

EV Cain School Family-Student Handbook 2025-2026



EV Cain School
150 Palm Ave.
Auburn, CA 95603
(530) 823-6106

Auburn Union School District
255 Epperle Lane
Auburn, CA 95603
(530) 885-7242

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Board of Trustees

Auburn Union School District is governed by the Auburn Union School District Board of Trustees. The Board meets regularly, at least once a month, and in accordance with the Brown Act and Education Code 47604.1(c).

President	Greg Holt	gholt@auburn.k12.ca.us
Trustee	Jayson Wedge	jwedge@auburn.k12.ca.us
Clerk	Renee Grigsby	rgrigsby@auburn.k12.ca.us
Trustee	Amber Pool	apool@auburn.k12.ca.us
Trustee	Emily Travis	etravis@auburn.k12.ca.us
Superintendent	Dr. Brittaney Meyer	bmeyer@auburn.k12.ca.us

Non Discrimination Statement

The Auburn Union School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, national origin, parental status, pregnancy status, race, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

For questions or complaints, contact the EV Cain Principal, Christine Mabery, at 150 Palm Avenue, Auburn, CA 95603, 530-745-3345, cmabery@auburn.k12.ca.us, or Title IX Coordinator for Student Services studentsupport@auburn.k12.ca.us or 255 Epperle Lane, Auburn CA 95603, 530-885-7242, and/or Title IX Coordinator for Human Resources: hr@auburn.k12.ca.us or 255 Epperle Lane, Auburn CA 95603, 530-745-8822.

Guiding Principle

We place each child at the heart of every decision

Mission Statement

Auburn Union School District, in collaboration with our families and community, is committed to:

Achieving academic excellence to prepare our students for careers of the future.

Understanding diversity is a strength.

Supporting a caring, experienced, and qualified staff.

Developing the whole student in a safe and healthy environment.

Vision Statement

We stand together to cultivate the potential of all students in a global society.

Attendance Information

Absences

At EV Cain School, we view each day as an essential and critical learning opportunity. A significant part of each student's educational experience is derived from classroom participation, activities, discussion, and relationships. Regular attendance is crucial for students to attain the maximum benefit from the school experience. Therefore, we expect exemplary attendance from all students.

Missing school regularly not only is detrimental to a child's learning, but also can create poor learning habits. Of course, if a child is sick, has a fever or has a communicable illness, he or she should stay home to rest and recover. The information regarding Absences and Truancy below is a summary of the information within [Attendance Board Policy #5112.1](#). A copy of the School's complete Attendance and Truancy Board Policy can be viewed on our website or obtained from the School upon request at the main office.

When students are absent from school, it is important that their absences be cleared on that day or by their first day back to school. To clear an absence, either a parent/guardian or healthcare provider must provide a specific written or verbal communication stating the reason for the absence. If the absence is not cleared, it will be necessary to call the parent at home or at work in order to clear the absence. Any uncleared absence will be marked as unexcused.

A student may be excused from school for health reasons, family emergencies, and justifiable personal reasons as permitted by law or our Attendance and Truancy Board Policy.

Students who are not in attendance on the first day of school will be contacted by phone to ensure their intent to enroll.

Truancy

A student subject to compulsory full-time education who is absent from school without a valid excuse for three (3) full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the Superintendent or designee. All cases of truancy are formally recorded and shared with the Superintendent or their designee to ensure consistent follow-up and support

After 3 unexcused absences or three 30-minute or more tardies, a truancy letter will be sent to the family. After 6 unexcused absences or six 30 min tardies an additional truancy letter

will be sent to the family and the family will need to attend a SART (School Attendance Review Team) meeting. After 9 unexcused absences or 30 minutes or more tardies, a truancy letter will be sent to the families and the family will be referred to the Student Attendance Review Board (SARB) with the Placer County Office of Education.

Missed Work

Students who are absent from school shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

The Superintendent or designee shall notify parents/guardians that no student may have a grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980)

Request for Homework

If a student is ill for two (2) consecutive days or more, families may request homework. Call your student's teacher at least one day before the day you wish to pick up the assignments. The teacher(s) will have the work ready to pick up in the office after school or the next day.

