



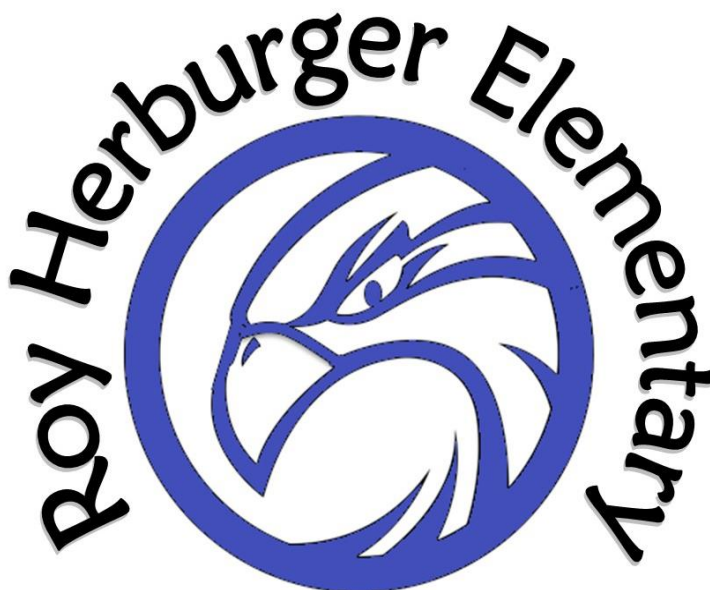
*\*Hardworking \*Accountable \*Wise \* Kind \*Safe*

# Roy Herburger Elementary School

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2025 - 2026

Parent – Student Handbook



# Roy Herburger Elementary School

## Mission & Vision Statement

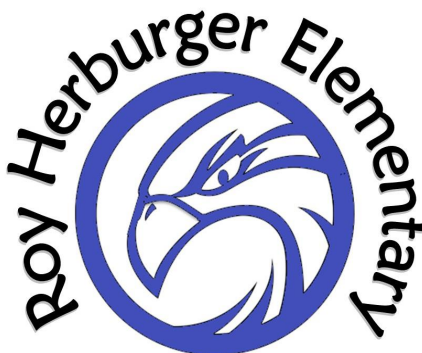
### Mission Statement

The mission of Roy Herburger Elementary is to ensure high levels of learning for each student.

### Vision Statement

Through mutual respect and purposeful communication our children will grow and learn in a positive atmosphere where staff, students, and parents within our school community are enthusiastic about the teaching and learning process. We envision a school in which staff:

- Demonstrate a personal commitment to the academic success and overall well-being of each student.
- Work together - interdependently - in collaborative teams, with a common purpose.
- Build a strong partnership with parents and provide parents with the information they need to monitor and support the learning of their children.
- Provide a nurturing and safe environment that values the diversity of our school community.
- Deliver engaging and high-quality instruction in each classroom.





# Roy Herburger Elementary

8670 Maranello Drive \* Elk Grove, CA 95624

Phone (916) 681-1390 \* Fax (916) 682-5477

**Dr. Tamela L. Moore, Principal**

[tlmoore@egusd.net](mailto:tlmoore@egusd.net)



July 15, 2025

Dear Herburger Families,

Welcome back to another year of learning! We look forward to an amazing 2025-2026 school year. It is our hope to advance everyone's learning in a safe, nurturing environment. We want our students to maintain the mindset that nothing shall be impossible to them if they believe in their ability to succeed. Our EGUSD mission is to provide a learning community that challenges ALL students to realize their greatest potential. Roy Herburger Elementary strives to do this by ensuring high levels of learning for each student.

Our teaching and support staff are well-trained, qualified, committed, and equipped to meet the needs of our students. We are life-long learners who endeavor to give our students the very best educational journey imaginable. Our educators focus on academic, social, and emotional success for our students. Our entire staff establishes and maintains safe environments for students to thrive. We are fortunate to have an outstanding group of professionals who help to make every day a new adventure for our students.

Parents and family play an essential role in partnering with our school community to support our students' success. We look forward to your involvement in community events, parent nights, classroom activities, and field trips this school year. We appreciate how you have prepared your children to work with others, give their best efforts, and represent you well everywhere they go. The structure that you have given them over the years helps them to demonstrate a readiness to engage with their community.

Please review this handbook with your student, sign the verification form, and return it to your child's teacher. We want everyone to succeed. Having a clear understanding of routines, procedures, and expectations helps to make this happen.

We look forward to a productive school year! As we work together, we will continue to be *Red-tailed Hawks* who S.O.A.R. (Sacrifice, Overcome, Advance, and Reap Rewards)!

Sincerely,

*Dr. Tamela L. Moore*

Dr. Tamela L. Moore  
Principal

# ROY HERBURGER ELEMENTARY – PARENT HANDBOOK

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# ROY HERBURGER ELEMENTARY - SCHOOL INFORMATION

## Staff Roster

### Administrators

Dr. Tamela L. Moore, Principal  
Rob Aikman, Vice Principal

### Transitional Kindergarten

Hong Pham – AM  
Brian Salas – PM  
Danniel Williams – AM

### Kindergarten Team

Julia Paige – AM  
Elise Bravo - PM  
Robert Pasley – PM  
Shannon Young -- AM

### Second Grade Team

Liliana Davis  
Patrick Harris  
Alyssa LaBonte'  
Dede Warren

### Fourth Grade Team

Yen Le  
Tammie Mayberry  
Cassie Scott  
Thomas Taormina

### Sixth Grade Team

Cheryl Brockmann  
Rachel Love  
Sonya Pickard  
LaTasha Ross  
Christian Sullivan

### Other Resource Staff

Matt Gipson, Computer Resource Teacher (CRT)  
Debra Sasamoto, Physical Education (PE) Teacher  
Morgan Calvin Smith, Mental Health Therapist  
Jordan Karnes, School Counselor

### Office Staff

Bouala Nguyen, Elementary School Secretary  
Laura Kerestenzis, School Office Assistant II (SOA)  
TBD, School Office Assistant II (SOA)

### Academic Intervention Teachers

Christy Garcia  
Angelica Solorio

### Library Tech – Vacancy

### First Grade Team

Melissa Abernathy  
Cheri Burgin  
Diana Simental  
Mackenzie Zanella

### Third Grade Team

Britni Alford  
Michelle Anderson  
Michael Draper  
Marissa Drazil  
Carmen Kirkpatrick

### Fifth Grade Team

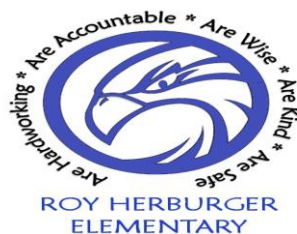
Sandra Cadabes  
Darcy Collins  
Jalaine Morgan  
Rachel Wood

### Special Education Department

Jessica Armstrong, RSP  
Renee Armstrong, RSP  
Kristine Amy, RSP  
Laura Cox, Level 4  
Noha Fattouh, Level 4  
Nicole Sady, Level 4  
Jackie Moore, Speech and Language Pathologist  
Lupe Anaya, School Psychologist

### Push-in Intervention Teacher

Ashley Lovato



## **Staff Roster (Continued)**

### **Custodial Team**

Alex Angel, Lead Custodian  
Robert Perry, Jr.  
Britany Calderon Reyes

### **Campus Supervisor – Vacancy**

### **Yard Supervisors**

Mr. Reuben  
Ms. Laura  
Mr. Cris  
Mr. Roman

### **Bilingual Teaching Associates (BTA)**

Luen Law (Cantonese and Mandarin)  
Vivian Trinh (Vietnamese)

### **School Address**

Roy Herburger Elementary School  
8670 Maranello Drive  
Elk Grove, CA 95624

**School Office Hours → 7:45 am – 3:30 pm**

**Breakfast → 7:50 am – 8:15 am**

(\*\*Note: Students enter the MP room from the parking lot for breakfast.)

