on a diagram in real world and mathematical problems, e.g., by using an equation with a symbol for the unknown angle measure.

### Geometry

- Draw points, lines, line segments, rays, angles (right, acute, obtuse), and perpendicular and parallel lines. Identify these in two-dimensional figures.
- Classify two-dimensional figures based on the presence or absence of parallel or perpendicular lines, or the presence or absence of angles of a specified size. Recognize right triangles as a category, and identify right triangles. **(Two-dimensional shapes should include special triangles, e.g., equilateral, isosceles, scalene, and special quadrilaterals, e.g., rhombus, square, rectangle, parallelogram, trapezoid.) CA**
- Recognize a line of symmetry for a two-dimensional figure as a line across the figure such that the figure can be folded along the line into matching parts. Identify line-symmetric figures and draw lines of symmetry.

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### History/Social Science

- Demonstrates an understanding of the physical and geographic features of California
- Uses longitude and latitude, equator, the prime meridian, hemisphere and the two poles
- Uses maps, charts, globes and pictures to describe California communities and their growth
- Understands the social, political cultural and economic life of all the societies in California's history
- Understands why and how people traveled to California; the routes
- Explains how California became an agricultural and industrial power
- Understands the influence of the Pony Express, Trans Continental Railroad and Western Union
- Explains how the gold rush transformed California economy
- Understands that immigration, internal migration, and settlement created towns and cities

- Explains the impact of important Californians on the nation’s artistic and cultural development
- Understands the structures, functions, and powers of state and federal governments

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### Health/Science

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- Understands that electricity and magnetism are related effects that have many useful applications in every day life
- Understands that organisms need energy and matter to live and grow
- Understands that living organisms depend on one another and on their environment for survival
- Understands that the properties of rocks and minerals reflect the processes that formed them
- Understands that waves, wind, water, and ice shape and reshape the Earth’s land surface
- Applies the scientific method by observing, communicating, organizing, and comparing scientific data

## Grade Level Standards for Fifth Grade

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### Language Arts

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#### Reading for Literature

- Quote accurately from a text when explaining what the text says explicitly and when drawing inferences from the text.
- Determine a theme of a story, drama, or poem from details in the text, including how characters in a story or drama respond to challenges or how the speaker in a poem reflects upon a topic; summarize the text.
- Compare and contrast two or more characters, settings, or events in a story or drama, drawing on specific details in the text (e.g., how characters interact).
- Determine the meaning of words and phrases as they are used in a text, including figurative language such as metaphors and similes. **(See grade 5 Language 4-6 for additional expectations.) CA**
- Explain how a series of chapters, scenes, or stanzas fits together to provide the overall structure of a particular story, drama, or poem.
- Describe how a narrator's or speaker's point of view influences how events are described.
- Analyze how visual and multimedia elements contribute to the meaning, tone, or beauty of a text (e.g., graphic novel, multimedia presentation of fiction, folktale, myth, poem).
- Compare and contrast stories in the same genre (e.g., mysteries and adventure stories) on their approaches to similar themes and topics.
- By the end of the year, read and comprehend literature, including stories, dramas, and poetry, at the high end of the grades 4-5 text complexity band independently and proficiently.

#### Reading for Information

- Quote accurately from a text when explaining what the text says explicitly and when drawing inferences from the text.
- Determine two or more main ideas of a text and explain how they are supported by key details; summarize the text.
- Explain the relationships or interactions between two or more individuals, events, ideas, or concepts in a historical, scientific, or technical text based on specific information in the text.
- Determine the meaning of general academic and domain-specific words and phrases in a text relevant to a *grade 5 topic or subject area*. **(See grade 5 Language standards 4-6 for additional expectations.) CA**
- Compare and contrast the overall structure (e.g., chronology, comparison, cause/effect, problem/solution) of events, ideas, concepts, or information in two or more texts.
- Analyze multiple accounts of the same event or topic, noting important similarities and differences in the point of view they represent.
- Draw on information from multiple print or digital sources, demonstrating the ability to locate an answer to a question quickly or to solve a problem efficiently.
- Explain how an author uses reasons and evidence to support particular points in a text, identifying which reasons and evidence support which point(s).
- Integrate information from several texts on the same topic in order to write or speak about the subject knowledgeably.
- By the end of the year, read and comprehend informational texts, including history/social studies, science, and technical texts, at the high end of the grades 4-5 text complexity band independently and proficiently.

#### Foundational Skills

- Know and apply grade-level phonics and word analysis skills in decoding words.



- Use combined knowledge of all letter-sound correspondences, syllabication patterns, and morphology (e.g., roots and affixes) to read accurately unfamiliar multisyllabic words in context and out of context.
- Read with sufficient accuracy and fluency to support comprehension.
- Read grade-level text with purpose and understanding.
- Read grade-level prose and poetry orally with accuracy, appropriate rate, and expression on successive readings.
- Use context to confirm or self-correct word recognition and understanding, rereading as necessary.

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### Writing

- Write opinion pieces on topics or texts, supporting a point of view with reasons and information.
- Introduce a topic or text clearly, state an opinion, and create an organizational structure in which ideas are logically grouped to support the writer's purpose.
- Provide logically ordered reasons that are supported by facts and details.
- Link opinion and reasons using words, phrases, and clauses (e.g., *consequently*, *specifically*).
- Provide a concluding statement or section related to the opinion presented.
- Write informative/explanatory texts to examine a topic and convey ideas and information clearly.
- Introduce a topic clearly, provide a general observation and focus, and group related information logically; include formatting (e.g., headings), illustrations, and multimedia when useful to aiding comprehension.
- Develop the topic with facts, definitions, concrete details, quotations, or other information and examples related to the topic.
- Link ideas within and across categories of information using words, phrases, and clauses (e.g., *in contrast*, *especially*).
- Use precise language and domain-specific vocabulary to inform about or explain the topic.
- Provide a concluding statement or section related to the information or explanation presented.
- Write narratives to develop real or imagined experiences or events using effective technique, descriptive details, and clear event sequences.
- Orient the reader by establishing a situation and introducing a narrator and/or characters; organize an event sequence that unfolds naturally.
- Use narrative techniques, such as dialogue, description, and pacing, to develop experiences and events or show the responses of characters to situations.
- Use a variety of transitional words, phrases, and clauses to manage the sequence of events.
- Use concrete words and phrases and sensory details to convey experiences and events precisely.
- Provide a conclusion that follows from the narrated experiences or events.
- Produce clear and coherent writing (**including multiple-paragraph texts**) in which the development and organization are appropriate to task, purpose, and audience. (Grade-specific expectations for writing types are defined in standards 1-3 above.) **CA**
- With guidance and support from peers and adults, develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach. (Editing for conventions should demonstrate command of Language standards 1-3 up to and including grade 5 here.)
- With some guidance and support from adults, use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of two pages in a single sitting.
- Conduct short research projects that use several sources to build knowledge through investigation of different aspects of a topic.
- Recall relevant information from experiences or gather relevant information from print and digital sources; summarize or paraphrase information in notes and finished work, and provide a list of sources.
- Draw evidence from literary or informational texts to support analysis, reflection, and research.
- Apply *grade 5 Reading standards* to literature (e.g., "Compare and contrast two or more characters, settings, or events in a story or a drama, drawing on specific details in the text [e.g., how characters interact]").
- Apply *grade 5 Reading standards* to informational texts (e.g., "Explain how an author uses reasons and evidence to support particular points in a text, identifying which reasons and evidence support which point[s]").
- Write routinely over extended time frames (time for research, reflection, and revision) and shorter time frames (a single sitting or a day or two) for a range of discipline-specific tasks, purposes, and audiences.

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### Speaking and Listening

- Engage effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on *grade 5 topics and texts*, building on others' ideas and expressing their own clearly.
- Come to discussions prepared, having read or studied required material; explicitly draw on that preparation and other information known about the topic to explore ideas under discussion.

- Follow agreed-upon rules for discussions and carry out assigned roles.
- Pose and respond to specific questions by making comments that contribute to the discussion and elaborate on the remarks of others.
- Review the key ideas expressed and draw conclusions in light of information and knowledge gained from the discussions.
- Summarize a written text read aloud or information presented in diverse media and formats, including visually, quantitatively, and orally.
- Summarize the points a speaker **or media source** makes and explain how each claim is supported by reasons and evidence, **and identify and analyze any logical fallacies. CA**
- Report on a topic or text or present an opinion, sequencing ideas logically and using appropriate facts and relevant, descriptive details to support main ideas or themes; speak clearly at an understandable pace.
- **Plan and deliver an opinion speech that: states an opinion, logically sequences evidence to support the speaker's position, uses transition words to effectively link opinions and evidence (e.g., consequently and therefore), and provides a concluding statement related to the speaker's position. CA**
- **Memorize and recite a poem or section of a speech or historical document using rate, expression, and gestures appropriate to the selection. CA**
- Include multimedia components (e.g., graphics, sound) and visual displays in presentations when appropriate to enhance the development of main ideas or themes.
- Adapt speech to a variety of contexts and tasks, using formal English when appropriate to task and situation. (See grade 5 Language standards 1 and 3 [here](#) for specific expectations.)