Notes from Families

Please use the student's **first and last name** on all correspondence regarding your child. This is especially important when the family and the student do not have the same last name.

Tardies

An emphasis is placed on students arriving at school on time. Late students often miss the focus of the day or lesson and disrupt the flow of the lesson for other students. When students are late for school, students must check into the office before going to class. Families will be notified if a student has continuous/repetitive tardies and may be asked to create a plan to increase punctuality.

Independent Study Program (ISP)

Independent Study may be an option for a student who will be absent from school. Independent study requires a meeting and approval from the principal (and/or designee) and the educational team in a master agreement. Independent Study is conducted solely for the

educational benefit of the students attending Auburn Union School District as a means to encourage daily engagement in school work even during times of extended absence.

Parents are to give at least five (5) school days' notice of a request for long-term Independent Study. In an extenuating circumstance (e.g. a serious illness, injury or family emergency), with principal (and/or designee) approval, the teacher will work with the parent to implement an Independent Study Program in an expedited manner with less than five (5) school days' notice.

Home and Hospital

EV Cain School may offer Home and Hospital for up to one school year in unique circumstances based on student needs, such as a temporary or permanent disability or medical issue. A doctor's note is required for this option.

Appointments

If your child needs to leave school for an appointment, please communicate with the front office regarding your student's appointment. Please arrive at the school office ten (10) minutes before you need to leave the school to ensure your student has enough time to get to the office and check out. Students will not be pulled from class until you arrive on campus.

Parent Communication and Participation

The administration and staff recognize effective communication is instrumental in the success of your student and will strive to facilitate open and frequent communication with parents/guardians at all times. Communication between the school and families occurs via email, Catapult Connect, newsletters, and the school website. It is imperative that families do not opt out of receiving communication announcements, so please choose at least one method that is most effective for ease of communication.

Email Policy

AUSD utilizes email as a primary means of school-to-home and home-to-school communication. Student and family contact information will not be shared between families. To protect the privacy of AUSD families, all emails must be sent to and from the staff, official PTC representative, or the office. Any communication must be related to official school business and approved by the school.

Catapult Connect/Newsletter Communication

School communications will be sent via email and text messages to the parent/guardian's contact information via CatapultConnect. In addition, school newsletters are sent home via email through CatapultConnect weekly. To ensure timely and efficient delivery of school

information, do not block CatapultConnect from your email.

Websites

All AUSD school site websites can be accessed through our organization's website at <https://www.auburn.k12.ca.us/>. The website for EV Cain is <https://evcain.auburn.k12.ca.us/>.

Family/Teacher/Student Conferences

Family/teacher/student conferences are offered twice a year for students in Grades TK-8. Additional conferences may be necessary throughout the year and may be scheduled by parents or teachers. It helps your student to be involved in these conferences, so look for conference dates in October and March and sign up quickly to get a time that is most convenient for you.

Social Media Policy

EV Cain has a social media site for its program on Facebook, Instagram, and Twitter. EV Cain reserves the right to prevent access to all viewers from commenting on its official social media site(s) and does not allow publicly made comments on the school social media sites. However, the school welcomes members of the community to contribute to AUSD sponsored social media pages and post comments that are in accordance with the protocols included in the AUSD [Social Media Policy #1114](#). Comments posted by a member of the public on social media networks are the opinions of the commentator and do not imply endorsement of, or agreement by, AUSD and do not necessarily reflect the opinions or policies of AUSD or its employees.

Positive Interactions & Grievance Procedures

The goal of EV Cain School is to provide an environment that permits all members of the Wildcat community to engage in constructive communication.

Should a difficulty or problem arise regarding your child, we ask that you use the following process to solve it as expeditiously as possible.

1. Request a telephone or personal conference with whom you have the concern. Almost all issues and problems can be resolved at this level. Parents may request a conference with a staff member by sending a written note, an email, or by leaving a telephone message indicating the nature of the concern and giving several available times and dates for the conference to take place. In like manner, parents are expected to reply to a teacher's request for a conference. Immediate effective communication fosters a partnership between home and school and is one way of modeling similar home/school values to the students.