### **Instructional & Equity Coaches**

Mari Turpin, Curriculum and Professional Learning  
Christina Moslen, Educational Equity  
Melissa Finkel, Multi-lingual Education  
Jenny Smith, Family and Community Engagement

### **Nurses**

Rizwan Mohammed, RN  
Ms. Patricia, Nursing Assistant

**Gates open at 8:05 am.**

***Please do not drop off students before 8:05 am.***



# **Bell Schedule for 2025/2026**

Gates Open at 8:05 a.m.

## **Breakfast Schedule**

**7:50 a.m. - 8:15 a.m.**

## **Warning Bell at 8:15 a.m.**

### Daily Schedule

A.M. Kindergarten & Transitional Kinder	8:20 a.m. - 11:40 a.m.
P.M. Kindergarten & Transitional Kinder	11:10 a.m. - 2:40 p.m.
Grades 1 – 6	8:20 a.m. - 2:40 p.m.
Level 4 Grades 1-6	8:00 a.m. - 2:20 p.m.

### Early Out Thursdays

A.M. Kindergarten	8:20 a.m. - 11:40 a.m.
P.M. Kindergarten & Transitional Kinder	11:10 a.m. - 1:50 p.m.
Grades 1 – 6	8:20 a.m. - 1:50 p.m.

### Minimum Days

A.M. Kindergarten	8:20 a.m. - 11:40 a.m.
P.M. Kindergarten & Transitional Kinder	8:20 a.m. - 11:40 a.m. (unless notified)
Grades 1 – 6	8:20 a.m. - 12:50 p.m.
SPED Level 4 Grades 1-6	8:20 a.m. - 12:20 p.m.

<u>Lunch Schedule</u>	<u>Lunchroom</u>	<u>Playground</u>	<u>Recess/Break</u>
First Grade	11:20 a.m. - 11:40 a.m.	11:40 a.m. - 12:00 p.m.	9:55 a.m. - 10:10 a.m. 1:45 p.m. - 1:55 p.m.
Second Grade	11:40 a.m. - 12:00 p.m.	12:00 p.m. - 12:20 p.m.	9:55 a.m. - 10:10 a.m. 1:45 p.m. - 1:55 p.m.
Third Grade	12:00 p.m. - 12:20 p.m.	12:20 p.m. - 12:40 p.m.	10:15 a.m. - 10:30 a.m.
Fourth Grade	12:20 p.m. - 12:40 p.m.	12:40 p.m. - 1:00 p.m.	10:15 a.m. - 10:30 a.m.
Fifth Grade	12:40 p.m. - 1:00 p.m.	1:00 p.m. - 1:20 p.m.	10:35 a.m. - 10:50 a.m.
Sixth Grade	1:00 p.m. - 1:20 p.m.	1:20 p.m. - 1:40 p.m.	10:55 a.m. - 11:10 a.m.

## **Gates will be locked at 8:20 a.m.**

These hours listed are subject to change throughout the school year.

# **ROY HERBURGER ELEMENTARY – IMPORTANT DATES**

## **BACK TO SCHOOL Parent Meetings**

TK/K – Thursday, August 14, 2025 (8:20 am – 10:20 am)

1<sup>st</sup> – 3<sup>rd</sup> Grades → Wednesday, August 13, 2025 (5:00 pm – 6:30 pm)

4<sup>th</sup> – 6<sup>th</sup> Grades → Thursday, August 14, 2025 (5:00 pm – 6:30 pm)

## **FIRST DAY OF SCHOOL**

Thursday, August 14, 2025

## **FAMILY LUNCH DAY**

Monday, September 22, 2025 → 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Grades

Thursday, September 25, 2025 → Grades TK/K, 2<sup>nd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> Grades

## **SCHOOL HOLIDAYS/ VACATION**

Labor Day – Monday, September 1, 2025

Veteran's Day – Tuesday, November 11, 2025

Thanksgiving Break - November 24, 2025 – November 28, 2025

Winter Break - December 22, 2025 – January 9, 2026

Martin Luther King, Jr. Day – Monday, January 19, 2026

Lincoln's Birthday – Monday, February 9, 2026

Presidents' Day – Monday, February 16, 2026

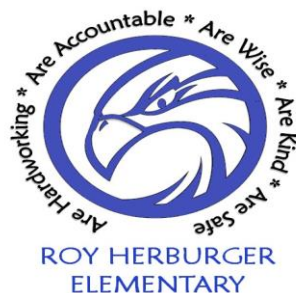
Spring Break – March 16, 2026 – March 27, 2026

Memorial Day – Monday, May 25, 2026

Last Day of School – Friday, June 12, 2026

## **6<sup>TH</sup> GRADE PROMOTION**

Friday, June 12, 2026





# ROY HERBURGER ELEMENTARY

## INFORMATION, POLICIES, AND PROCEDURES

### STUDENT DROP-OFF AND PICK-UP

When dropping-off or picking-up student(s) before or after school, please drive cautiously when you are near the school (especially when entering the parking lot). Please follow the designated traffic flow plan of the parking lot. As a community, we must all ensure the safety of all our students.

#### Roy Herburger Parking Lot Procedures

- When dropping off your children, wait your turn in the drive-through line until you have reached the yellow curb in front of the school. Staff members can assist your child with getting in and out of your car.
- Please do not drop off your child in the red zone or in front of Champions.
- **Please pull as far forward as possible!** This way we can have multiple students dropped off and picked up at the same time.
- You may not drop off your child from the left-hand lane of the drive-through line.
- After you have dropped off or picked up your child, please merge into the left-hand lane and exit the parking lot onto Enzo Way with a right hand turn **ONLY**.
- If you choose to park your car in the parking lot, you must park your car in a designated parking spot and **walk across the designated crosswalk onto campus**.
- Park in the handicapped space **ONLY** if you have a visible handicapped placard or designated license plate.
- Children walking to and from school must use the painted crosswalks when crossing the street. This includes children walking with a parent or other adult. Once inside the school parking lot, please cross at the designated crosswalk across from the main gate monitored by a school staff member.
- Please follow staff members' instructions by pulling your car forward and waiting to cross at the crosswalk until it is safe.

### STUDENT ARRIVAL/DISMISSAL

For our children's safety, students are not allowed on campus earlier than 15 minutes (**8:05 am**) before their starting time, unless eating breakfast. Students should leave school promptly upon dismissal. **We do not have supervision for students who arrive too early or stay late.** In addition, students are not to leave school grounds without permission. In the morning, the bell will ring at 8:15 am. Teachers will meet their students at line-up, and students are expected to be in the classroom ready to learn at 8:20 am. The dismissal bell rings promptly at 2:40 pm on regular days and 1:50 pm on Early Out Thursday. Please plan ahead to pick up your students on time.

### STUDENT CHECK OUT/EARLY DISMISSAL

Any parents, guardians, etc., picking up children before regular dismissal times must first go to the office and sign them out on the green form. The office staff will call for the child, and the teacher will direct the child to the office for checkout. **Any person picking up a child early must be listed on the child's Emergency Card.** In accordance with California Education Code, we ask that you supply the school with your current names, addresses, email, and telephone numbers. In case of emergency, student illness, injury, or other necessity, it is critical that we have accurate contact information on file.