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### Language

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- Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.
- Explain the function of conjunctions, prepositions, and interjections in general and their function in particular sentences.
- Form and use the perfect (e.g., *I had walked*; *I have walked*; *I will have walked*) verb tenses.
- Use verb tense to convey various times, sequences, states, and conditions.
- Recognize and correct inappropriate shifts in verb tense.
- Use correlative conjunctions (e.g., *either/or*, *neither/nor*).
- Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.
- Use punctuation to separate items in a series.
- Use a comma to separate an introductory element from the rest of the sentence.
- Use a comma to set off the words *yes* and *no* (e.g., *Yes, thank you*), to set off a tag question from the rest of the sentence (e.g., *It's true, isn't it?*), and to indicate direct address (e.g., *Is that you, Steve?*).
- Use underlining, quotation marks, or italics to indicate titles of works.
- Spell grade-appropriate words correctly, consulting references as needed.
- Use knowledge of language and its conventions when writing, speaking, reading, or listening.
- Expand, combine, and reduce sentences for meaning, reader/listener interest, and style.
- Compare and contrast the varieties of English (e.g., *dialects*, *registers*) used in stories, dramas, or poems.
- Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 5 reading and content, choosing flexibly from a range of strategies.
- Use context (e.g., cause/effect relationships and comparisons in text) as a clue to the meaning of a word or phrase.
- Use common, grade-appropriate Greek and Latin affixes and roots as clues to the meaning of a word (e.g., *photograph*, *photosynthesis*).
- Consult reference materials (e.g., dictionaries, glossaries, thesauruses), both print and digital, to find the pronunciation and determine or clarify the precise meaning of key words and phrases **and to identify alternate word choices in all content areas. CA**
- Demonstrate understanding of figurative language, word relationships, and nuances in word meanings.
- Interpret figurative language, including similes and metaphors, in context.
- Recognize and explain the meaning of common idioms, adages, and proverbs.
- Use the relationship between particular words (e.g., synonyms, antonyms, homographs) to better understand each of the words.
- Acquire and use accurately grade-appropriate general academic and domain-specific words and phrases, including those that signal contrast, addition, and other logical relationships (e.g., *however*, *although*, *nevertheless*, *similarly*, *moreover*, *in addition*).

### Operations & Algebraic Thinking

- Use parentheses, brackets, or braces in numerical expressions, and evaluate expressions with these symbols.
- Write simple expressions that record calculations with numbers, and interpret numerical expressions without evaluating them. *For example, express the calculation "add 8 and 7, then multiply by 2" as  $2 \times (8 + 7)$ . Recognize that  $3 \times (18932 + 921)$  is three times as large as  $18932 + 921$ , without having to calculate the indicated sum or product.*
- **Express a whole number in the range 2-50 as a product of its prime factors. For example, find the prime factors of 24 and express 24 as  $2 \times 2 \times 2 \times 3$ . CA**
- Generate two numerical patterns using two given rules. Identify apparent relationships between corresponding terms. Form ordered pairs consisting of corresponding terms from the two patterns, and graph the ordered pairs on a coordinate plane. *For example, given the rule "Add 3" and the starting number 0, and given the rule "Add 6" and the starting number 0, generate terms in the resulting sequences, and observe that the terms in one sequence are twice the corresponding terms in the other sequence. Explain informally why this is so.*

### Number & Operations in Base Ten

- Recognize that in a multi-digit number, a digit in one place represents 10 times as much as it represents in the place to its right and  $1/10$  of what it represents in the place to its left.
- Explain patterns in the number of zeros of the product when multiplying a number by powers of 10, and explain patterns in the placement of the decimal point when a decimal is multiplied or divided by a power of 10. Use whole-number exponents to denote powers of 10.
- Read, write, and compare decimals to thousandths.
- Read and write decimals to thousandths using base-ten numerals, number names, and expanded form, e.g.,  $347.392 = 3 \times 100 + 4 \times 10 + 7 \times 1 + 3 \times (1/10) + 9 \times (1/100) + 2 \times (1/1000)$ .
- Compare two decimals to thousandths based on meanings of the digits in each place, using  $>$ ,  $=$ , and  $<$  symbols to record the results of comparisons.
- Use place value understanding to round decimals to any place.
- Fluently multiply multi-digit whole numbers using the standard algorithm.
- Find whole-number quotients of whole numbers with up to four-digit dividends and two-digit divisors, using strategies based on place value, the properties of operations, and/or the relationship between multiplication and division. Illustrate and explain the calculation by using equations, rectangular arrays, and/or area models.
- Add, subtract, multiply, and divide decimals to hundredths, using concrete models or drawings and strategies based on place value, properties of operations, and/or the relationship between addition and subtraction; relate the strategy to a written method and explain the reasoning used.

### Number & Operations – Fractions

- Add and subtract fractions with unlike denominators (including mixed numbers) by replacing given fractions with equivalent fractions in such a way as to produce an equivalent sum or difference of fractions with like denominators. *For example,  $2/3 + 5/4 = 8/12 + 15/12 = 23/12$ . (In general,  $a/b + c/d = (ad + bc)/bd$ .)*
- Solve word problems involving addition and subtraction of fractions referring to the same whole, including cases of unlike denominators, e.g., by using visual fraction models or equations to represent the problem. Use benchmark fractions and number sense of fractions to estimate mentally and assess the reasonableness of answers. *For example, recognize an incorrect result  $2/5 + 1/2 = 3/7$ , by observing that  $3/7 < 1/2$ .*
- Interpret a fraction as division of the numerator by the denominator ( $a/b = a \div b$ ). Solve word problems involving division of whole numbers leading to answers in the form of fractions or mixed numbers, e.g., by using visual fraction models or equations to represent the problem. *For example, interpret  $3/4$  as the result of dividing 3 by 4, noting that  $3/4$  multiplied by 4 equals 3, and that when 3 wholes are shared equally among 4 people each person has a share of size  $3/4$ . If 9 people want to share a 50-pound sack of rice equally by weight, how many pounds of rice should each person get? Between what two whole numbers does your answer lie?*
- Apply and extend previous understandings of multiplication to multiply a fraction or whole number by a fraction.
- Interpret the product  $(a/b) \times q$  as a parts of a partition of  $q$  into  $b$  equal parts; equivalently, as the result of a sequence of operations  $a \times q \div b$ . *For example, use a visual fraction model to show  $(2/3) \times 4 = 8/3$ , and create a story context for this equation. Do the same with  $(2/3) \times (4/5) = 8/15$ . (In general,  $(a/b) \times (c/d) = ac/bd$ .)*
- Find the area of a rectangle with fractional side lengths by tiling it with unit squares of the appropriate unit fraction side lengths, and show that the area is the same as would be found by multiplying the side lengths. Multiply fractional side lengths to find areas of rectangles, and represent fraction products as rectangular areas.
- Interpret multiplication as scaling (resizing), by:

- Comparing the size of a product to the size of one factor on the basis of the size of the other factor, without performing the indicated multiplication.
- Explaining why multiplying a given number by a fraction greater than 1 results in a product greater than the given number (recognizing multiplication by whole numbers greater than 1 as a familiar case); explaining why multiplying a given number by a fraction less than 1 results in a product smaller than the given number; and relating the principle of fraction equivalence  $a/b = (n \times a)/(n \times b)$  to the effect of multiplying  $a/b$  by 1.
- Solve real world problems involving multiplication of fractions and mixed numbers, e.g., by using visual fraction models or equations to represent the problem.
- Apply and extend previous understandings of division to divide unit fractions by whole numbers and whole numbers by unit fractions.
- Interpret division of a unit fraction by a non-zero whole number, and compute such quotients. *For example, create a story context for  $(1/3) \div 4$ , and use a visual fraction model to show the quotient. Use the relationship between multiplication and division to explain that  $(1/3) \div 4 = 1/12$  because  $(1/12) \times 4 = 1/3$ .*
- Interpret division of a whole number by a unit fraction, and compute such quotients. *For example, create a story context for  $4 \div (1/5)$ , and use a visual fraction model to show the quotient. Use the relationship between multiplication and division to explain that  $4 \div (1/5) = 20$  because  $20 \times (1/5) = 4$ .*
- Solve real world problems involving division of unit fractions by non-zero whole numbers and division of whole numbers by unit fractions, e.g., by using visual fraction models and equations to represent the problem. *For example, how much chocolate will each person get if 3 people share  $1/2$  lb of chocolate equally? How many  $1/3$ -cup servings are in 2 cups of raisins?*