2. If a resolution of the problem or concern is not reached at this conference, the principal (and/or designee) is advised of the situation and is called in to assist. Any concerns, which are not related to the classroom, should be brought to the attention of the principal (and/or designee).
3. If the concern is not satisfactorily addressed with the School principal, the parent may schedule a meeting with the Superintendent.

Please refer to the AUSD [General Complaint Policy](#) and [Uniform Complaint Policies](#) (UCP) for further information. A copy of the School's UCP and General Complaint Policy can be viewed on our website or obtained from the School upon request at the main office.

Family Engagement

As the primary educators of your children in partnership with the school, families agree to support their child's education at home. This involves, but is not limited to, making sure school work is complete, supporting and enforcing the behavioral and academic expectations of EV Cain School, and keeping an open line of communication with the staff throughout the year. We also highly encourage attending Back to School Night and Family/Teacher/Student Conferences, as well as other events where you and your student can participate in school functions.

For your student in 6th-8th grade, your child still needs support from both you and staff in order to develop his/her intellectual, emotional, social, and physical endowment. Neither families nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both families and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. Evidence of mutual respect between families and teachers will model positive, mature behavior and relationships.

PTC (Parent Teacher Club)

The PTC at EV Cain supports events and special activities for all students. The general goal of the PTC is to assist the school in matters pertaining to the school and its education program through family participation, enhancing the curriculum by their support of our programs. The PTC is an important vehicle for families to support EV Cain and share their ideas. In addition, the PTC conducts fundraisers to assist in supporting the school.

Volunteers

Volunteers make our programs stronger, and as such, we strongly encourage families to volunteer; however, parental involvement is not a requirement for acceptance to or continued enrollment at EV Cain School. There are many ways to be involved, including volunteering in a classroom or participating on a committee. A copy of the complete [Volunteer Policy #1240](#) for EV Cain/AUSD can be viewed on our website or obtained from our school office upon request.

Required Screening of All Volunteers

A key foundation of EV Cain is full partnership with families; however, in order to ensure the safety of all children, EV Cain requires every volunteer to follow all requirements of the [Volunteer Policy #1240](#), complete a [Volunteer Requirement and Confidentiality](#) form located in the Volunteer Policy, have Live Scan fingerprint clearance, proof of a TB risk assessment and, if needed, examination on file, and be approved by the site administrator. Once you are LiveScanned with AUSD and cleared by an administrator, you are cleared to volunteer at any campus grades TK-8. TB clearance must be renewed every four (4) years. [Click here to complete the volunteer forms.](#)

Parent Volunteers with Siblings

Volunteers may not bring student's siblings when volunteering or attending events during the school day (with the exception of performances held in the multipurpose room or gym). We encourage families to work together to make arrangements for babysitting so that all families have the ability to enjoy volunteer opportunities in their child's class.

Notice

To ensure that AUSD staff and teachers are prepared for you to volunteer, please make arrangements with your child's teacher in advance. All volunteers must sign in and out at the front office and wear an ID badge while on campus.

Megan's Law Website Review

AUSD may screen families and guardians of all enrolled students with the Megan's Law Website, though no information viewed on the Megan's Law Website will impact a child's admission or enrollment at any AUSD school. The Board of Directors of AUSD has authorized the Superintendent and the School Principal (and/or designee) to cooperate and work with appropriate law enforcement agencies in taking any follow-up steps directed by law enforcement, including but not limited to, notifying families of any potential concerns or

information law enforcement agencies request us to provide.

Safety

Visitors

All visitors must enter through the main entrance—which is located at the Palm Ave./Hwy 49 end of school— and check-in at the main office to sign in and obtain a visitor's badge. Visitors should always have an appointment and will provide the purpose of their visit, time arrived, and expected time of departure on the sign-in sheet. Visitor badges are to be worn prominently, and they expire at the end of stated visitation time indicated on the sign-in sheet. Visitors who have not been Livescan-cleared are to be escorted by staff any time students are on campus during school hours. Frequent visitors may need to complete a Volunteer Packet at the discretion of the principal. Visitors arriving without an appointment may be denied access to the school.

