Elk Grove Unified School District

EGUSD

Middle School Course Catalog



Follow us, like us, watch us! @ElkGroveUnited www.EGUSD.net

Board of Education

Beth Albiani

Jennifer Ballerini

Delia Baulwin

Susan Davis

Heidi Moore

Michael Vargas

Sean J. Yang

District Administration

David E. Reilly . . . . . Superintendent
Mark Cerutti . . . . . Deputy Superintendent, Education Services & Schools
Jenifer Avey . . . . . Associate Superintendent of Schools
Chad Sweitzer . . . . . Assistant Superintendent, Safety and Student Wellness
Shana Henry, Ed.D. . . . . . Lead Director of Schools, Secondary Education
Zachary Cheney . . . . . Director, Secondary Education
Richard Gutierrez. . . . . . Director, Secondary Education
Travis Collier, Ed.D. . . . . . Executive Director, School Supports
LaRae Blomquist . . . . . Director, Instructional Support
Jennifer Wilbanks . . . . . Director, Instructional Support

Middle School Administration

Chris Rauschenfels . . . . . Principal, Katherine L. Albiani Middle School
Gustavo Espindola . . . . . Principal, Harriet Eddy Middle School
Nicholas Freathy . . . . . Principal, Edward Harris, Jr. Middle School
Rebecca Mackin . . . . . Principal, Samuel Jackman Middle School
Jenny Keyport . . . . . Principal, Toby Johnson Middle School
Aaron Munoz . . . . . Principal, Joseph Kerr Middle School
Kimberlee Wallace . . . . . Principal, Elizabeth Pinkerton Middle School
Andrew Johnson . . . . . Principal, James Rutter Middle School
Erin Grady . . . . . Principal, T.R. Smedberg Middle School

The Elk Grove Unified School District website is available at: www.egusd.net

Individual school websites may be accessed via the district website.

This course catalog is also available online at: www.egusd.net/District/Academics/Course-Catalogs

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

— Adopted by the Board of Education on June 18, 2001

The District Serves a Diverse Community

Elk Grove Unified, located in one of the most diverse areas of California, is an award-winning district known for its commitment to academic excellence and learning for all students. The District is the fourth largest school district in California and the largest in Northern California, serving more than 64,000 students representing 88 different languages spoken. The District has 69 schools: (44 elementary schools, 9 middle schools, 9 high schools, 4 alternative schools, 1 charter school, 1 special education school, 1 adult education school and offers preschool programs at 15 school sites.

The District covers 320 square miles within the City of Elk Grove, the City of Sacramento, the City of Rancho Cordova, and the unincorporated area of Sacramento County. Offering a multitude of educational programs, including more than 70 career-themed academies and pathways within 15 industry sectors, we prepare our students for college, career and life, supporting them with the means to be creative problem solvers, self-aware, self-reliant, and self-disciplined; technically literate; effective communicators and collaborators; and engaged in the community as individuals with integrity. We integrate rigorous academics with career-based learning and real world workplace experiences and ensure that *Every Student is Learning, in Every Classroom, in Every Subject, Every Day to Prepare College, Career, and Life Ready Graduates.*

The District's Strategic Goals



High Quality Classroom Instruction & Curriculum

All students will have access to standards aligned curriculum and receive high quality instruction to promote college, career, and life readiness and eliminate the achievement gap.



Assessment, Data Analysis & Action

All students will benefit from instruction guided by assessment results (formative, interim and summative) and continuous programmatic evaluation.