### Measurement & Data

- Convert among different-sized standard measurement units within a given measurement system (e.g., convert 5 cm to 0.05 m), and use these conversions in solving multi-step, real world problems.
- Make a line plot to display a data set of measurements in fractions of a unit ( $1/2, 1/4, 1/8$ ). Use operations on fractions for this grade to solve problems involving information presented in line plots. *For example, given different measurements of liquid in identical beakers, find the amount of liquid each beaker would contain if the total amount in all the beakers were redistributed equally.*
- Recognize volume as an attribute of solid figures and understand concepts of volume measurement.
- A cube with side length 1 unit, called a "unit cube," is said to have "one cubic unit" of volume, and can be used to measure volume.
- A solid figure which can be packed without gaps or overlaps using  $n$  unit cubes is said to have a volume of  $n$  cubic units.
- Measure volumes by counting unit cubes, using cubic cm, cubic in, cubic ft, and improvised units.
- Relate volume to the operations of multiplication and addition and solve real world and mathematical problems involving volume.
- Find the volume of a right rectangular prism with whole-number side lengths by packing it with unit cubes, and show that the volume is the same as would be found by multiplying the edge lengths, equivalently by multiplying the height by the area of the base. Represent threefold whole-number products as volumes, e.g., to represent the associative property of multiplication.
- Apply the formulas  $V = l \times w \times h$  and  $V = b \times h$  for rectangular prisms to find volumes of right rectangular prisms with whole-number edge lengths in the context of solving real world and mathematical problems.
- Recognize volume as additive. Find volumes of solid figures composed of two non-overlapping right rectangular prisms by adding the volumes of the non-overlapping parts, applying this technique to solve real world problems.

### Geometry

- Use a pair of perpendicular number lines, called axes, to define a coordinate system, with the intersection of the lines (the origin) arranged to coincide with the 0 on each line and a given point in the plane located by using an ordered pair of numbers, called its coordinates. Understand that the first number indicates how far to travel from the origin in the direction of one axis, and the second number indicates how far to travel in the direction of the second axis, with the convention that the names of the two axes and the coordinates correspond (e.g.,  $x$ -axis and  $x$ -coordinate,  $y$ -axis and  $y$ -coordinate).
- Represent real world and mathematical problems by graphing points in the first quadrant of the coordinate plane, and interpret coordinate values of points in the context of the situation.
- Understand that attributes belonging to a category of two-dimensional figures also belong to all subcategories of that category. For example, all rectangles have four right angles and squares are rectangles, so all squares have four right angles.
- Classify two-dimensional figures in a hierarchy based on properties.

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### History/Social Science

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- Acquires knowledge of the major Native American peoples in terms of their food, clothing, tools, shelter, customs, and folklore
- Traces the routes by the early leaders of sea explorations to the Americas
- Understands the cooperation and the conflict that existed between the Indians and the new settlers
- Understands the political, religious, social, and economic institutions of the colonial era
- Explains the causes of the American Revolution
- Understands the political, social, and economic consequences of the American Revolution
- Relates the sequence of events and the people connected to the development of the U.S. Constitution
- Traces the colonization, immigration, and settlement patterns of people from Europe
- Knows the location of the 50 states and capitals

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### Health/Science

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- Understands that elements and their combinations account for all the varied types of matter in the world
- Understands that plants and animals have structures for respiration, digestion, waste disposal, and transport of materials
- Understands that water on Earth moves between the oceans and land through the processes of evaporation and condensation
- Understands that energy from the sun heats the Earth unevenly, causing air movements resulting in changing weather patterns
- Understands that waves, wind, water, and ice shape and reshape the Earth's land surface
- Applies the scientific method by observing, communicating, organizing, and comparing scientific data

## Grade Level Standards for Sixth Grade

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### Language Arts

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#### Reading for Literature

- Cite textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text.
- Determine a theme or central idea of a text and how it is conveyed through particular details; provide a summary of the text distinct from personal opinions or judgments.
- Describe how a particular story's or drama's plot unfolds in a series of episodes as well as how the characters respond or change as the plot moves toward a resolution.
- Determine the meaning of words and phrases as they are used in a text, including figurative and connotative meanings; analyze the impact of a specific word choice on meaning and tone. **(See grade 6 Language standards 4-6 for additional expectations.) CA**
- Analyze how a particular sentence, chapter, scene, or stanza fits into the overall structure of a text and contributes to the development of the theme, setting, or plot.
- Explain how an author develops the point of view of the narrator or speaker in a text.
- Compare and contrast the experience of reading a story, drama, or poem to listening to or viewing an audio, video, or live version of the text, including contrasting what they "see" and "hear" when reading the text to what they perceive when they listen or watch.
- Compare and contrast texts in different forms or genres (e.g., stories and poems; historical novels and fantasy stories) in terms of their approaches to similar themes and topics.
- By the end of the year, read and comprehend literature, including stories, dramas, and poems, in the grades 6-8 text complexity band proficiently, with scaffolding as needed at the high end of the range.

#### Reading for Information

- Cite textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text.
- Determine a central idea of a text and how it is conveyed through particular details; provide a summary of the text distinct from personal opinions or judgments.

- Analyze in detail how a key individual, event, or idea is introduced, illustrated, and elaborated in a text (e.g., through examples or anecdotes).
- Determine the meaning of words and phrases as they are used in a text, including figurative, connotative, and technical meanings. **(See grade 6 Language standards 4-6 for additional expectations.) CA**
- Analyze how a particular sentence, paragraph, chapter, or section fits into the overall structure of a text and contributes to the development of the ideas.
- **Analyze the use of text features (e.g., graphics, headers, captions) in popular media. CA**
- Determine an author's point of view or purpose in a text and explain how it is conveyed in the text.
- Integrate information presented in different media or formats (e.g., visually, quantitatively) as well as in words to develop a coherent understanding of a topic or issue.
- Trace and evaluate the argument and specific claims in a text, distinguishing claims that are supported by reasons and evidence from claims that are not.
- Compare and contrast one author's presentation of events with that of another (e.g., a memoir written by and a biography on the same person).
- By the end of the year, read and comprehend literary nonfiction in the grades 6-8 text complexity band proficiently, with scaffolding as needed at the high end of the range.

### Writing

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- Write arguments to support claims with clear reasons and relevant evidence.
- Introduce claim(s) and organize the reasons and evidence clearly.
- Support claim(s) with clear reasons and relevant evidence, using credible sources and demonstrating an understanding of the topic or text.
- Use words, phrases, and clauses to clarify the relationships among claim(s) and reasons.
- Establish and maintain a formal style.
- Provide a concluding statement or section that follows from the argument presented.
- Write informative/explanatory texts to examine a topic and convey ideas, concepts, and information through the selection, organization, and analysis of relevant content.
- Introduce a topic **or thesis statement**; organize ideas, concepts, and information, using strategies such as definition, classification, comparison/contrast, and cause/effect; include formatting (e.g., headings), graphics (e.g., charts, tables), and multimedia when useful to aiding comprehension. **CA**
- Develop the topic with relevant facts, definitions, concrete details, quotations, or other information and examples.
- Use appropriate transitions to clarify the relationships among ideas and concepts.
- Use precise language and domain-specific vocabulary to inform about or explain the topic.
- Establish and maintain a formal style.
- Provide a concluding statement or section that follows from the information or explanation presented.
- Write narratives to develop real or imagined experiences or events using effective technique, relevant descriptive details, and well-structured event sequences.
- Engage and orient the reader by establishing a context and introducing a narrator and/or characters; organize an event sequence that unfolds naturally and logically.
- Use narrative techniques, such as dialogue, pacing, and description, to develop experiences, events, and/or characters.
- Use a variety of transition words, phrases, and clauses to convey sequence and signal shifts from one time frame or setting to another.
- Use precise words and phrases, relevant descriptive details, and sensory language to convey experiences and events.
- Provide a conclusion that follows from the narrated experiences or events.
- Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. (Grade-specific expectations for writing types are defined in standards 1-3 above.)
- With some guidance and support from peers and adults, develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach. (Editing for conventions should demonstrate command of Language standards 1-3 up to and including grade 6 [here](#).)
- Use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of three pages in a single sitting.
- Conduct short research projects to answer a question, drawing on several sources and refocusing the inquiry when appropriate.