# ROY HERBURGER ELEMENTARY

## INFORMATION, POLICIES, AND PROCEDURES

### HOME/SCHOOL COMMUNICATIONS

Please check your child's backpack regularly for notices, flyers, and important information from your child's teacher and/or the school.

#### Contacting a Teacher

Communication between teachers and parents is extremely important, and teachers welcome your notes, emails, and calls. Conferences may be arranged at a parent's request. Please know that a 24-hour notice is required. Teachers are usually available to accept phone calls from 7:35 am - 7:55 am and after school until 3:00 pm. During the instructional day, the office will take messages, and the teacher will return the call as soon as practical.

**If you are concerned about something, speak to the teacher first.** The teacher has the most direct contact with your child. If the situation is still unresolved, talk with the administrator.

### TEXTBOOKS

Each student is issued a numbered copy of the textbooks for his/her grade at the beginning of the school year. He/she is individually responsible for these books for the year. If a book is lost or damaged, the student will have to pay the full or partial price (depending on the original condition of the book when issued to the student). It is very important that you and your child discuss his/her responsibility for these textbooks.

### HOMEWORK POLICY

Homework is an important means of improving learning. It is an opportunity for students to practice independently and to enrich what they have already learned. Your child's teacher will distribute a complete description of his/her homework policy during *Back To School Night*. Make-up homework may be requested. The classroom teacher will confirm and respond to your request.

### ASSESSMENTS

Student assessments are administered throughout the school year. Assessments include the English Language Proficiency Assessment for California (ELPAC), EGUSD Illuminate Assessments in ELA and Math, student placement tests for middle school, and the California Assessment of Student Performance and Progress (CAASPP). In addition, regular classroom assessments will be given by teachers throughout the year. Assessments are an important part of our program. The results provide valuable information for teachers as they plan instruction to match students' needs. During the year, teachers prepare students for assessments by providing instruction on the Common Core State Standards (CCSS), Next Generation Science Standards (NGSS), and test-taking skills and strategies. Parents can help in this important effort by providing encouragement to their child to do their best.

*For more information about specific student assessments, including dates of administration, please contact your child's teacher or the Roy Herburger Elementary Office.*

# ROY HERBURGER ELEMENTARY

## INFORMATION, POLICIES, AND PROCEDURES

### STUDENT STUDY TEAM

The Student Study Team (SST) is a collaborative effort to provide resources to support students who are experiencing either academic or social challenges in regular classes. The team meets at the request of a teacher or parent for a concentrated problem-solving meeting. During the SST meeting, recommendations and a comprehensive action plan will be formulated to resolve concerns about student progress. A follow-up SST meeting may be scheduled to assess progress, make further recommendations, and evaluate the resolution.

### SCHOOL VISITATION, VOLUNTEERS, & FINGERPRINTING

Parent involvement in all classrooms and at school events is encouraged and appreciated! **Please note: As of January 2019, ALL parent and family volunteers who help under both the direct and indirect supervision of a district employee need to be fingerprinted.** This includes volunteers in the classroom, Watch DOGS on campus, and field trip chaperones. Speak to our school secretary, Ms. Bouala, regarding the fingerprinting process.

Parents may request to visit their children's classroom. They can call or email the classroom teacher to confirm a visit. They can also contact the school office to request a classroom visit. The teacher will contact the parent within 24 hours of the request to set up a date and time for the class visit.

**All visitors must check-in with office personnel and receive a visitor's badge before entering the school grounds or before going to the classroom, playground, cafeteria, or other location on our school campus.** This is required for the protection of all of our students.

### SYNERGY & COMMUNICATION ABOUT STUDENT PROGRESS

We highly value the role of parents in the education of their children. To foster a strong partnership, teachers communicate about student growth throughout the year. The district's student information system, SYNERGY, is a great way to keep an eye on your child's progress. Synergy offers easy access to grades, assignments, resources, and direct email to your child's teacher. Parents can log-in online or by using the Synergy app on your mobile device. If you have not yet logged onto Synergy, please contact the school office for your parent access code. For more information, please visit the district website <http://www.egusd.net/students-families/synergy/>.



# ROY HERBURGER ELEMENTARY

## INFORMATION, POLICIES, AND PROCEDURES

In addition to Synergy, there are three formal progress reporting methods: Parent-Student-Teacher conferences, progress reports, and report cards.

### Parent-Student-Teacher Conferences

In November and March, parents are invited to attend a conference with the teacher. During these conferences, parents should feel free to ask questions and share ideas about each child's progress and behavior. In addition, if you have questions regarding a progress report or other issue, please call your student's teacher so an additional conference may be set up if necessary.

### Progress Reports and Report Cards

Each trimester, teachers send reports to parents about the progress of students who are falling below expected goals. **Mid-trimester progress reports are only required if the student is not making appropriate progress, or if requested by a parent.** Some teachers may choose to send progress reports home more frequently. If you have questions regarding a progress report, please call your student's teacher. Report cards are sent home electronically at the end of each of the three trimesters throughout the year. You will find a digital version in Synergy. You may choose to discuss your child's report card at Parent-Teacher conferences.

#### Progress Report Dates:

Trimester 1: September 26, 2025

Trimester 2: December 19, 2025

Trimester 3: April 17, 2025

#### Report Card Dates:

Trimester 1: November 14, 2025

Trimester 2: March 6, 2026

Trimester 3: June 12, 2026

### HONORS, AWARDS, AND PBIS RECOGNITION

Student recognition for positive behavior and exemplary character takes place at our PBIS assemblies. Teachers acknowledge two students per class who exemplify the Roy Herburger PBIS expectations: *Herburger Red-tailed Hawks are Hardworking, Accountable, Wise, Kind, and Safe*. These brief morning assemblies occur in the MP room, and all parents and families are welcome to attend. ***Please do not bring pets to campus.***

Each trimester, we recognize students who have demonstrated outstanding academic achievement at the end of the trimester *Academic Awards* assemblies. These assemblies are held in November, March, and June. We recognize English learners, student improvement, academic achievement, and Accelerated Reader goals. Parents and families are encouraged to attend.



# ROY HERBURGER ELEMENTARY INFORMATION, POLICIES, AND PROCEDURES

## CLASSROOM ASSIGNMENTS

Students' classroom assignments are based on a variety of criteria. The numbers of students enrolled in school dictate to a large extent the organization of grades and levels within the school and classroom. State law and EGUSD policy set the number of students in a classroom. Each classroom is balanced to meet the range of needs of all students. Teachers have skills for grouping and regrouping students for learning based on mastery of skills. Whether a combination class or straight grade, opportunities for student success in these classes will be equal.

## STUDENT REGISTRATION AT ROY HERBURGER ELEMENTARY SCHOOL

Student registration packets are available throughout the school year and can be processed during office hours. The school office is open from 7:45 am – 3:30 pm daily. Please note that children currently enrolled at Roy Herburger Elementary will automatically be registered for the next school year (when our school is their "home school").

## NOTICES, SCHOOL WEBSITE, and TALKING POINTS

We are doing our best to cut back on paper and copies. The school newsletter and calendar will be posted on Roy Herburger's website at [blogs.egusd.net/Herburger](http://blogs.egusd.net/Herburger) and will also be sent via email. If you do not have email or access to our website, please stop by the office to pick up a newsletter or notify your child's teacher.