Student Visitors

No student (i.e. minor) visitors are allowed on campus during school hours. Teachers and administration have the right to excuse a visitor from a classroom or an event to be escorted back to the office or off school grounds at any time. Student visitors from other schools should never walk through or on campus at any time during the school day or during a school function, unless the function is a public event held after school hours.

Emergency Card

To ensure students remain safe in our schools, it is the parent/guardian's responsibility to keep emergency medical and contact information up to date during the school year. EV Cain School maintains emergency information for each child from the data provided by families/guardians on the emergency card required annually before starting the first day of school. If you have an update to your child's emergency information throughout the school year, please contact the EV Cain School front office.

Emergency Information

Parent(s)/guardian(s) will be notified immediately of serious injury or sudden illnesses that occur during school hours. For this reason, you must notify the EV Cain School main office when there is a change of phone number or persons to be contacted when you cannot be reached. It is understood that enrollment at EV Cain School automatically confers upon the school the obligation to select emergency care providers in the absence or the inability to reach the families and that no liability would attach to such a decision in the event that the families cannot be reached. **At the beginning of every school year, every family has the responsibility to update the names, address, phone for all emergency contacts via Aeries Data Confirmation.**

Change of Address, Telephone, or Cell Phone Numbers

The school must be notified immediately of any change in home address, home and work phone numbers, cell phone numbers, or email address. This will facilitate us in locating you in case of an emergency. Please do not forget to update any changes using the Aeries Parent Portal as soon as any changes are made. It is imperative that the school is able to contact you at any time.

Transfer/Move to Another School

If a student is moving out of the area and/or is transferring to another school, a parent should notify the school office as soon as possible, and provide office staff with the new school address and moving date. Failure to do so will delay the transfer of necessary school records to the new school site. All books, technology, and loaned materials must be returned to the school.

Homeless Families

Homeless families are covered under the McKinney Vento Homeless Assistance Act. If a family is struggling with housing, they are encouraged to contact their school for assistance and additional resources that may be available. Homeless families include families that are doubled up living with relatives or friends. The school district can assist in providing resources and connection to agencies that can help with housing, transportation, etc. Families have certain rights if they become homeless, including the right to remain at their school of origin if they so choose.

Separated Families/Guardians

The school requests that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. **In the absence of that order, equal rights will be afforded to both families.**

Student Release

Students may be released only to adults over the age of 18 that have been listed on the student's emergency card. There are no exceptions. This is for the protection of all students. When students are released to someone other than their families or guardians, the school will document this release in writing.

Emergency Situations

Safety drills will be conducted throughout the year, and students are instructed on how to respond to a variety of emergency situations. Fire drills are completed monthly. In case of an emergency, students should remain with their teachers or campus supervisor. Students may not leave during an emergency without properly checking out from the designated student checkout station. Students will not be released to any adult not indicated on their emergency contact information. Families are to remain in designated areas until safety officials or school administration declares it safe to release students to families. As a phone call to your student during an emergency could distract them from following instructions from staff during this time, please do not call your student on their cell phone during any type of drill or emergency situation.

Families and others may call the EV Cain School main office at **(530) 823-6106** for information about student release. A Catapult Connect message will go out informing families of any emergency situation after the safety of our staff and students has been secured.

School Safety Plan

The School Safety Plan covers such events as fire drills, school evacuations, and school lockdowns. A copy of the school's School Safety Plan can be viewed at the school site by making an appointment with the office.

Lockdown/Shelter In Place

In some situations, it may be necessary to have a school lockdown. The following procedures will be implemented for a school lockdown:

- Doors will be locked.
- No one will be permitted to enter or leave the building, including visitors and volunteers.
- Lockdown will continue until the school receives an "all clear" signal from emergency personnel and administration unlocks every classroom.

School Safety Drills

Regular fire, evacuation, and lockdown drills occur throughout the school year to ensure the safety and well-being of all students in the event of an emergency. Students are expected to respond quickly and safely as directed by their teacher. If you are in your child's classroom during a fire drill or a lockdown drill, please stay with your child's classroom until the drill is over. Please do not walk on campus or bring a student to or take a student from any secure area during a drill.