- Gather relevant information from multiple print and digital sources; assess the credibility of each source; and quote or paraphrase the data and conclusions of others while avoiding plagiarism and providing basic bibliographic information for sources.
- Draw evidence from literary or informational texts to support analysis, reflection, and research.
- Apply *grade 6 Reading standards* to literature (e.g., "Compare and contrast texts in different forms or genres [e.g., stories and poems; historical novels and fantasy stories] in terms of their approaches to similar themes and topics").
- Apply *grade 6 Reading standards* to literary nonfiction (e.g., "Trace and evaluate the argument and specific claims in a text, distinguishing claims that are supported by reasons and evidence from claims that are not").
- Write routinely over extended time frames (time for research, reflection, and revision) and shorter time frames (a single sitting or a day or two) for a range of discipline-specific tasks, purposes, and audiences.
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### Speaking and Listening

- Engage effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grade 6 topics, texts, and issues, building on others' ideas and expressing their own clearly.
- Come to discussions prepared, having read or studied required material; explicitly draw on that preparation by referring to evidence on the topic, text, or issue to probe and reflect on ideas under discussion.
- Follow rules for collegial discussions, set specific goals and deadlines, and define individual roles as needed.
- Pose and respond to specific questions with elaboration and detail by making comments that contribute to the topic, text, or issue under discussion.
- Review the key ideas expressed and demonstrate understanding of multiple perspectives through reflection and paraphrasing.
- Interpret information presented in diverse media and formats (e.g., visually, quantitatively, orally) and explain how it contributes to a topic, text, or issue under study.
- Delineate a speaker's argument and specific claims, distinguishing claims that are supported by reasons and evidence from claims that are not.
- Present claims and findings (**e.g., argument, narrative, informative, response to literature presentations**), sequencing ideas logically and using pertinent descriptions, facts, and details **and nonverbal elements** to accentuate main ideas or themes; use appropriate eye contact, adequate volume, and clear pronunciation. **CA**
- **Plan and deliver an informative/ explanatory presentation that: develops a topic with relevant facts, definitions, and concrete details; uses appropriate transitions to clarify relationships; uses precise language and domain specific vocabulary; and provides strong conclusions. CA**
- Include multimedia components (e.g., graphics, images, music, sound) and visual displays in presentations to clarify information.
- Adapt speech to a variety of contexts and tasks, demonstrating command of formal English when indicated or appropriate. (See grade 6 Language standards 1 and 3 for specific expectations.)

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### Language

- Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.
- Ensure that pronouns are in the proper case (subjective, objective, possessive).
- Use **all pronouns, including** intensive pronouns (e.g., *myself, ourselves*) **correctly. CA**
- Recognize and correct inappropriate shifts in pronoun number and person.
- Recognize and correct vague pronouns (i.e., ones with unclear or ambiguous antecedents).
- Recognize variations from standard English in their own and others' writing and speaking, and identify and use strategies to improve expression in conventional language.
- Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.
- Use punctuation (commas, parentheses, dashes) to set off nonrestrictive/parenthetical elements.
- Spell correctly.
- Use knowledge of language and its conventions when writing, speaking, reading, or listening.
- Vary sentence patterns for meaning, reader/listener interest, and style.
- Maintain consistency in style and tone.
- Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 6 reading and content, choosing flexibly from a range of strategies.

- Use context (e.g., the overall meaning of a sentence or paragraph; a word's position or function in a sentence) as a clue to the meaning of a word or phrase.
- Use common, grade-appropriate Greek or Latin affixes and roots as clues to the meaning of a word (e.g., *audience*, *auditory*, *audible*).
- Consult reference materials (e.g., dictionaries, glossaries, thesauruses), both print and digital, to find the pronunciation of a word or determine or clarify its precise meaning or its part of speech.
- Verify the preliminary determination of the meaning of a word or phrase (e.g., by checking the inferred meaning in context or in a dictionary).
- Demonstrate understanding of figurative language, word relationships, and nuances in word meanings.
- Interpret figures of speech (e.g., personification) in context.
- Use the relationship between particular words (e.g., cause/effect, part/whole, item/category) to better understand each of the words.
- Distinguish among the connotations (associations) of words with similar denotations (definitions) (e.g., *stingy*, *scrimping*, *economical*, *unwasteful*, *thrifty*).
- Acquire and use accurately grade-appropriate general academic and domain-specific words and phrases; gather vocabulary knowledge when considering a word or phrase important to comprehension or expression.

## Mathematics

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### Ratios & Proportional Relationships

- Understand the concept of a ratio and use ratio language to describe a ratio relationship between two quantities. *For example, "The ratio of wings to beaks in the bird house at the zoo was 2:1, because for every 2 wings there was 1 beak." "For every vote candidate A received, candidate C received nearly three votes."*
- Understand the concept of a unit rate  $a/b$  associated with a ratio  $a:b$  with  $b \neq 0$ , and use rate language in the context of a ratio relationship. *For example, "This recipe has a ratio of 3 cups of flour to 4 cups of sugar, so there is  $3/4$  cup of flour for each cup of sugar." "We paid \$75 for 15 hamburgers, which is a rate of \$5 per hamburger."*
- Use ratio and rate reasoning to solve real-world and mathematical problems, e.g., by reasoning about tables of equivalent ratios, tape diagrams, double number line diagrams, or equations.
- Make tables of equivalent ratios relating quantities with whole-number measurements, find missing values in the tables, and plot the pairs of values on the coordinate plane. Use tables to compare ratios.
- Solve unit rate problems including those involving unit pricing and constant speed. *For example, if it took 7 hours to mow 4 lawns, then at that rate, how many lawns could be mowed in 35 hours? At what rate were lawns being mowed?*
- Find a percent of a quantity as a rate per 100 (e.g., 30% of a quantity means  $30/100$  times the quantity); solve problems involving finding the whole, given a part and the percent.
- Use ratio reasoning to convert measurement units; manipulate and transform units appropriately when multiplying or dividing quantities.

### The Number System

- Interpret and compute quotients of fractions, and solve word problems involving division of fractions by fractions, e.g., by using visual fraction models and equations to represent the problem. *For example, create a story context for  $(2/3) \div (3/4)$  and use a visual fraction model to show the quotient; use the relationship between multiplication and division to explain that  $(2/3) \div (3/4) = 8/9$  because  $3/4$  of  $8/9$  is  $2/3$ . (In general,  $(a/b) \div (c/d) = ad/bc$ .) How much chocolate will each person get if 3 people share  $1/2$  lb of chocolate equally? How many  $3/4$ -cup servings are in  $2/3$  of a cup of yogurt? How wide is a rectangular strip of land with length  $3/4$  mi and area  $1/2$  square mi?.*
- Fluently divide multi-digit numbers using the standard algorithm.
- Fluently add, subtract, multiply, and divide multi-digit decimals using the standard algorithm for each operation.
- Find the greatest common factor of two whole numbers less than or equal to 100 and the least common multiple of two whole numbers less than or equal to 12. Use the distributive property to express a sum of two whole numbers 1–100 with a common factor as a multiple of a sum of two whole numbers with no common factor. *For example, express  $36 + 8$  as  $4(9 + 2)$ .*
- Understand that positive and negative numbers are used together to describe quantities having opposite directions or values (e.g., temperature above/below zero, elevation above/below sea level, credits/debits, positive/negative electric charge); use positive and negative numbers to represent quantities in real-world contexts, explaining the meaning of 0 in each situation.



- Understand a rational number as a point on the number line. Extend number line diagrams and coordinate axes familiar from previous grades to represent points on the line and in the plane with negative number coordinates.
- Recognize opposite signs of numbers as indicating locations on opposite sides of 0 on the number line; recognize that the opposite of the opposite of a number is the number itself, e.g.,  $-(-3) = 3$ , and that 0 is its own opposite.
- Understand signs of numbers in ordered pairs as indicating locations in quadrants of the coordinate plane; recognize that when two ordered pairs differ only by signs, the locations of the points are related by reflections across one or both axes.
- Find and position integers and other rational numbers on a horizontal or vertical number line diagram; find and position pairs of integers and other rational numbers on a coordinate plane.
- Understand ordering and absolute value of rational numbers.
- Interpret statements of inequality as statements about the relative position of two numbers on a number line diagram. *For example, interpret  $-3 > -7$  as a statement that  $-3$  is located to the right of  $-7$  on a number line oriented from left to right.*
- Write, interpret, and explain statements of order for rational numbers in real-world contexts. *For example, write  $-3^{\circ}\text{C} > -7^{\circ}\text{C}$  to express the fact that  $-3^{\circ}\text{C}$  is warmer than  $-7^{\circ}\text{C}$ .*
- Understand the absolute value of a rational number as its distance from 0 on the number line; interpret absolute value as magnitude for a positive or negative quantity in a real-world situation. *For example, for an account balance of  $-30$  dollars, write  $|-30| = 30$  to describe the size of the debt in dollars.*
- Distinguish comparisons of absolute value from statements about order. *For example, recognize that an account balance less than  $-30$  dollars represents a debt greater than 30 dollars.*
- Solve real-world and mathematical problems by graphing points in all four quadrants of the coordinate plane. Include use of coordinates and absolute value to find distances between points with the same first coordinate or the same second coordinate.