**To receive regular notifications and stay informed about school information and activities, please SUBSCRIBE to the website [blogs.egusd.net/Herburger](http://blogs.egusd.net/Herburger) and accept the invitation to Talking Points. Also, please make sure you have a current email address on file with the school office.**

## ACCIDENTS OR ILLNESS

If your child becomes ill or is injured at school, he/she will receive assistance from the school staff. If it is deemed necessary, every effort will be made to involve the school nurse. However, the school nurse is not regularly on campus. If it is determined that your child should go home and/or receive additional professional attention, you will be called. Sick or injured children are never sent home early without parental notification and permission.

**PARENTS SHOULD MAKE SURE THAT ALL "EMERGENCY CARD" INFORMATION IS ACCURATE AND CURRENT. IN CASE OF AN EMERGENCY, WE MUST BE ABLE TO REACH A PARENT OR GUARDIAN FOR EACH CHILD ENROLLED.**

Student Accident Insurance - The school district assumes no liability for accidents to students at school (E.C. 49472, 49471, 48980) and the district does not provide medical insurance for individual students. However, you may purchase student accident insurance if you wish to do so. The insurance provides coverage for your child while on school grounds or in school building during the time your child is required to be there during a regular school day while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities and while being transported to, from and between such places. *Applications are accepted online at <http://markel.sevencorners.com> or by phone: (877) 444-5014.*

# ROY HERBURGER ELEMENTARY

## INFORMATION, POLICIES, AND PROCEDURES

### EMERGENCY DRILLS & PROCEDURES

In the event that an emergency takes place on campus, student safety is our top priority. Depending on the level of emergency, parents will be notified by telephone call, email, or a letter home. Please make certain that the office has your most current emergency contact information.

The students and staff at Roy Herburger Elementary participate in monthly emergency drills (fire, earthquake, and lockdown) to ensure that all individuals on campus are aware of what to do in case of an emergency. Developed in accordance with Elk Grove Unified School District policies, Roy Herburger has developed a school safety plan that is updated yearly. For more information about school emergency procedures or to view the school safety plan, please contact the school office and ask for Mr. Aikman.

### ATTENDANCE - TARDIES & EARLY DISMISSAL

The importance of regular, daily attendance cannot be over-emphasized. State law requires mandatory attendance, and research shows that student success is dependent on good attendance.

1. Students are expected to report to class on time. (8:15 am warning bell; students are in class at 8:20 am)
2. Students who have been absent from school are to bring a written excuse from their parent upon their return **only** if they did not call the school office to clear the absence. If your child visits the doctor, please bring a doctor's note which includes the number of days your child should be excused.
3. If your child is going to be absent from school because of illness or for a personal reason, please call the school office at (916) 681-1390 on the day of the absence to let us know (even if you have informed the teacher). According to EGUSD [AR 5113(c)], when a student has had 11 absences in the school year for illness, any further absences for illness must be verified by a physician.
4. If attendance is a recurring problem, parents will be asked to meet with an administrator and teacher for the following reasons:
  - a. Absence without a written excuse or telephone call
  - b. Unexcused tardiness
  - c. Truancy, i.e., absence without parental permission
5. Attendance that does not improve or is excessive may generate a letter from the District Office for the following reasons:
  - a. Unexcused absences
  - b. Excused absences
  - c. Tardies / Early Dismissal
  - d. Truancy

# ROY HERBURGER ELEMENTARY

## INFORMATION, POLICIES, AND PROCEDURES

### STUDENT HEALTH AND WELLNESS POLICY

Students need to be 24 hours free of vomiting, diarrhea, or a temperature of 100.5 degrees or higher before returning to school. The parent of a student with a communicable disease should notify the school by telephone as soon as the illness is diagnosed. A doctor's note is required for the student to return to school.

#### WHEN SHOULD I SEND MY CHILD TO SCHOOL?

Symptoms and Illnesses	Should My Child Go To School?
<b>Cold Symptoms or Seasonal Allergies</b> Stuffy nose / runny nose, sneezing, mild cough	YES - If your child is able to participate in school activities send him or her to school.
<b>Strains, Sprains, and Pains</b>	YES - If there is no known injury and your child is able to function (walk, talk, eat) he or she should be in school. If the pain is severe, doesn't stop, or requires accommodations (brace, ACE bandage, crutches), consult a healthcare provider. Any accommodations must be accompanied by a doctor's note.
<b>Chronic Diseases (Asthma, Diabetes, Allergies, Sickle Cell, Epilepsy, Etc.)</b> Chronic disease is a long-lasting condition that can be controlled but not cured.	YES - Your child should attend school. School personnel are trained to assist your child with his or her chronic disease and associated needs. If your child requires medication to be kept or administered on site, please see the office for the Medication Authorization Form.
<b>Menstrual Symptoms</b>	YES - Most of the time menstrual (period) issues should not be a problem. If they are severe and interfering with your daughter attending school, consult with a healthcare provider.
<b>Child Doesn't Want to go to School</b> Frequent crying, fear, anger, not wanting to socialize, behavior change, stomach ache, nausea  (These can be signs of depression, anxiety, post-traumatic stress, or fear)	YES - You should keep your child in school, but try to determine what is causing the changes. It is important to keep communication open between parents and school personnel (administration, teacher counselor, etc) to ensure your child is not experiencing social or academic difficulties in school. These and other issues may require your or school personnel's attention.
<b>Parent is Sick, Hospitalized, or Stressed</b>	YES - If your child is absent because you are ill, the absence will not be excused. If you cannot take your child to school because of your illness, please arrange an alternative way for your child to get to and from school. It may be helpful to make this arrangement in advance, just in case of unexpected circumstances.
<b>Fever</b> Fever usually means illness, especially if your child has a fever of 100.0 or higher as well as other symptoms like behavior change, rash, sore throat, vomiting, etc.	NO - If your child has a fever of 100 or higher, keep them at home until his or her fever is below 100 for 24 hours without the use of fever reducing medication. If the fever does not go away, you should consult a healthcare provider.
<b>Diarrhea</b> Frequent, loose or watery stool can mean illness but can also be caused by food and medication.	NO - If, in addition to diarrhea, your child acts ill, has a fever or is vomiting, keep him or her at home. If the diarrhea persists, you should consult a healthcare provider.
<b>Vomiting</b>	NO - Keep your child at home until the vomiting has stopped for 24 hours. If vomiting continues, contact a healthcare provider.
<b>Rash</b>	NO - If your child has an undiagnosed rash, a doctor's note that states he or she is not contagious and that they are able to be in school is required.

### MEDICATION AND STUDENT PHYSICAL EXAMS/VACCINATIONS

State law and district policies strictly regulate the use or administration of medications at school. **No medication (prescription or non-prescription) may be dispensed to students or allowed on the school site without appropriate forms being completed and on file in the school office.** Please contact the office for a copy of the district's policy and required authorization forms.

*First Grade Physical Examinations:* At first grade entry, all students must provide the district with written evidence of a physical examination (by a licensed physician/surgeon or clinic), completed no sooner than 18 months prior to first grade entry (Health and Safety Code 323.5; 324.2; 324.3). All students entering 7<sup>th</sup> grade will need proof of a TDAP booster shot before starting school. The California Law AB 354 has been in effect since July 1, 2011.

# ROY HERBURGER ELEMENTARY

## INFORMATION, POLICIES, AND PROCEDURES

### CAFETERIA SERVICES

The lunchroom is equipped with the CAFS (Computer Assisted Food Service) system. All students have been assigned a four-digit PIN (Personal ID Number). This number is only for internal departmental use and is strictly for tracking meal count information. Breakfast and lunch meals will be free for all enrolled students this school year. The State of California passed legislation (AB 130) that established Universal Meals for all enrolled students. Parents and guardians will need to complete the lunch application for the state to verify “education benefit” component.