Wellness

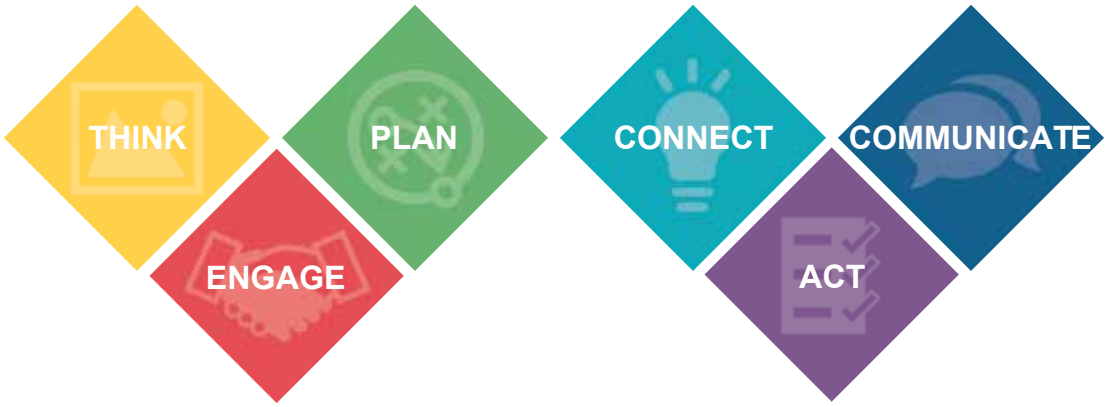
All students will have an equitable opportunity to learn in a culturally responsive, physically, and emotionally healthy and safe environment.



Family & Community Engagement

All students will benefit from programs and services designed to inform and involve family and community partners.

Elk Grove Unified School District Graduate Profile



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

Creative Problem-solving

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

Self-awareness, Self-reliance, Self-discipline

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

Technical Literacy

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

Communication and Collaboration

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

Community Engagement

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

Integrity

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

TABLE OF CONTENTS

Note: Click on the titles below to be directed to the exact page in the document.

Guiding Principles for Middle School ..... Page 6
Introduction ..... Page 7
Most Commonly Asked Questions ..... Page 8
Course Requests / Challenge Tests / Special Education / Course Requests / Challenge Tests / Special Education /
Standards-Based Promotion & Retention Requirements ..... Page 11
Middle School Promotion Requirements ..... Page 12
Non-Discrimination ..... Page 13
Complaint Policy ..... Page 14

Use the links below to jump to each department's course offerings and descriptions for the entire district. It is important to note that course offerings vary by school. You should visit the specific school's website to view the course catalog and course offerings for that particular school for course availability.

Note: The bookmark links display best in Internet Explorer and Firefox. If using Chrome, you will need to click on the bookmark icon to expand the list of links.

Electives
English
History/Social Science
Humanities
Mathematics
Physical Education
Science
Student Services
Visual/Performing Arts
World Language

Guiding Principles for Middle School

The following principles guide the work of each district middle school in promoting academic achievement:



FOCUS

Maintaining focus on individual students and their unique needs



EVALUATING

Evaluating progress toward achievement through ongoing assessments and the monitoring of each student's performance



CREATING

Creating schedules that promote flexible and smooth transitions between subjects and levels of courses to support students' learning



PROGRAM ASSISTANCE

Providing program assistance for students who demonstrate academic need



ACCESS

Providing access to and supporting students' enrollment in accelerated, honors, and enrichment courses and in the GATE program



READINESS

Equipping students with skills and opportunities to support their College and Career Readiness

Introduction

The middle school years, which include grades 7-8, are a unique period in students' lives as they undergo rapid and profound developmental changes. As a result, middle schools have the challenge of addressing both the educational and social-emotional needs of young adolescents. The Elk Grove Unified School District embraces this challenge in meeting the needs of all middle school students.

Using the Guiding Principles for Middle Schools noted above as a foundation, each middle school offers instructional programs framed by the Common Core State Standards and designed to meet the needs of individual students. It is the primary purpose of every school to teach and reinforce the skills necessary for middle school success, prepare students for future high school study, and begin to build students' college and career readiness.

Students are afforded opportunities for enrichment and acceleration, as well as for intervention and academic support, when necessary. A positive and successful middle school experience provides students with academic skills and knowledge, along with an understanding of the importance of responsibility, organization, time management, and effort. Middle school truly serves as a bridge to a student's future.