## Expressions & Equations

- Write and evaluate numerical expressions involving whole-number exponents.
- Write, read, and evaluate expressions in which letters stand for numbers.
- Write expressions that record operations with numbers and with letters standing for numbers. *For example, express the calculation "Subtract  $y$  from 5" as  $5 - y$ .*
- Identify parts of an expression using mathematical terms (sum, term, product, factor, quotient, coefficient); view one or more parts of an expression as a single entity. *For example, describe the expression  $2(8 + 7)$  as a product of two factors; view  $(8 + 7)$  as both a single entity and a sum of two terms.*
- Evaluate expressions at specific values of their variables. Include expressions that arise from formulas used in real-world problems. Perform arithmetic operations, including those involving whole-number exponents, in the conventional order when there are no parentheses to specify a particular order (Order of Operations). *For example, use the formulas  $V = s^3$  and  $A = 6s^2$  to find the volume and surface area of a cube with sides of length  $s = 1/2$ .*
- Apply the properties of operations to generate equivalent expressions. *For example, apply the distributive property to the expression  $3(2 + x)$  to produce the equivalent expression  $6 + 3x$ ; apply the distributive property to the expression  $24x + 18y$  to produce the equivalent expression  $6(4x + 3y)$ ; apply properties of operations to  $y + y + y$  to produce the equivalent expression  $3y$ .*
- Identify when two expressions are equivalent (i.e., when the two expressions name the same number regardless of which value is substituted into them). *For example, the expressions  $y + y + y$  and  $3y$  are equivalent because they name the same number regardless of which number  $y$  stands for.*
- Understand solving an equation or inequality as a process of answering a question: which values from a specified set, if any, make the equation or inequality true? Use substitution to determine whether a given number in a specified set makes an equation or inequality true.
- Use variables to represent numbers and write expressions when solving a real-world or mathematical problem; understand that a variable can represent an unknown number, or, depending on the purpose at hand, any number in a specified set.
- Solve real-world and mathematical problems by writing and solving equations of the form  $x + p = q$  and  $px = q$  for cases in which  $p$ ,  $q$  and  $x$  are all nonnegative rational numbers.
- Write an inequality of the form  $x > c$  or  $x < c$  to represent a constraint or condition in a real-world or mathematical problem. Recognize that inequalities of the form  $x > c$  or  $x < c$  have infinitely many solutions; represent solutions of such inequalities on number line diagrams.
- Use variables to represent two quantities in a real-world problem that change in relationship to one another; write an equation to express one quantity, thought of as the dependent variable, in terms of the other quantity, thought of as

the independent variable. Analyze the relationship between the dependent and independent variables using graphs and tables, and relate these to the equation. For example, in a problem involving motion at constant speed, list and graph ordered pairs of distances and times, and write the equation  $d = 65t$  to represent the relationship between distance and time.

### Geometry

- Find the area of right triangles, other triangles, special quadrilaterals, and polygons by composing into rectangles or decomposing into triangles and other shapes; apply these techniques in the context of solving real-world and mathematical problems.
- Find the volume of a right rectangular prism with fractional edge lengths by packing it with unit cubes of the appropriate unit fraction edge lengths, and show that the volume is the same as would be found by multiplying the edge lengths of the prism. Apply the formulas  $V = lwh$  and  $V = bh$  to find volumes of right rectangular prisms with fractional edge lengths in the context of solving real-world and mathematical problems.
- Draw polygons in the coordinate plane given coordinates for the vertices; use coordinates to find the length of a side joining points with the same first coordinate or the same second coordinate. Apply these techniques in the context of solving real-world and mathematical problems.
- Represent three-dimensional figures using nets made up of rectangles and triangles, and use the nets to find the surface area of these figures. Apply these techniques in the context of solving real-world and mathematical problems.

### Statistics & Probability

- Recognize a statistical question as one that anticipates variability in the data related to the question and accounts for it in the answers. *For example, "How old am I?" is not a statistical question, but "How old are the students in my school?" is a statistical question because one anticipates variability in students' ages.*
- Understand that a set of data collected to answer a statistical question has a distribution which can be described by its center, spread, and overall shape.
- Recognize that a measure of center for a numerical data set summarizes all of its values with a single number, while a measure of variation describes how its values vary with a single number.
- Display numerical data in plots on a number line, including dot plots, histograms, and box plots.
- Summarize numerical data sets in relation to their context, such as by:
  - Reporting the number of observations.
  - Describing the nature of the attribute under investigation, including how it was measured and its units of measurement.
  - Giving quantitative measures of center (median and/or mean) and variability (interquartile range and/or mean absolute deviation), as well as describing any overall pattern and any striking deviations from the overall pattern with reference to the context in which the data were gathered.
  - Relating the choice of measures of center and variability to the shape of the data distribution and the context in which the data were gathered.

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### History/Social Studies

- Cite specific textual evidence to support analysis of primary and secondary sources.
- Determine the central ideas or information of a primary or secondary source; provide an accurate summary of the source distinct from prior knowledge or opinions.
- Identify key steps in a text's description of a process related to history/social studies (e.g., how a bill becomes law, how interest rates are raised or lowered).
- Determine the meaning of words and phrases as they are used in a text, including vocabulary specific to domains related to history/social studies.
- Describe how a text presents information (e.g., sequentially, comparatively, causally).
- Identify aspects of a text that reveal an author's point of view or purpose (e.g., loaded language, inclusion or avoidance of particular facts).
- Integrate visual information (e.g., in charts, graphs, photographs, videos, or maps) with other information in print and digital texts.
- Distinguish among fact, opinion, and reasoned judgment in a text.
- Analyze the relationship between a primary and secondary source on the same topic.

- By the end of grade 8, read and comprehend history/social studies texts in the grades 6-8 text complexity band independently and proficiently.

### **Science & Technical Subjects**

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- Cite specific textual evidence to support analysis of science and technical texts.
- Determine the central ideas or conclusions of a text; provide an accurate summary of the text distinct from prior knowledge or opinions.
- Follow precisely a multistep procedure when carrying out experiments, taking measurements, or performing technical tasks.
- Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to *grades 6-8 texts and topics*.
- Analyze the structure an author uses to organize a text, including how the major sections contribute to the whole and to an understanding of the topic.
- Analyze the author's purpose in providing an explanation, describing a procedure, or discussing an experiment in a text.
- Integrate quantitative or technical information expressed in words in a text with a version of that information expressed visually (e.g., in a flowchart, diagram, model, graph, or table).
- Distinguish among facts, reasoned judgment based on research findings, and speculation in a text.
- Compare and contrast the information gained from experiments, simulations, video, or multimedia sources with that gained from reading a text on the same topic.
- By the end of grade 8, read and comprehend science/technical texts in the grades 6-8 text complexity band independently and proficiently.

### **Writing**

- Write arguments focused on *discipline-specific content*.
- Introduce claim(s) about a topic or issue, acknowledge and distinguish the claim(s) from alternate or opposing claims, and organize the reasons and evidence logically.
- Support claim(s) with logical reasoning and relevant, accurate data and evidence that demonstrate an understanding of the topic or text, using credible sources.
- Use words, phrases, and clauses to create cohesion and clarify the relationships among claim(s), counterclaims, reasons, and evidence.
- Establish and maintain a formal style.
- Provide a concluding statement or section that follows from and supports the argument presented.
- Write informative/explanatory texts, including the narration of historical events, scientific procedures/ experiments, or technical processes.
- Introduce a topic clearly, previewing what is to follow; organize ideas, concepts, and information into broader categories as appropriate to achieving purpose; include formatting (e.g., headings), graphics (e.g., charts, tables), and multimedia when useful to aiding comprehension.
- Develop the topic with relevant, well-chosen facts, definitions, concrete details, quotations, or other information and examples.
- Use appropriate and varied transitions to create cohesion and clarify the relationships among ideas and concepts.
- Use precise language and domain-specific vocabulary to inform about or explain the topic.
- Establish and maintain a formal style and objective tone.
- Provide a concluding statement or section that follows from and supports the information or explanation presented.
- Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
- With some guidance and support from peers and adults, develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on how well purpose and audience have been addressed.
- Use technology, including the Internet, to produce and publish writing and present the relationships between information and ideas clearly and efficiently.
- Conduct short research projects to answer a question (including a self-generated question), drawing on several sources and generating additional related, focused questions that allow for multiple avenues of exploration.