The application outlining the free and reduced meal program is distributed to all students each year as required by state and federal governments. A new application must be completed each year. For more information regarding this program, please call (916) 686-7735.

### LOST AND FOUND

Lost and found items are kept in large containers in the multi-purpose room. **Please write your student’s name on lunch boxes, water bottles, jackets, sweatshirts, and other appropriate clothing items so they may be returned promptly if found.** Every year we donate dozens of slightly used (practically new) items to charity organizations because there is no name written to identify the owner.

### DONATIONS TO SCHOOLS

The Elk Grove Unified School District recognizes that community organizations, especially parent clubs associated with our schools, often wish to support school programs through privately raised funds. Groups are encouraged to work with the school’s administration to discuss the needs that the school may have. These support organizations may donate money to the school. Reasonable efforts will be made to provide the services, equipment, or materials that meet the intent of the donor; however, the donations from private groups become a part of the school’s general fund.



# ROY HERBURGER ELEMENTARY

## INFORMATION, POLICIES, AND PROCEDURES

### ESSA AND TEACHER QUALIFICATION

The Elk Grove Unified School District is proud of the performance of students in our schools, and we commend you, the parents, for your excellent support of academic achievement. The ESSA, “Every Student Succeeds Act,” requires that parents, upon request, should be informed about the qualifications of their children’s teachers.

As a parent, you have the right to request the following information regarding the professional qualifications of your child’s teacher:

1. The college degree major of your child’s teacher and any other graduate certification or degree held
2. Whether the State of California has licensed or qualified your child’s teacher for the grade level and subjects taught
3. Whether your child’s teacher is instructing with an emergency credential
4. Whether your child is provided services by paraprofessionals, and if so, their qualifications.

Information about the teacher’s qualifications can be obtained by written request to the school office.

### PARENT INVOLVEMENT OPPORTUNITIES

At Roy Herburger Elementary, we realize the power and potential of parents being involved in their children’s education. We welcome and encourage you to actively participate in your child’s education. The following chart is designed to help you identify the areas in which you could become involved:

#### **CLASSROOM**

##### **Classroom Volunteer**

Contact your child’s teacher

##### **Room Mother or Father**

Organize class parties, etc.

##### **Library Volunteer - Contact the Librarian**

##### **Classroom Support From Home**

Assist with miscellaneous preparation activities.

Contact your child’s teacher.

##### **Be a Special Presenter/Guest Speaker**

Share a hobby, career, etc.

#### **SCHOOL-WIDE**

##### **Parent Faculty Organization Member**

Join and participate in monthly meetings and fundraising.

##### **Participate on the PFO Executive Board**

Elected Positions

##### **Participate in the School Site Council – (Elected Positions)**

##### **MLAC/DELAC Representative**

Support English Learner programs by sharing your feedback.

School and district positions are available.

##### **PBIS Team Member**

Support and provide feedback for our site PBIS program.

##### **Watch DOGS Volunteer**

Dads and father-figures can volunteer around campus.

***Please note: ALL parent volunteers on campus, in classrooms, or on field trips MUST have fingerprint clearance through the district office. Please see Ms. Bouala for more information (916-681-1390).***

# ROY HERBURGER ELEMENTARY INFORMATION, POLICIES, AND PROCEDURES

## PARENT FACULTY ORGANIZATION (PFO)

Parents are an important part of the Roy Herburger Elementary School family and the events and activities that we provide. Without your continued dedication of time and talents, we would not have such an amazing school. Through the efforts of the PFO, we are able to enhance the educational experience of our children. We strongly encourage parents, grandparents, and other interested community members to join our PFO and make another positive difference in your children's lives. For more information about the Roy Herburger PFO or to become a general or board member, please contact the school office.

## CELL PHONES & SCHOOL TELEPHONE USAGE

Cellular phones are not permitted to be used while students are on campus. Once inside the school gates or buildings, cell phones should be turned OFF and secured in the students' backpack. Students at Roy Herburger Elementary shall be permitted to use cell phones before and after school, but **MAY NOT** use or turn on cell phones until they are outside the school gates unless deemed necessary on an individual basis and authorized by school administration. Parents and guardians will be contacted if their students do not adhere to the expectations. *The school is not responsible for lost, stolen, or damaged cell phones.*

Students are permitted to use school phones for emergencies only. Special arrangements for out-of-school activities or for transportation should be made prior to school. **Forgetting homework, library books, etc. will not be deemed as emergency.**

## CHILD CARE & CHILD DEVELOPMENT

Roy Herburger Elementary is home to the Champions before and after school care program. This fee-based program offers childcare before school beginning at 6:30 am and after school until 6:00 pm. Champions offers hands-on, interactive learning in a stimulating and safe environment. After school Champions students have dedicated homework time, snacks, and opportunities to participate in mind-expanding activities and physical fitness. Champions programs include before school, kindergarten extended day, and after school programs. For more information about the Champions program, please visit the Champions website at [www.discoverchampions.com](http://www.discoverchampions.com), or contact site director, Manuela Totah, at (916) 682-4788.

Roy Herburger Elementary also has the **Expanded Learning (ExL)** program. Our Herburger ExL program is an invitation only program for up to 180 Roy Herburger Elementary students. Herburger ExL focuses on high-quality programs that inspire, motivate, and engage students. Studies show that students who participate in after school programs like Herburger ExL benefit from increased academic opportunities, English language development instruction for English learners, and social-emotional support. Studies also reveal improved health and wellness outcomes and a decrease in negative behaviors. For more information about our **Herburger ExL with NorCal School of the Arts**, please contact **Ms. Hayley Greenstreet at 916-212-2318**. Please note that there is before and after school instruction for Transitional Kindergarten (TK) and Kindergarten (K) students.



## **Positive Behavioral Interventions and Supports**

Roy Herburger Elementary uses the district adopted Positive Behavioral Interventions and Supports program to support student learning and achievement. PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students on a school site to achieve social, emotional, and academic success. It is a framework that is implemented by explicitly teaching the expected behaviors, acknowledging appropriate behaviors, and re-teaching when behavioral errors are made.

At Roy Herburger Elementary, our students have three behavioral expectations. To create a safe and positive learning environment, students are:

- Hardworking
- Accountable
- Wise
- Kind
- Safe

Students demonstrate these traits school-wide, both in and outside of the classroom. These expectations are explicitly taught, reinforced, and rewarded.

We break down these main expectations for each area of the school environment. Again, these expectations are explicitly taught, practiced, and reinforced throughout the school year. Students can earn “Caught a Hawk” tickets for exemplifying these traits. Students collect and enter their “Caught a Hawk” tickets into a prize drawing every other week.

## PBIS PROGRESSIVE DISCIPLINE PLAN



**Some examples of Level 1 and 2 behaviors include (but are not limited to):**

- Running
- Yelling
- Off-task behavior / Out of seat
- Rough housing
- Talking back
- Dress code violations
- Cell phone violations
- Inappropriate language

**Level 3 and 4 behaviors lead to parent contact and/or a referral. These behaviors include (but are not limited to):**

- Repeated Level 1 and 2 Behaviors
- Technology Violations
- Threats
- Physical Aggression / Fighting
- Harassment / Bullying
- Property Damage / Vandalism

### EXAMPLE DISCIPLINARY ACTION FORM / REFERRAL

You may receive a disciplinary action form from the teacher or from the school office. Please read and discuss the incident with your child. Then sign and return the referral. If at any time you have questions or need clarification regarding a disciplinary incident, please contact your child's teacher or the office.