The purpose of this Middle School Course Catalog is to inform parents and students about courses offered at the middle school level in the Elk Grove Unified School District. Courses unique to each middle school are provided on each middles school's website. A separate handout may be provided during the course selection process at the parent/student information meeting.

It is intended that students and parents review this catalog together and make informed decisions about students' course requests. Counselors are available at each school site to advise students and parents in course selection. Please contact them if you need assistance during the course selection process. For your convenience, school site phone numbers and website addresses are listed at the end of this publication.



Most Commonly Asked Questions

What does the course selection process entail?

Typically, the course selection process begins early in the spring of the student's 6th grade year. Counselors may visit the feeder elementary schools where they present information about middle school and the registration process. Each middle school conducts parent information meetings to inform parents about expectations for middle school, as well as course requirements. At each school, parent communication and involvement are key to a student's successful middle school experience.

Students and parents should use this course catalog information, and any other handouts provided by their middle school, to assist in selecting appropriate middle school courses.

How do middle schools work with elementary schools to effectively transition students to middle school?

Principals and teachers at the elementary school and middle school levels meet and plan regularly throughout the year to ensure that students are being prepared both academically and socially for middle school. Additional articulation between elementary schools and middle schools occurs for specific academic placement of special education and English Learner students.

Are Honors courses offered at all middle schools?

Yes. All middle schools in Elk Grove Unified School District offer Honors and accelerated courses. In order to be ready for Advanced Placement (AP) or International Baccalaureate (IB) courses at the high school level, it is critical that a rigorous curricular foundation is established at the middle school level.

All Honors courses provide enriching and challenging curriculum that engages high achieving students. Honors students should have the motivation to accelerate through content standards and commit to more in-depth study. The subject matter in Honors courses is more sophisticated and complex, requiring strong organizational skills, self-monitoring, and the student's ability to work independently and in a team. Honors courses prepare students for the rigor of high school-level Honors and accelerated courses and can be considered "Pre-AP/IB." Every student is encouraged to challenge him/herself through enrollment in one or more Honors-level or accelerated courses during the middle school years.

Students are encouraged to enroll in Honors English and/or History/Social Science and also to accelerate in Mathematics as follows:

- Mathematics 7 Accelerated: Students who are enrolled in Mathematics 7 Accelerated will advance through both the 7th grade math standards and a majority of the 8th grade math standards.

- Mathematics I: Students who successfully complete Mathematics 7 Accelerated will be enrolled in Mathematics I in grade 8.

How does my child qualify for the Gifted and Talented Education (GATE) program?

The Elk Grove Unified School District identifies GATE students in five unique areas and each identification area is considered separately.

The GATE identification process is based on students exhibiting exceptional ability in one of the following areas: Creative Ability, Leadership Ability, Visual and Performing Arts Ability, Academic Ability, or Cognitive Ability. Students with exceptional ability possess a capacity for excellence beyond their chronological peers in one of these areas. Students do not have to be high academic achievers to be considered for GATE identification.

For more information on GATE identification and program services at your child's school, please contact the school's GATE Coordinator.

My child still needs help with his/her reading skills. What kind of support is offered?

Intervention support is offered for students who are reading below grade level and need further support in reading. Proper placement of students into classes is critical for reading success. Students' summative and diagnostic assessment performance, teacher recommendations, and other diagnostic assessments may be used to determine placement.

What services are provided by middle school counselors?

The middle school counseling program is aligned with the American School Counseling Association National Standards and State Standards. These standards focus on helping students acquire competencies in the areas of academics, career development, and personal/social development. Middle schools are staffed with counselors who provide assistance to students and parents, help with the registration and course selection processes, and collaborate with teachers and administrators to address student needs. Initially, middle school students may be overwhelmed by the enormity of their new school environment with attending multiple classrooms with multiple teachers, and meeting so many new students. Counselors can assist students with acclimating to this new environment and help make school a place where students feel a sense of connection and belonging.