- Gather relevant information from multiple print and digital sources, using search terms effectively; assess the credibility and accuracy of each source; and quote or paraphrase the data and conclusions of others while avoiding plagiarism and following a standard format for citation.
  - Draw evidence from informational texts to support analysis, reflection, and research.
  - Write routinely over extended time frames (time for reflection and revision) and shorter time frames (a single sitting or a day or two) for a range of discipline-specific tasks, purposes, and audiences.
- 

**\*For more information about California Common Core State Standards for English Language Arts & Literacy in History/Social Studies, Science and Technical Subjects:**

<http://www.cde.ca.gov/be/st/ss/documents/finaelaccsststandards.pdf>

**For more information about California Common Core State Standards for Mathematics:**

<http://www.cde.ca.gov/be/st/ss/documents/ccsmathstandardaug2013.pdf>

## SUSD Technology Standards

I = Introduce; D = Develop; M = Master; A = Apply	Grade Level						
	K	1	2	3	4	5	6
<b>Using a Computer</b>							
Identify and explain the parts of various technological devices appropriate to grade-level	M	M	M	M	A	A	A
Start and shut down various technological devices	M	M	M	M	A	A	A
Use a keyboard and pointing device; such as a mouse / touchpad	M	A	A	A	A	A	A
Explain that icons (i.e. recycle bin/trash, folder, shortcut) are symbols used to represent a command, file, or application.	I	I	D	D	M	A	A
Open and close an application or program	I	D	M	A	A	A	A
Explain the functions of basic file menu commands (i.e. New, Open, Close, Save/Save as, Print)	I	I	D	M	A	A	A
Use various operating system functions (i.e. open multiple applications, work with menus and folders, use the taskbar/dock)			I	D	M	A	A
Select a printer, use print preview, and print a document with the appropriate page setup and orientation			I	D	M	A	A
Connect, disconnect and upload files from peripherals (i.e. scanner, digital camera, camcorder, microphone)							
Identify and use various forms of storage media (i.e. CDs, DVDs, flash drives, school servers, online storage)			I	D	M	A	A
Identify and use successful troubleshooting strategies for minor hardware and software issues							
Type words per minute (WPM) with proficiency and accuracy:	Keyboard Familiarity		10 WPM	15 WPM	20 WPM	25 WPM	30 WPM
<b>Using Software and Applications</b>							
<b>Word Processing and Desktop Publishing</b>							
Write, edit, print, and save simple documents		I	D	M	A	A	A

I = Introduce; D = Develop; M = Master; A = Apply	Grade Level						
	K	1	2	3	4	5	6
Insert and resize a graphic			I	D	M	A	A
Copy/cut and paste text and images within a document			I	D	M	A	A
Use menu/toolbar functions (i.e. font size/style, line spacing, bullets and numbering, tabs, margins) to format a document			I	D	M	A	A
Proofread and edit documents using appropriate resources (i.e. dictionary, spelling/grammar check)			I	D	M	A	A
<b>Spreadsheets</b>							
Identify and explain terms and concepts related to spreadsheets (i.e. cell, column, row, value, label, chart, graph)					I	D	M
Enter/edit data in existing spreadsheets and perform calculations using existing formulas					I	D	M
Describe the use of spreadsheets to calculate, graph, organize, and present real-world data					I	D	M
Create an original spreadsheet using simple formulas					I	D	M
Produce simple charts and graphs					I	D	M
Apply formatting features to customize tables, charts, and graphs					I	D	M
<b>Databases</b>							
Identify and explain terms and concepts related to databases (i.e. record, field, search)			I	D	M	A	A
Conduct simple searches of existing databases (i.e. library catalogue, electronic encyclopedia)			I	D	M	A	A
Describe the use of databases to store, organize, and search information in real-world settings				I	D	M	A

= Introduce; D = Develop; M = Master; A = Apply	Grade Level						
	K	1	2	3	4	5	6
<b>Multimedia and Presentation</b>							
Use painting and drawing programs to create and edit work	I	D	M	A	A	A	A
Create, edit and format text on a slide		I	D	D	M	A	A
Insert and resize graphics on a slide			I	D	M	A	A
Create a series of slides and organize them to present research or convey an idea				I	D	M	A
Create a multimedia presentation using various media (i.e. audio, visual, animations)				I	D	M	A
<b>Using the Internet</b>							
Explain and use terms related to a network (i.e. username, password, network, file server)	I	D	D	M	A	A	A
Explain and use terms related to the internet (i.e. web browser, URL, keyword, search engine, links)	I	D	D	M	A	A	A
Evaluate internet resources in terms of their usefulness and reliability for research				I	D	M	A
Locate, download, and use content from digital media collections for specific projects				I	D	M	A
Use online tools (i.e. e-mail, online discussion forums, blogs) to gather and share information collaboratively with other students							
<b>Ethics and Safely</b>							
Follow school/classroom rules for the responsible use of computers, peripheral devices, and the internet	M	A	A	A	A	A	A
Explain ethical issues related to privacy, cyber-bullying, plagiarism, spam, viruses, hacking and file sharing	I	I	D	D	M	A	A
Explain and follow Fair Use Guidelines for using copyrighted materials (i.e., images, video, text) in school projects			I	D	D	M	A

I = Introduce; D = Develop; M = Master; A = Apply	Grade Level						
	K	1	2	3	4	5	6
Explain the potential risks and dangers associated with various forms of online communication	I	I	D	D	M	A	A
Explain and use safe practices for sharing personal information via the internet and other medium	I	I	D	D	M	A	A
Identify and describe ways in which technology is used at home, at school, and in society	I	I	D	D	M	A	A
Analyze digital media messages to determine if their purpose is to inform, persuade, or entertain			I	D	D	M	A

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# Appendix B

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## Progress Report Card Guide

The purpose of the Saugus Union School District Progress Report Card is to provide parents and teachers with the necessary information and background for a meaningful interpretation of the evaluation of a student's progress in school. It is designed to reflect the student's current performance in academic areas, as well as personal development in effort, work/study habits, and citizenship. There are three reporting periods: November, March and June.

Our district views the Progress Report Card as a tool for communication between parents, students and school personnel. In addition, home/school communication and parent conferences are an integral part of the process.

There are three different Progress Report Cards for students. Kindergarten (K) and Primary Progress Report Cards (Grades 1, 2, 3) will reflect student effort and academic achievement in all areas, while the Upper Progress (Grades 4, 5, 6) uses a system of letter grades for achievement and effort. This grading system is used in both regular and modified programs.

### Progress Report Cards: Transitional Kindergarten and Kindergarten

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#### Instructional Level

Instructional level denotes the current level of curriculum the student is receiving in the academic areas. An asterisk (\*) indicates a student is working above or below the current grade level. The *Comments* section of the progress report provides further information.

#### Quality of Work (Performance Levels)

There are three performance levels: *Requires Additional Support*, *Works Within Grade Level Standards* and *Demonstrates Strength*. These reflect the student's progress towards district standards. As the curriculum progresses throughout the year a student's performance levels may change.

*Requires Additional Support* indicates any or all of the following for the current reporting period:

- Work below grade level standards
- Modified instructional program
- Frequent one-on-one assistance
- Consistent review and practice of skills
- School or district-based support services

*Works Within Grade Level Standards* indicates consistent work and progress toward district standards for the current reporting period.

*Demonstrates Strength* indicates a student has mastered skills beyond grade level expectations for the current reporting period.

#### Effort Grades

Academic effort results in achievement as demonstrated by a willingness to spend sufficient time to acquire, practice and apply skills. Effort grades in the *Work and Study Habits* and *Citizenship* sections of the Progress Report Card reflect behavior in and outside the classroom.

#### Academic Effort Grades

- O** **Outstanding** is given to students who:
- consistently demonstrate maximum effort and achievement.
- G** **Good** is given to students who:
- demonstrate above average effort and achievement.
- S** **Satisfactory** is given to students who:
- demonstrate sufficient effort and achievement.
- N** **Needs to Improve** is given to students who:
- demonstrate minimal effort and achievement.



### Work/Study Habits/Citizenship Effort Grades

- O Outstanding** is given to students who:
  - demonstrate exceptional behavior in and outside the classroom.
- G Good** is given to students who:
  - demonstrate above average behavior in and outside the classroom.
- S Satisfactory** is given to students who:
  - demonstrate appropriate behavior in and outside the classroom.
- N Needs to Improve** is given to students who:
  - need direction to behave appropriately in and outside the classroom.