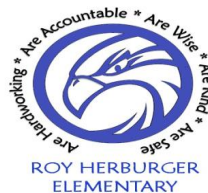
Roy Herburger Elementary				Year: 2018-2019	
Disciplinary Action Form				Report: IDS801	
School Phone Number: 916-681-1390					
<b>Student Information</b>					
Last Name: Doe	First Name: John	Middle Name: Jay	Gender: M	Grade: 4	Birth Date: 01/01/2009
Perm ID: 997****	Home: (916) 555-1212	Extension: 100	Home Room: 100	Home Room Teacher: Smith, Mary	
<b>Custodial Information</b>					
Mother: Doe, Jane	Type: Cell	Phone: (916) 555-1212	Extension:		
<b>Disciplinary Incident</b>					
Incident Date: 07/30/2018	Incident Time: 12:36 PM	Incident ID: 62312	Entered By: Standing, Diane	Referred By: Standing, Diane	
Violations: Minor Inappropriate Language					
General Incident: John used inappropriate language during a basketball game on the playground during morning recess. The yard supervisor spoke to John about his language and had him take a 5 minutes time out on the playground before rejoining the basketball game.					
Location: Playground		Location Text: Basketball Court			
<b>Action Taken</b>					
Disposition Date: 07/30/2018	End Date:	Disposition Code: Referral	Days: 0.00	Hours: 0.00	Staff Name: Standing, Diane
Dear Parent, From time to time, part of a child's growing process involves making mistakes at school. The purpose of this report is to inform you of action taken by the school staff to help your child correct his/her mistakes. You are encouraged to discuss this action with your child and to support the action. Please sign this copy and return it to school.					
<b>Signatures</b>					
Principal/Designee			Parent/Guardian (signature acknowledges receipt of form only)		
<input type="checkbox"/> The charges were explained to the student. The student was given the opportunity to explain his/her involvement or non-involvement.			Student		

Roy Herburger Elementary welcomes parent feedback regarding our PBIS program and discipline policies and practices. Throughout the year, we collect parent input during our School Site Council and English Learner Advisory Committee meetings, our site PBIS team meetings, and at Back-to-School Night. The school newsletter will include a Principal's Message with updated PBIS information as needed. School specific and district-wide surveys will be distributed throughout the year to collect additional feedback. As always, if you are interested in participating as part of our PBIS team or have feedback or suggestions to support our PBIS program, please contact the school office at 916-681-1390.

# ROY HERBURGER ELEMENTARY PBIS SCHOOL-WIDE BEHAVIOR EXPECTATIONS

Area/Setting	Are <u>H</u> ardworking	Are <u>A</u> ccountable	Are <u>W</u> ise	Are <u>K</u> ind	Are <u>S</u> afe
<b>CLASSROOM</b>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Stay on task and focused</li> <li>Try your best on all your work</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared with materials essential for success</li> <li>Ask for help when you need it</li> </ul>	<ul style="list-style-type: none"> <li>Get to know about your classmates.</li> <li>Be eager to learn about new topics.</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Help others</li> <li>Be respectful to others, including teachers and peers</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and belongings to self</li> <li>Use classroom furniture Appropriately</li> <li>Respect personal space of others</li> </ul>
<b>HALLWAY</b>	<ul style="list-style-type: none"> <li>Move directly to and from your destination</li> </ul>	<ul style="list-style-type: none"> <li>Pick up trash</li> <li>Respect the learning of others</li> </ul>	<ul style="list-style-type: none"> <li>Be aware of your surroundings</li> <li>Avoid distractions of other peers</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet voice</li> <li>Be aware of others</li> <li>Be polite</li> </ul>	<ul style="list-style-type: none"> <li>Always walk</li> <li>Keep hands/belongings to SELF</li> </ul>
<b>OFFICE</b>	<ul style="list-style-type: none"> <li>Be prepared.</li> <li>Tell the truth</li> </ul>	<ul style="list-style-type: none"> <li>Accept responsibility for your actions</li> <li>Have an office pass</li> </ul>	<ul style="list-style-type: none"> <li>Be mindful about your purpose</li> <li>Enter with a purpose</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet voice</li> <li>Wait patiently</li> <li>Use PLEASE &amp; THANK YOU!</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Follow directions of office staff</li> </ul>
<b>ARRIVAL &amp; DISMISSAL AREAS</b>	<ul style="list-style-type: none"> <li>Follow directions given by your teacher/adult</li> </ul>	<ul style="list-style-type: none"> <li>Go to your assigned waiting area</li> <li>Stay in front of the school</li> </ul>	<ul style="list-style-type: none"> <li>Look for your vehicle</li> <li>Walk bikes/scooters on campus</li> </ul>	<ul style="list-style-type: none"> <li>Use KIND words</li> <li>Be polite</li> <li>Keep hands and belongings to SELF</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Be aware of cars and people</li> <li>Use the crosswalk</li> </ul>
<b>BATHROOMS</b>	<ul style="list-style-type: none"> <li>Flush</li> <li>Wash hands</li> <li>Throw away trash</li> </ul>	<ul style="list-style-type: none"> <li>Return directly to your classroom when finished.</li> </ul>	<ul style="list-style-type: none"> <li>Use facilities as intended</li> <li>Report issues to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet voice</li> <li>Respect the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Keep water in the sink</li> </ul>
<b>PLAYGROUND</b>	<ul style="list-style-type: none"> <li>Put equipment away</li> <li>Follow recess</li> </ul>	<ul style="list-style-type: none"> <li>Follow game rules</li> <li>Practice good sportsmanship</li> <li>Sit and freeze</li> </ul>	<ul style="list-style-type: none"> <li>Make new friends</li> <li>Try new games</li> <li>If you SEE</li> </ul>	<ul style="list-style-type: none"> <li>Include others</li> <li>Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands/belongings to SELF</li> <li>Avoid rough and dangerous play</li> </ul>