What academic services are offered for English Learner students

English Learners (EL) comprise about 15% of our district's student population. Ranging from beginning to advanced proficiency, our EL students come from diverse backgrounds and experiences. At the middle school level, English Learners receive instructional support to acquire English fluency as well as learn the State's content standards in English Language Development (ELD) classes and in Specially Designed Academic Instruction in English (SDAIE) content classes. Students must be tested annually with the English Language Proficiency Assessment of California (ELPAC) to determine their level of English language proficiency. The ELPAC is one measure also used to determine if students are ready to be reclassified as Fluent English Proficient (FEP). This testing occurs at the middle schools under the direction of the ELPAC Coordinator and site administrators.

What about the special education student?

The smooth transition from 6th to 7th grade for special education students is extremely important. For this reason, it is essential that there be strong communication among parents, the feeder elementary school, and the middle school. Realizing that strong bonds and attachments are made at the elementary level, middle school faculty and staff make an effort to work with 6th grade teachers to transition the special education student to 7th grade as seamlessly as possible.

Is it important for parents to be involved during middle school?

YES! Parent involvement in their child's education is more important in middle school than ever. When parents are actively involved in their student's education, students do better in middle school. When parents become involved, both students and the school benefit: grades and test results are higher; students' attitudes and behavior are more positive; academic programs are more successful; and schools, as a whole, are more effective. Even if your child says he/she doesn't want you to be involved, stay involved.

What are some of the ways parents can be involved in middle school?

There are many opportunities for parent involvement: school visitations, participation in a parent/teacher organization, serving on the School Site Council, volunteering at school events or in classrooms, enrolling in the school's Parent University, signing up for ParentVUE, or attending school activities. To find out how you can become involved, contact your child's middle school.

What can parents do to prepare students for middle school?

1. Ask to see homework. Ask daily to see what kinds of activities are assigned for homework. By seventh grade, students are required to do homework daily. If your student says that he/she does not have any homework, check with the teacher.

2. Help develop a routine for homework. Studies show that if a student follows a routine and parents expect their students to do their homework before they can watch television or play video games, etc., students are generally more successful in school.

3. Communicate with the school staff. Find out how to communicate with your child's teachers. Many misunderstandings can be resolved quickly if there is strong and clear communication between the school and home. Sign up for ParentVUE and

the EGUSD Portal to get timely access to your child's academic information and to contact the school.

4. Ask about your child's assignments and grades. When they go to middle school, students will be asked to write down their assignments and homework in either their binder, student agenda, or assignment record sheet. Parents may also check assignments on ParentVUE.

5. Encourage your child to read and write. One of the best ways for a student to become a better reader and writer is to practice. Just as an athlete gets better with practice, so does a student become a better reader and writer with practice. Regular reading enhances a student's vocabulary. Vocabulary development is key to academic success in high school and entry into college.

6. Get involved in Parent Education and other involvement activities, such as Math, Science, or Reading Nights, Parent Universities, participation on the School Site Council or other committees.

How can I communicate with my child's teachers and school?

There are multiple ways for parents to communicate with their child's teachers and school. All middle schools have school websites and phone numbers. Schools also ParentVUE, an Internet based program that allows parents and students to receive daily information regarding their child's grades, assignments, and other school information. Additional information regarding ParentVUE and its usage is available by contacting your child's middle school.

Are there ways that my child can begin preparing for college now?

Yes. In addition to reviewing the information contained in the High School Graduation Requirements and College Planning Information section on pages 29-32 of in this catalog, talk to your child about the following:

- Enrolling in Honors and accelerated courses
- Developing strong study habits and maintaining good grades
- Getting involved in clubs and activities on campus
- Taking the PSAT exam in 8th grade, offered free of charge
- Exploring college and career planning through https://www.californiacolleges.edu/
- Visiting colleges; including researching college entrance requirements now

Does the school district have a website with information to assist parents and students?

EGUSD's website has several resources to help parents and students navigate information about academics, special programs and athletics. It also includes a college and career website with numerous resources about college entrance requirements, financial planning, and scholarships.

Course Requests

The course descriptions contained in the EGUSD middle school course catalog will help students/parents understand what each course offers and will assist with making final course selections. Prerequisite requirements for course selections are included in the course descriptions.