Student: _____		_____ year - _____ year		<b>KINDERGARTEN PROGRESS REPORT CARD</b>			
School: _____				SAUGUS UNION SCHOOL DISTRICT 24930 Avenue Stanford Santa Clarita, California 91355			
<b>EFFORT GRADES</b> <b>WORK and</b> <b>STUDY HABITS</b> O - Outstanding G - Good S - Satisfactory N - Needs Improvement ✓ - Quality of Work	<b>1st</b>		<b>2nd</b>		<b>3rd</b>		
	Includes All Box of Subject	Works Well in Grade Level Standards	Demonstrates Strengths	Effort	Includes All Box of Subject	Works Well in Grade Level Standards	Demonstrates Strengths
<b>LANGUAGE ARTS</b>							
<b>READING</b>		Instructional Level		Instructional Level			
Phonics							
Sight Vocabulary							
Comprehension							
<b>WRITTEN LANGUAGE</b>		Instructional Level		Instructional Level			
Expresses Ideas							
Penmanship							
<b>ORAL LANGUAGE</b>		Instructional Level		Instructional Level			
Listening							
Speaking							
<b>MATHEMATICS</b>		Instructional Level		Instructional Level			
Computation							
Problem Solving/Application							
Mathematical Communication							
<b>TECHNOLOGY / TOOLS</b>		Instructional Level		Instructional Level			
<b>PHYSICAL EDUCATION</b>		Instructional Level		Instructional Level			
Large Motor Skills							
Small Motor Skills							
<b>HISTORY/SOC.SCIENCE</b>		Instructional Level		Instructional Level			
<b>SCIENCE/HEALTH</b>		Instructional Level		Instructional Level			
<b>MUSIC</b>		Instructional Level		Instructional Level			
<b>ART</b>		Instructional Level		Instructional Level			
Additional Services: _____							
COMMENTS:		<div style="font-size: 4em; opacity: 0.3; transform: rotate(-45deg); position: absolute; top: 50%; left: 50%; pointer-events: none;">SAMPLE</div>					
Additional Services: _____							
Teacher: _____		Administrator: _____		ASSIGNED TO: _____			
				291 PR.K (1007)			

## Progress Report Cards: Primary Grades 1, 2, and 3

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### Instructional Levels

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The instructional level shows the current grade level of curriculum the student is receiving. An asterisk (\*) indicates a student is working above or below the current grade level as explained in the *Comments* section of the progress report.

### Quality of Work (Performance Levels)

---

There are three quality of work performance levels: *Requires Additional Support*, *Works Within Grade Level Standards* and *Demonstrates Strength*. These reflect the student's progress towards district standards. As the curriculum progresses throughout the year a student's performance levels may change.

*Requires Additional Support* indicates any or all of the following for the current reporting period:

- Work below grade level standards
- Frequent one-on-one assistance
- Modified instructional program
- Consistent review and practice of skills
- School or district-based support services

*Works Within Grade Level Standards* indicates consistent work and progress toward district standards for the current reporting period.

*Demonstrates Strength* indicates a student has mastered skills beyond grade level expectations for the current reporting period.

### Effort Grades

---

Academic effort results in achievement as demonstrated by a willingness to spend sufficient time to acquire, practice and apply skills. Effort grades in the *Work and Study Habits* and *Citizenship* sections of the Progress Report Card reflect behavior in and outside the classroom.

#### ACADEMIC EFFORT GRADES

- O** **Outstanding** is given to students who:
- consistently demonstrate maximum effort and achievement.
- G** **Good** is given to students who:
- demonstrate above average effort and achievement.
- S** **Satisfactory** is given to students who:
- demonstrate sufficient effort and achievement.
- N** **Needs to Improve** is given to students who:
- demonstrate minimal effort and achievement.
- U** **Unsatisfactory** is given to students who:
- rarely or never demonstrate effort and achievement.

#### WORK/STUDY/HABITS/CITIZENSHIP EFFORT GRADES

- O** **Outstanding** is given to students who:
- demonstrate exceptional behavior in and outside the classroom.
- G** **Good** is given to students who:
- demonstrate above average behavior in and outside the classroom.
- S** **Satisfactory** is given to students who:
- demonstrate appropriate behavior in and outside the classroom.
- N** **Needs to Improve** is given to students who:
- need direction to behave appropriately in and outside the classroom.
- U** **Unsatisfactory** is given to students who:
- demonstrate inappropriate behavior or need frequent direction to behave appropriately in and outside the classroom.

Student: \_\_\_\_\_ year \_\_\_\_\_ year  
 School: \_\_\_\_\_ Grade: \_\_\_\_\_

**PRIMARY PROGRESS REPORT CARD  
 (GRADES 1, 2, 3)**

- EFFORT GRADES**  
**WORK and STUDY HABITS**  
 O - Outstanding  
 G - Good  
 S - Satisfactory  
 N - Needs Improvement  
 U - Unsatisfactory  
 V - Quality of Work

**SAUGUS UNION SCHOOL DISTRICT**  
 24930 Avenue Stanford  
 Santa Clara, California 91355

	1st Reporting Period			2nd Reporting Period			3rd Reporting Period		
	Meets or Exceeds Standard	Meets Standard	Does Not Meet Standard	Meets or Exceeds Standard	Meets Standard	Does Not Meet Standard	Meets or Exceeds Standard	Meets Standard	Does Not Meet Standard
<b>LANGUAGE ARTS</b>									
<b>READING</b>									
Word Attack Skills									
Comprehension									
<b>WRITTEN LANGUAGE</b>									
Mechanics									
Progress Ideas									
Spelling Application									
Prompts									
<b>ORAL LANGUAGE</b>									
Listening									
Speaking									
<b>MATHEMATICS</b>									
Computation									
Problem Solving/Application									
Mathematical Communication									
<b>TECHNOLOGY / TOOLS</b>									
<b>HISTORY/SOC.SCIENCE</b>									
<b>SCIENCE/HEALTH</b>									
<b>PHYSICAL EDUCATION</b>									
<b>MUSIC</b>									
<b>ART</b>									

Reporting Period  
**WORK/STUDY HABITS**

	1st	2nd	3rd
Listens and Follows Instructions			
Stays on Task			
Completes Work/Task			
Completes Class Work on Time			
Completes Homework on Time			
Uses Materials/Supplies			
Completes Work/Task			
Participates in Small Group Activities			
Participates in Classroom Activities			
<b>CIVICSHIP</b>			
Knows State/Country			
Respects Property			
Respects Others' Rights & Property			
Observes Rules			
Cooperates With Others			
Accepts Responsibility			
<b>ATTENDANCE</b>			
Days Absent			
Days Tardy			

**POLICY STATEMENT**  
 The Board of Education will authorize retention of students based upon their school attendance. A total of twenty-five (25) excused or unexcused absences during a school year will be cause for retention.

**COMMENTS:**

Additional Services: \_\_\_\_\_

Teacher \_\_\_\_\_ Administrator \_\_\_\_\_ ASSIGNED TO: \_\_\_\_\_

## Progress Report Cards: Upper Grades 4, 5, 6

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### Instructional Levels

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The instructional level shows the current grade level of curriculum the student is receiving. An asterisk (\*) indicates a student is working above or below the current grade level as explained in the *Comments* section of the progress report.

### Area of Strength / Area of Concern (Performance Levels)

---

Students receive a grade for *Achievement and Effort* in each major curricular area. Evaluation in curricular sub-categories is indicated with a "+," a "√," or a blank box.

*Area of Strength (+)* indicates a student has mastered skills beyond grade level expectations for the current reporting period.

*Area of Concern (√)* indicates any or all of the following for the current reporting period.

- Work below grade level standards
- Modified instructional program
- Frequent one-on-one assistance
- Consistent review and practice of skills
- School or district-based support services

A *blank box* indicates consistent work and progress toward grade level standards for the current reporting period.

### ACHIEVEMENT LETTER GRADES

**A** is given to students who:

- consistently demonstrate exceptional quality work in relation to district curricular standards.
- consistently apply learned concepts and skills to appropriate content areas.
- consistently achieve in the 90 -100% range.
- consistently exceed standard on rubric scored assignments

**B** is given to students who:

- demonstrate above average quality of work in relation to district curricular standards.
- usually apply learned concepts and skills to appropriate content areas.
- usually achieve in the 80 – 89% range.
- usually exceed standard on rubric scored assignments

**C** is given to students who:

- demonstrate required quality of work to meet district curricular standards.
- show a sufficient understanding of concepts and skills taught.
- achieve in the 70 – 79% range.
- achieve standard on rubric scored assignments

**N** is given to students who:

- have not met district curricular standards.
- demonstrate a limited understanding of concepts and skills taught.
- achieve at the level of 69% or below.
- achieve below standard on rubric scored assignments

### EFFORT LETTER GRADES

**O** Outstanding is given to students who:

- consistently demonstrate maximum effort.
- demonstrate exceptional behavior in and outside the classroom.

**S** Satisfactory is given to students who:

- demonstrate sufficient effort.
- demonstrate appropriate behavior in and outside the classroom.

**N** Needs to Improve is given to students who:

- demonstrate minimal effort.
- need direction to behave appropriately in and outside the classroom.

**U** Unsatisfactory is given to students who:

- rarely or never demonstrate effort.
- demonstrate inappropriate behavior or need frequent direction to behave appropriately in and outside the classroom.