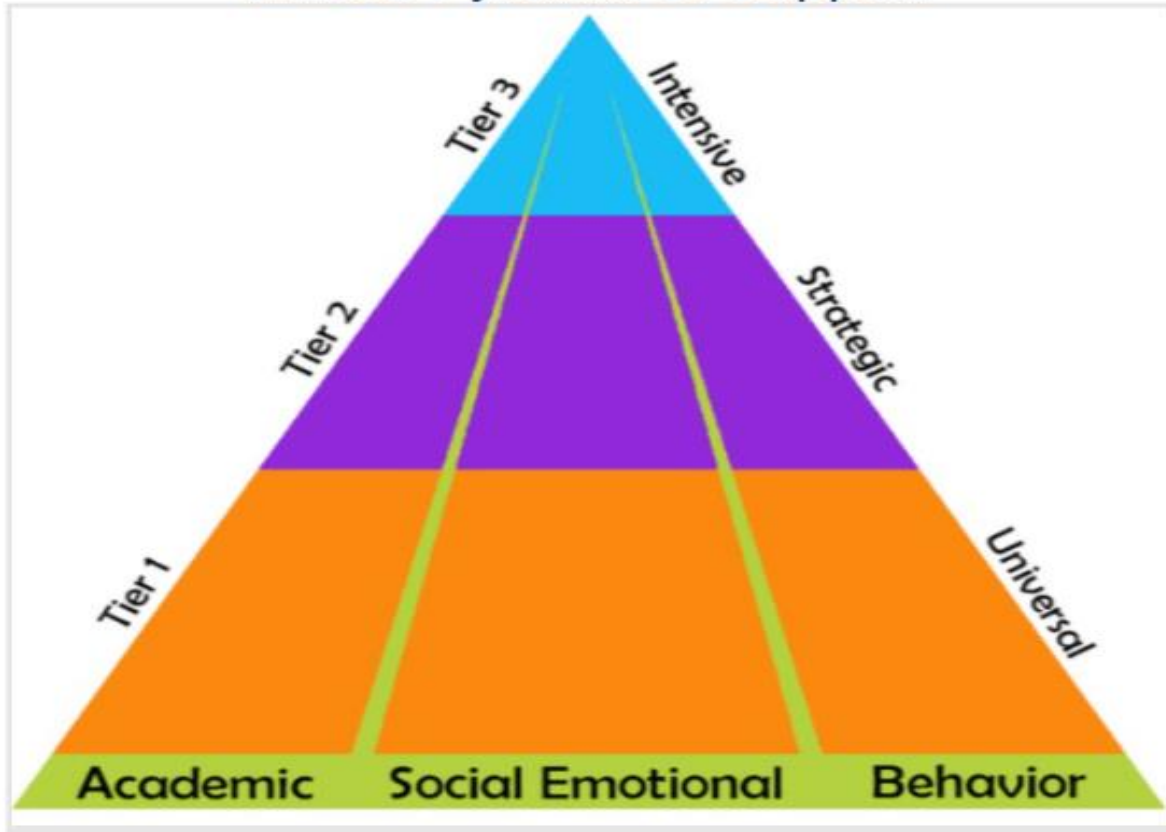
	routines	when you hear the whistle	something, SAY something.		<ul style="list-style-type: none"> <li>● Use playground equipment appropriately.</li> </ul>
<b>MP ROOM MEALS</b>	<ul style="list-style-type: none"> <li>● Follow directions</li> <li>● Remember your lunch number</li> </ul>	<ul style="list-style-type: none"> <li>● Clean up after yourself</li> <li>● Raise a hand if you need help</li> </ul>	<ul style="list-style-type: none"> <li>● Ask about your classmates' favorite foods</li> <li>● Try new things from the cafeteria line</li> </ul>	<ul style="list-style-type: none"> <li>● Use a quiet voice</li> <li>● Respect others' space and food items</li> <li>● Be polite – use PLEASE &amp; THANK YOU</li> </ul>	<ul style="list-style-type: none"> <li>● Walk</li> <li>● Keep hands / belongings to yourself</li> <li>● Stay seated</li> <li>● Raise your hand before getting up</li> <li>● Do NOT share food (food allergies)</li> </ul>
<b>MP ROOM ASSEMBLIES</b>	<ul style="list-style-type: none"> <li>● Follow directions</li> <li>● Be an engaged and attentive listener</li> </ul>	<ul style="list-style-type: none"> <li>● Ask appropriate questions if allowed</li> <li>● Think about the message</li> </ul>	<ul style="list-style-type: none"> <li>● Use good audience manners</li> <li>● Applaud appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Use good audience manners ● Applaud appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Walk</li> <li>● Keep hands to SELF</li> <li>● Sit appropriately and stay seated.</li> </ul>
<b>COMPUTER LAB</b>	<ul style="list-style-type: none"> <li>● Follow directions</li> <li>● Use your time wisely</li> <li>● Do your best work</li> </ul>	<ul style="list-style-type: none"> <li>● Use your assigned computer</li> <li>● Log out when you're done</li> <li>● Keep login information to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Ask questions</li> <li>● Discover new programs introduced by the teacher</li> </ul>	<ul style="list-style-type: none"> <li>● Use a quiet voice</li> <li>● Raise a quiet hand to ask and answer questions</li> <li>● Be considerate and helpful to others</li> </ul>	<ul style="list-style-type: none"> <li>● Walk</li> <li>● Visit only appropriate internet sites</li> <li>● Be aware of cords and wires</li> </ul>
<b>LIBRARY</b>	<ul style="list-style-type: none"> <li>● Follow directions</li> <li>● Take care of books/materials</li> </ul>	<ul style="list-style-type: none"> <li>● Turn books and materials in on time</li> </ul>	<ul style="list-style-type: none"> <li>● Try new book genres</li> <li>● Learn about different cultures/traditions</li> </ul>	<ul style="list-style-type: none"> <li>● Use a quiet voice</li> <li>● Be polite</li> </ul>	<ul style="list-style-type: none"> <li>● Walk</li> <li>● Use furniture appropriately</li> <li>● Keep hands/belongings to SELF</li> </ul>



“Whole school approaches like PBIS can change the climate of a school building. When implemented with fidelity, PBIS creates an orderly, positive, and well managed environment and reduces the likeliness that the problems characteristically presented by at-risk students will escalate out of control.”

Jeff Sprague, Institute on Violence and Destructive Behavior

## MTSS Pyramid of Support

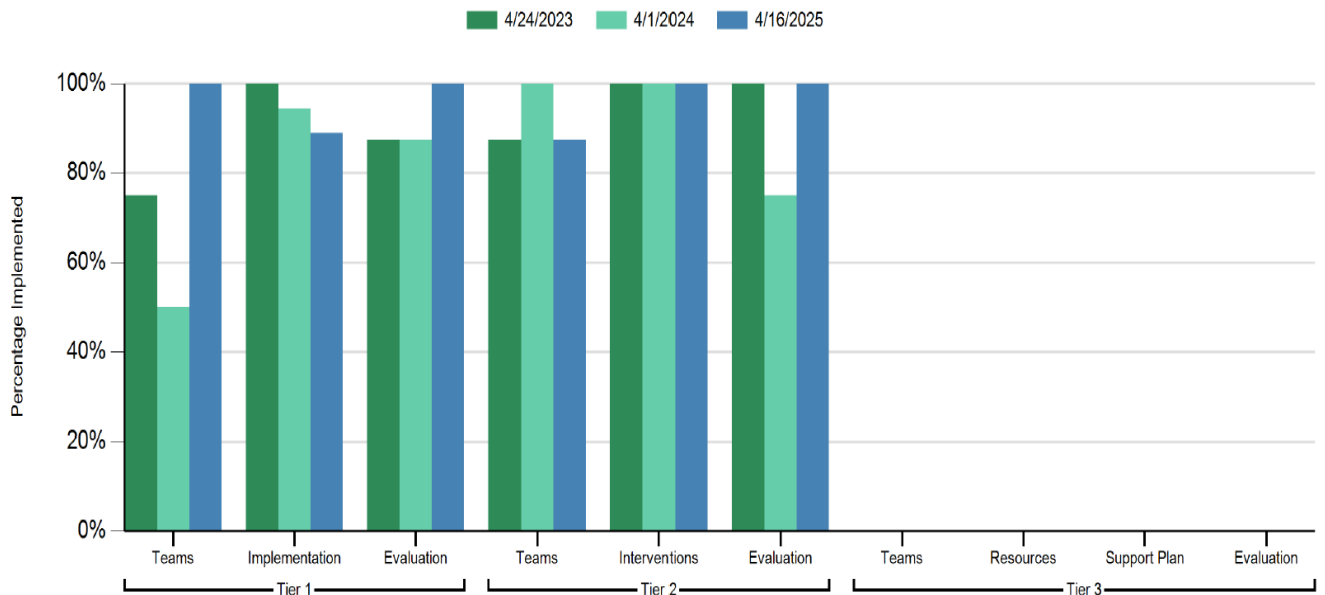


The Multi-Tiered System of Supports (MTSS) focuses on creating and sustaining universal/school-wide (all students), targeted (small group), and intensive (individual) systems of support that improve the academic and social/emotional outcomes for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional. Each week, our Wellness Team meets to collaborate about students who could benefit from additional supports. Our Wellness Team partners with classroom teachers, families, and other support staff to design and implement an action plan to benefit our students.