The number of students requesting each course will determine which courses will be offered and the number of teachers needed to teach these courses. Therefore, students should plan and select courses carefully. It may be difficult to change a course once a request is made.

Challenge Tests

The Elk Grove Unified School District makes challenge tests available in order to help students make the best use of their time in middle school.

Some students enter middle school with background and knowledge in specific areas, but their school records may not clearly show this. Other students may be so knowledgeable in a required subject that they wish to pass the course by examination and take a more advanced course instead. In these instances, a student may challenge a course through examination.

Students may challenge a specific course only once and may not use a challenge test to make up a course that they have failed. A student must score at 80% or above for a successful challenge. No letter grade or credit for the challenge test will be reflected on the student's grade work, just the opportunity to advance in a subject area or have a promotion requirement met.

Challenge tests are administered by the Office of Curriculum/Professional Learning at the Robert L. Trigg Education Center. Please contact a counselor if you are interested in a challenge test for a particular course.

Special Education

Program opportunities are available at each middle school for students who have exceptional learning needs and have an active Individual Education Plan (IEP).

Some of these programs vary from school to school; however, all middle schools provide instructional planning, tutorial assistance, special instruction and other services to individuals with learning handicaps in regular classrooms and /or special programs. Additionally, other Designated Instructional Services (DIS) are provided as needed, such as Language/Speech and Hearing Service (LSH), Adapted Physical Education (AdPE), and Occupational Therapy (OT).

Standards-Based Promotion & Retention Requirements

Promotion/Retention

The EGUSD Governing Board of Education expects students to progress one grade level each school year. To accomplish this, instruction should accommodate the varying interests and growth patterns of student and include strategies addressing academic needs.

Promotion

Students shall progress through grade levels by demonstrating growth in learning and meeting grade level standards of expected student achievement. In addition to demonstrating proficiency in reading, language, English/Language Arts and mathematics, students must earn a minimum number of course credits to be promoted to the next grade level.

Retention

While schools work to support the academic success of all students, some students may be recommended for retention between grades 7 and 8 or between grades 8 and 9.

Recommendation for retention will be made on the basis of an individual student's failure to meet minimum levels of proficiency, as indicated by the results of state assessments and other indicators of academic achievement. These may include in-class assessments, end of course grades, and completion of required courses. The responsibility for the retention recommendation may involve a team of teachers, counselors, and administrators. Students at-risk or recommended for retention shall be offered an appropriate academic program to assist them in meeting grade-level expectations. [Board Policy 5123]

Middle School Promotion Requirements

In order to promote to the ninth grade, middle school students must complete the following courses:

	7th grade	8th grade
English/Language Arts* **English for English Learners**	English 7 English 7 Honors ELA Literacy 7-8 OR EL English Intensive MS Course I EL English Intensive MS Course II EL English Intensive MS Course III EL English Intensive MS Course IV *One course listed above must be completed.	English 8 English 8 Honors ELA Literacy 7-8 OR EL English Intensive MS Course I EL English Intensive MS Course II EL English Intensive MS Course III EL English Intensive MS Course IV *One course listed above must be completed.
Mathematics*	Mathematics 7 Mathematics 7 Support Mathematics 7 Accelerated *One course listed above must be completed.	Mathematics 8 Mathematics 8 Support Mathematics I *One course listed above must be completed.
Physical Education	Physical Education 7	Physical Education 8
Science	Science 7	Science 8
Social Science	Social Science 7 or Social Science 7 Honors	Social Science 8 or Social Science 8 Honors

*Additional elective course credits may be required for promotion.