Student: \_\_\_\_\_  
 year year

**UPPER GRADE PROGRESS REPORT CARD  
 (GRADES 4, 5, 6)**

School: \_\_\_\_\_ Grade: \_\_\_\_\_

**SAUGUS UNION SCHOOL DISTRICT**  
 24030 Avenue Stanford  
 Santa Clarita, California 91355

Reporting Period

ACHIEVEMENT	EFFORT	1st		2nd		3rd	
		Achievement	Effort	Achievement	Effort	Achievement	Effort
A - Outstanding	D - Outstanding						
B - Good	C - Satisfactory						
C - Satisfactory	B - Needs Improvement						
D - Needs Improvement	E - Unsatisfactory						
✓ - Area of Strength	✗ - Area of Strength						
✗ - Area of Concern	✓ - Area of Concern						

WORKSTUDY HABITS

	1st	2nd	3rd
<b>LANGUAGE ARTS</b>			
<b>READING</b>			
Instructional Level			
Word Attack Skills			
Comprehension			
<b>WRITTEN LANGUAGE</b>			
Instructional Level			
Mechanics			
Expressive Ideas			
Spelling Application			
Pronunciation			
<b>ORAL LANGUAGE</b>			
Listening			
Speaking			
<b>MATHEMATICS</b>			
Instructional Level			
Computation			
Problem Solving/Application			
Mathematical Communication			
<b>TECHNOLOGY/TOOLS</b>			
<b>HISTORY/SOCIAL SCIENCE</b>			
<b>SCIENCE/HEALTH</b>			
<b>PHYSICAL EDUCATION</b>			
<b>MUSIC</b>			
<b>ART</b>			

	1st	2nd	3rd
Listens and Follows Instructions			
Works Independently			
Completes Work Accurately			
Completes Class Work on Time			
Completes Homework on Time			
Uses Organization Skills			
Completes Work Neatly			
Contributes to Classroom Activities			

**CIVILSHIP**

	1st	2nd	3rd
Exercises Self-Control			
Respects Property			
Respects Other's Rights & Property			
Observes Rules			
Cooperates With Others			
Accepts Responsibility			

**ATTENDANCE**

	1st	2nd	3rd
Days Absent			
Days Tardy			

**POLICY STATEMENT**

The Board of Education will authorize retention of students based upon their school attendance. A total of twenty-five (25) excused or unexcused absences during a school year will be cause for retention.

COMMENTS:

Additional Services: \_\_\_\_\_

Teacher \_\_\_\_\_

Administrator \_\_\_\_\_

ASSIGNED TO: \_\_\_\_\_

## *Reading*

---

### **Word Attack Skills**

**K Phonics** – Student demonstrates knowledge of letter/sound relationships

**Sight Vocabulary** – Student demonstrates knowledge of appropriate sight words.

**1–6** The student identifies individual words by using phonetic, grammatical and contextual clues.

### **Comprehension**

**K–6** The student derives meaning from the printed word. The student is able to express understanding in both written and oral work. Kindergarten emphasis is on oral understanding.

## *Written Language*

---

### **Mechanics**

**1–6** The student applies language conventions such as punctuation, capitalization, usage, tense and form.

### **Expresses Ideas**

**K–6** The student communicates effectively, expressing thoughts clearly in a well-developed, organized manner. The student uses vivid, precise vocabulary to support the topic.

### **Spelling Application**

**1–6** The student applies phonetic elements, patterning and memorization on spelling tasks and written work in all areas on a consistent basis.

### **Penmanship**

**K–6** The student demonstrates grade level standards through correct letter style and formation, appropriate size, proper spacing, careful planning and neatness.

## *Oral Language*

---

### **Listening**

**K–6** The student uses critical listening skills such as appropriate body language, response and eye contact to demonstrate interest and understanding.

### **Speaking**

**K–6** The student orally expresses information, ideas and opinions effectively.

### **Computation**

**K** The student demonstrates knowledge of characteristics of numbers, such as counting, numeral recognition and patterning.

**1–6** The student computes mathematical operations with ease and accuracy (+, –, ×, ÷)

### **Problem Solving**

**K–6** The student uses and processes relevant information using varied strategies and methods to solve problems.

### **Mathematical Communication**

**K–6** The student communicates mathematical reasoning and strategies effectively and clearly to various audiences using diverse means and appropriate mathematical vocabulary.

**K–6** The student interacts appropriately with technological tools such as manipulatives, calculators, rulers, protractors, computers, compasses, etc., to explore, strengthen and extend curricular concepts.

**K–6** The student demonstrates an understanding of history, culture, geography, economics, sociology and political science. The student develops an understanding of our nation's identity, constitutional heritage, civic values and the rights and responsibilities of citizens in a pluralistic society.

**K–6** The student utilizes the scientific process in studying earth, physical and life sciences. The student demonstrates skills that promote a healthy lifestyle.

**K Large Motor Skills** — The student demonstrates appropriate development in large movement patterns, i.e., walking, jumping, running, throwing, etc.

**Small Motor Skills** — The student demonstrates appropriate development in small movement patterns, i.e. coloring, printing, cutting, etc.

**1 – 6** The student actively participates, follows directions, cooperates and demonstrates positive sportsmanship when interacting with peers. The student demonstrates skills appropriate to grade level.

**K – 6** The student demonstrates an understanding of musical concepts and skills and develops an appreciation of cultural diversity and traditions through class participation and school/community performances.

**K – 6** The student explores a variety of art techniques and mediums, developing an appreciation of the visual and performing arts through directed lessons, literature and study of world cultures.

### ***Listens and Follows Instructions***

**K – 6** The student is attentive when directions and instructions are given. Attentive listening enables the student to follow directions given by all school personnel.

### ***Stays on Task***

**K - 3** The student stays on task and focuses attention on assigned work that is to be completed independently, cooperatively and in large or small groups. The student initiates productive free-time activities designated by the teacher.

### ***Works Independently***

**4 – 6** The student works independently and completes assignments with a minimal amount of teacher supervision. Ease of transition is shown from one task to another. The student initiates productive additional activities as designated by the teacher.

### ***Completes Work Accurately***

**K – 6** The student consistently completes work accurately in a curricular areas.

### ***Completes Class Work on Time***

**K – 6** The student completes class assignments within the time allotted by the teacher.

### ***Completes Homework on Time***

**K – 6** The student accurately and neatly completes and returns homework assignments within the time allotted by the teacher.

### ***Uses Organizational Skills***

**4 – 6** The student demonstrates an orderly arrangement of materials, is aware of time constraints, and utilizes appropriate grade level resources.

### ***Uses Materials Correctly***

**K – 3** The student's work demonstrates appropriate use of instructional materials such as pencils, scissors, glue and crayons.

### ***Completes Work Neatly***

**K – 6** The student's work reflects careful planning, follows the recommended format, is legible and has an overall neat appearance and demonstrates overall neatness in all activities.

### ***Participates In / Contributes to Classroom/Small Group Activities***

**K – 6** The student actively engages in classroom discussions and activities in an appropriate manner working well in large, small and cooperative groups.

The following descriptors apply to all student activities or school functions that occur before, during, and after school.

### ***Exercises Self Control***

**K – 6** The student exercises control with words and actions in and outside the classroom.

### ***Respects Authority***

**K- 6** The student listens, follows directions and suggestions and responds appropriately to all school personnel.

### ***Respects Others' Rights and Property***

**K – 6** The student is sensitive to the needs and feelings of others and is able to distinguish between personal property and that of others.

### ***Observes Rules***

**K – 6** The student follows school and classroom guidelines using common sense, consideration and courtesy. The student comes to school prepared to learn, free of non-school related items and is appropriately dressed for school and physical education. The student uses appropriate language recognized as acceptable in the school setting.

***Cooperates with Others***

**K – 6** The student interacts appropriately with peers and school personnel when participating in large and small group activities. The student works toward the benefit of the whole group, acknowledging and accepting the rights and opinions of others.

***Accepts Responsibility***

**K – 6** The responsible student acts in an acceptable manner in and outside the classroom. Students accept responsibility for their actions and adhere to consequences deemed appropriate for behavior.

Additional services, indicated at the bottom of the report card, are provided for students who have met district, state, or federal criteria. Students receiving Special Education services are provided a modified and/or supplemental report card indicating progress toward goals and objectives.

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## Appendix C

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### KEY TO CODE AND REGULATION SECTION ABBREVIATIONS

Abbreviation	Complete Title
EC	California Education Code
CC	Civil Code
5 CCR	Title 5, California Code of Regulations
HSC	California Health and Safety Code
PC	California Penal Code
VC	California Vehicle Code
WIC	California Welfare and Institutions Code
34 CFR	Title 34, Code of Federal Regulations
40 CRF	Title 40, Code of Federal Regulations
USC	United States Code