Tier 1 supports are universal (everyone receives the support). Tier 2 is more targeted, specialized support or action plans. Tier 3 includes an intensive action plan to meet the needs of identified students.



**School-Wide PBIS (SWPBIS) Tiered Fidelity Inventory**  
**Roy Herburger Elementary**  
**4/24/2023 - 4/16/2025**



	Tier 1			Tier 2			Tier 3			
Date Completed	Teams	Implementation	Evaluation	Teams	Interventions	Evaluation	Teams	Resources	Support Plan	Evaluation
4/24/2023	75%	100%	88%	88%	100%	100%	NA	NA	NA	NA
4/1/2024	50%	94%	88%	100%	100%	75%	NA	NA	NA	NA
4/16/2025	100%	89%	100%	88%	100%	100%	NA	NA	NA	NA

Each school year, we conduct a Tiered Fidelity Inventory (TFI) evaluation to determine how well our students and staff operate within the PBIS implementation. The figure above captures our data on how we implement PBIS at our school site over the past three school years. Our goal is to have 100% with implementation annually. We have room to grow. 😊



# IMPORTANT INFORMATION & REFERENCE

## ADDITIONAL ROY HERBURGER ELEMENTARY BEHAVIOR EXPECTATIONS

### General:

- ◆ No dangerous objects may be brought to school (i.e., knives, guns, airsoft guns, boxcutters, tasers, replicas of guns).
- ◆ No gum or sunflower seeds.
- ◆ No personal toys, balls, or sporting equipment (i.e., hockey sticks, mittens, lacrosse items) from home are allowed at school (unless with permission of the teacher for use in class).
- ◆ No Pokémon or trading cards are allowed at school.
- ◆ No electronic games, personal CD players, iPods, Bluetooth speakers, or radios are allowed at school. **The school will not be responsible if these items are lost or stolen.**

### Dress Code:

- ◆ Shorts and skirts are to be worn at “fingertip length.”
- ◆ Overall straps must be buckled at all times.
- ◆ Make-up is not to be worn on campus.
- ◆ No tube tops, bare midriffs, crop tops, spaghetti, or strapless tops. Inappropriate clothing will be addressed on a case-by-case basis as necessary.
- ◆ Students should wear close-toed shoes and/or athletic shoes that are safe, comfortable, and appropriate for recess and P.E. Tennis shoes or sneakers must be worn during P.E.
- ◆ Remove hats and hoods while **inside** school buildings.
- ◆ No clothing with inappropriate images or sayings shall be worn.
- ◆ No gang related or associated apparel.
- ◆ Students who violate the above code may be sent home for a change of clothing or remain in the office until appropriate attire can be provided.

### Before/After School→ Students will do the following:

- ◆ Arrive no earlier than 8:05 am, unless the student is participating in the breakfast program, which begins at 7:50 am.
- ◆ Only go into the cafeteria if participating in the breakfast program.
- ◆ Walk to the designated line-up area once the gates open at 8:05 am.
- ◆ Walk to pick-up areas when dismissed from the classroom and escorted by their teachers at the end of the day.
- ◆ Students will wait on the sidewalk in or near the white box (if they are being picked up by car).
- ◆ Follow the directions of teachers and other staff who are monitoring traffic.
- ◆ Use the crosswalk to safely cross to and from the parking lot.

### Bikes / Scooters:

- ◆ Students who ride bikes and scooters must wear safety helmets.
- ◆ Bike and scooter riders must have a signed permission slip on record.
- ◆ Upon arriving on campus, students walk their bike or scooter to the rack and lock it.
- ◆ (See the attached permission form on the next page.)

### Consequences for Disregarding School Behavior Expectations:

Consequences for failing to follow behavior expectations at school will be dealt with on a case-by-case basis and may include warnings, timeouts, loss of recess or other privileges, a PBIS referral, or suspension. Severity of interventions will increase with repeated violations.

## EGUSD ONLINE INCIDENT REPORTING SYSTEM

The Elk Grove Unified School District (EGUSD) online Incident Reporting System, or CATAPULT, offers students, parents, and community members a web accessible method to report incidents of bullying, discrimination and/or harassment, harm to school and/or property, or harm to self. The Incident Reporting System can be accessed from anywhere online through a unique link located on every school's website. For emergencies and/or urgent situations requiring immediate help, people will still be encouraged to call 911 or contact EGUSD's Safety and Security office at (916) 686-7786.

When making an online report in the Incident Reporting System, it will not be necessary to enter one's name or identity; however, there is an option to provide identification and contact information in order to communicate with the CATAPULT Response Team. Photos and links to video can be submitted with a report.

The types of issues that can be reported through the online Incident Reporting System are:

**Bullying:** Bullying includes verbal, non-verbal, physical, or emotional acts against another student either in person, via electronic device, or online.

**Damage or Harm to School or Property:** Damage or harm to school property includes intentional destruction to the school or school property in a harmful or malicious manner.

**Discrimination or Harassment:** Discrimination or harassment includes acts against another person on the basis of gender, sexual orientation, race, ethnicity, religion, age, or personal beliefs either in person, via electronic device, or online.

**Harm to Self or Others:** Harm includes intent or desire to injure yourself or others.

Incident reports made on the Incident Reporting System are received by administration when they are submitted, and reports are reviewed as soon as possible. All reports are taken seriously and are acted upon in a timely manner. As each incident is different, each will warrant a different reaction and timeline for action and can be as thorough as the information provided.

The Elk Grove Unified School District is committed to providing a safe, secure, and healthy environment that allows every student to learn in every classroom, in every subject, every day. The district believes that students and staff have the right to be free of bullying, threats, intimidation, and harassment while on our campuses or participating in or being associated with any school/district related activity. In Elk Grove Unified, the community is encouraged that "if you see something, or know something, to say something."

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

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

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

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

## **UNIFORM COMPLAINT PROCEDURES**

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

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

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

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers

Career Technical and Technical Education and Career Technical and Technical Training  
Career Technical Education  
Child Care and Development  
Child Nutrition  
Compensatory Education  
Consolidated Categorical Aid  
Course Periods without Educational Content  
Economic Impact Aid  
Education of Pupils in Foster Care and Pupils who are Homeless  
Every Student Succeeds Act / No Child Left Behind  
Local Control Accountability Plans (including Charter Schools as described in EC §§ 47606.5 and 47607.3);  
Migrant Education  
Physical Education Instructional Minutes  
Pupil Fees  
Reasonable Accommodations to a Lactating Pupil  
Regional Occupational Centers and Programs  
Rights of certain juvenile court school transfer students  
School Safety Plans  
Special Education  
State Preschool  
Tobacco-Use Prevention Education

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

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

***For additional district information, please see the EGUSD District Handbook and/or visit the district website at <https://www.egusd.net/StudentsFamilies/ResourcesSupports/District-Handbook/index.html>.***

# Roy Herburger Elementary School

## 2025-2026 VERIFICATION OF PARENT/STUDENT HANDBOOK DISCUSSION

The Roy Herburger Elementary Parent/Student Handbook is available on the school website at <https://herburger.egusd.net/>. Hard copies of the handbook are available in the front office.

I have read and discussed with my child(ren) the Roy Herburger Elementary School Parent - Student Handbook. We understand all stated policies, procedures, and behavior expectations and agree to abide by them, acting and dressing appropriately for school activities, on the way to school, at school, and on the way home from school.

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Print Name: \_\_\_\_\_

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Student Signature: \_\_\_\_\_

Student Print Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Print Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Print Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Print Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

***Please sign and return to the classroom teacher or school office.***