Non-Discrimination

District Policy Prohibiting Discrimination/ Harassment/Intimidation/Bullying of Students

The Elk Grove Unified School District prohibits discrimination against, nor will it tolerate the intimidation, harassment or bullying of, any student by a student, employee, or any other person from or in the District, on the basis of the student's actual or perceived disability, sex, gender, gender identity, gender expression, nationality, immigration status, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status or association with a person or group with one or more of these actual or perceived characteristics. Students who harass, intimidate, or bully other students on the basis of these prohibited bases shall be subject to counseling and appropriate discipline, up to and including expulsion. An employee who permits or engages in such harassment, intimidation and bullying may be subject to disciplinary action, up to and including dismissal. [BP 5145.18 (b)]

The Elk Grove Unified School District has a policy and practice of nondiscrimination in all District programs and activities for all students. The Board shall ensure equal opportunities for students in admission and access to educational programs, guidance and counseling programs, athletic programs, testing procedures, and other activities, regardless of a student's actual or perceived disability, sex, gender, gender identity, gender expression, nationality, immigration status, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics. Lack of English language skills will not be a barrier to admission to and participation in career technical education programs or any other District program. School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in instruction, guidance and supervision. Staff shall be on the alert for and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges. [BP 5145.18 (a & b)]

The Elk Grove Unified School District also has a specific policy that prohibits bullying based on, among other things, actual or perceived disability, sex, gender, gender identity, gender expression, nationality, immigration status, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. [BP 5131.2] For purposes of this policy, bullying is defined as abusive action or conduct, which can be physical, verbal, written, psychological or sexual in nature. Examples of bullying in these different forms include but are not limited to:

- Physical: hitting, kicking, spitting, and pushing;
- Verbal or Written: teasing, threatening, and name-calling;
- Psychological: social isolation, manipulation, spreading rumors, and intimidating; and/or
- Sexual: touching, assault, exhibitionism and many of the actions listed above.

Sexual Harassment Policy

The Elk Grove Unified School District prohibits unlawful sexual harassment of any student by any student, employee, or other person from or in the District. Any student who engages in the sexual harassment of any person from or in the District may be subject to disciplinary action, up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to appropriate disciplinary action up to and including dismissal. [BP 5145.18 (b)]

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature such as:

- Unwelcome leering, sexual flirtations or propositions;
- Unwelcome sexual slurs, epithets, threats, verbal abuse, or derogatory comments;
- Touching an individual's body or clothes in a sexual way;
- Displaying sexually suggestive objects in the educational environment.

Reporting Procedures

Any student who feels that he or she or another student in the District is being unlawfully discriminated against, harassed, intimidated or bullied by any student, employee, or other person from or in the District should immediately notify school staff or an administrator such as the principal or a vice principal so that the concern can be

investigated and addressed. A student or parent may also file a written complaint in accordance with the District's Uniform Complaint Procedures. [BP & AR 1312.3, BP 5131.2, and BP 5145.18] The District prohibits retaliatory behavior against any person filing a complaint or any participant or witness in the complaint process. Each complaint will be fully investigated in a way that respects the privacy of all parties concerned, and appropriate action will be taken to remedy a finding of discrimination, harassment, intimidation or bullying.

Additional Information

Additional information about these policies, your rights and responsibilities, or about how to file a complaint regarding alleged discrimination, harassment, intimidation, or bullying can be obtained by contacting the HR Compliance Coordinator, HRCompliance@egusd.net, (916) 686-7795, Elk Grove Unified School District, 9510 Elk Grove Florin Road, Elk Grove, CA 95624.

Title IX provides federal protections to promote gender equity and prohibit gender-based discrimination, including gender identity and transgender status, sexual harassment, and discrimination based on marital, parental, or pregnancy status. For complaints regarding discrimination based on sex, contact the appropriate Title IX Coordinator listed below:

For student against student complaints:
Jenifer Avey, Assistant Superintendent,
PreK-6 Education/Title IX Coordinator
9510 Elk Grove Florin Road
Elk Grove, CA 95624
(916) 686-7795 x 67125
TitleIX@egusd.net

Chad Sweitzer, Assistant Superintendent,
Secondary Education/Title IX Coordinator
9510 Elk Grove Florin Road
Elk Grove, CA 95624
(916) 686-7795 x 67118
TitleIX@egusd.net

For complaints against employees:
Elena Duenas, HR Compliance
Coordinator/Title IX Coordinator
9510 Elk Grove Florin Road Elk Grove, CA 95624
(916) 686-7795 x 67149
HRCompliance@egusd.net or TitleIX@egusd.net

Copies of the District's policies prohibiting discrimination, harassment (including sexual harassment), intimidation, and bullying, and copies of the Uniform Complaint Procedures also are posted on the District's Internet site – www.egusd.net and can be located through the links "Students & Parents" and "District Policies/ Procedures/Notices."

Complaint Policy

Do you have a complaint or a concern?

The Elk Grove Unified School District has confidence in the competence and professionalism of its staff. However, if the school your child attends is not measuring up to your expectations, we would like to know about it. The district encourages free and open communication from individuals and groups within the community regarding compliments, suggestions, questions, and complaints about any part of the school program or any employee of the school district.

To express a compliment about school personnel:

If you would like to share a compliment, you can call a district employee, send a note, or speak to the person directly. You can also contact the person's supervisor or principal, the superintendent, or the Board of Education.

To express a concern about school personnel:

If you have a concern, it helps to bring it to the attention of the correct people. In general, a parent should communicate first with the school and then with the appropriate office in the district administration.

a. Every effort should be made to resolve a complaint with the employee involved.

b. If the concern is not resolved with the employee, it should be submitted to the principal in writing.

c. If the principal cannot resolve the problem, it will be submitted to the associate superintendent responsible for elementary or secondary education.

d. Concerns not resolved at the associate superintendent level will be submitted to the superintendent.

e. Concerns may be submitted to the Board of Education if they have not been resolved at

other levels. If a parent or community member brings a concern directly to the board or to a board member, the concern will be referred to the superintendent, who will request a written statement of the complaint as a basis for study and possible solutions.

To express a concern about instructional materials:

a. Most concerns can be resolved informally by your child's teacher. This is where to start.

b. If a concern cannot be resolved informally, the district has a formal complaint procedure. The first step is to complete a complaint form which is available in the EGUSD Administrative Regulations exhibit for 1312.2.

c. The form should be completed and submitted to the site principal who will convene a team to review material and complaints. d. If the complaint is still not resolved, the form should be submitted to the Curriculum/Professional Learning department for review.

d. The superintendent is responsible for a final decision on the appropriateness of the questioned material.

e. The superintendent or designee is responsible for a final decision on the appropriateness of the questioned material.

f. In some cases, curriculum materials are approved by the county or the state. If such materials are challenged, the district may forward the complaint to the appropriate county or state office without taking any action.

Complaint Procedure

In order to assist parents, students, and members of the community who have concerns related to the programs listed below, a contact person has been designated for each program. In some cases, other staff members may be able to assist you. For more information on the District's complaint procedures, see "Do you have a Compliment or a Concern?" listed above or Board Policy/Administrative Regulation 1312.1 (Complaint Procedures) or 1312.3 (Uniform Complaint Procedures).

1. Compliance officers responsible for receiving and investigating complaints for specific programs or types of complaints are as follows:

Adult Education	Director, Adult Education	(916) 686-7717
Consolidated Categorical Aid Programs	Executive Director, School Supports, School Accountability	(916) 686-7712
Migrant Education	Director, Educational Equity	(916) 686-2041
Career Technical Education	Director, College and Career Connections	(916) 422-7709
Child Care and Development Programs	Assistant Superintendent, Elementary Education	(916) 686-7704
Child Nutrition Programs	Director, Food Services	(916) 686-7735
Special Education Programs	Director, Special Education	(916) 686-7780
Discrimination Complaints	Associate Superintendent, Human Resources or designee(s)	(916) 686-7795

Submit all complaints to:

Elk Grove Unified School District
9510 Elk Grove Florin Road
Elk Grove, CA 95624

2. The District ensures that all programs comply with applicable federal and state laws and regulations.

3. In some cases, decisions made by the Elk Grove Unified School District may be appealed to the California Department of Education, or civil law remedies may apply.