Property Search

Student lockers, desks, and other similar property are owned, leased, or controlled at all times by EV Cain School. EV Cain School exercises exclusive control over school-related property, which is subject to search by school officials at any time. A student should not expect any privacy regarding items placed or stored in or on school-related property.

Search and Seizure

A student's person and/or personal effects (e.g., backpack, purse, etc.) may be searched if a school official has reasonable suspicion that the student has violated or is violating either the law or AUSD rules and regulations (guided by Education Code), including, but not limited to, possession of illegal, unauthorized or contraband materials.

Periodic general inspections of instructional space and other areas of the school may be conducted by school officials for any reason at any time without notice. Student lockers, including P.E. lockers, are school property and remain at all times under the control of AUSD. Students shall assume full responsibility for the security of their lockers. Student lockers may not be used to store illegal, unauthorized, or contraband materials. The acceptance and use of locker facilities on school campuses by any student shall constitute consent by the student to the search of such locker facilities by authorized school personnel and/or law enforcement. A copy of the School's Campus School Search and Seizure Policy can be viewed here [BP 5145.12](#) or obtained from the School upon request at the main office. **EV Cain students should not share their locker or combination with other students for any reason.**

Drugs, Chemicals, and Tobacco

AUSD maintains a safe and healthful environment for students by prohibiting the use of drugs, alcohol, tobacco, toxic substances, and controlled substances. This includes, but is not limited to, smokeless tobacco, snuff, chew, cigarettes, vapes and electronic cigarettes that can deliver nicotine and non-nicotine vaporized solutions. This prohibition extends to all facilities, whether owned, rented or leased, and includes all school property and all off-campus events sponsored by the school. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school, or in any other school location, is prohibited. Paraphernalia associated with controlled substances is prohibited.

Weapons

It is a felony to possess, store, or keep a weapon on school property. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon within the AUSD locations. AUSD will act to enforce the student Suspension and Expulsion Policy and to discipline or take appropriate action against any student, teacher, principal, staff member, volunteer, or member of the public who violates the law. Any student who becomes aware of a weapon being brought to school must immediately notify a staff member and should NOT

pick up or move the weapon. [See Education Code 48900.](#)

AUSD's [Suspension and Expulsion Policy](#) may be obtained from the school upon request, at the main office, or accessed on the website.

Law Enforcement for a Safe School Environment

AUSD students, families, staff, and administration partner with local law enforcement to ensure a safe campus. While police officers have the right to enter a school campus for purposes of interviewing students, a parent will be notified and, when allowed, invited to be present during the interview. An administrator may remain with the student during questioning or until a parent is present. AUSD follows the guidance of the Attorney General of California regarding policies that limit assistance with immigration enforcement at public schools, to the fullest extent possible consistent with federal and state law and ensure that public schools remain safe and accessible to all California residents, regardless of immigration status.

Health Services

Administration of Medication Procedures

All medication, including non-prescription medication, requires a signed release form from the parent and physician for school personnel to administer the medicine as prescribed in the written statement from the attending physician. Only trained school personnel are authorized to disburse medication. A student may carry certain medications in accordance with the law and with doctor's approval.

For any medications needed on overnight field trips, families are required to complete an overnight field trip medical form, signed by a physician, giving specific instructions of disbursement to the student by AUSD Personnel. This includes, but is not limited to, any prescription medication and over the counter medication, such as antacids, Ibuprofen, vitamins, and Tylenol, as per school policy.

A copy of the School's Administration of Medication Policy [#5141.21](#) can be viewed on our website or obtained from the School upon request at the main office. The Medication Release Forms are located at the main office and on the website under [Health Services](#).

Allergy Procedures

Food allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, families, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Family's Responsibility

- Notify the school of the child's allergies.
- Provide emergency contact information.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the comprehensive allergy plan as a guide.
- Provide properly labeled medications and replace medications after use or upon expiration.

School's Responsibility

- Be knowledgeable about and follow applicable federal laws, including ADA, IDEA, Section 504, HIPAA, and FERPA, and any state laws that apply.
- Review the health records submitted by families and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Assure that all staff who interact with the student on a regular basis understand food allergies, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives. Practice the Student Health Plan before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the office to be sure medications are appropriately stored and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. Designate school personnel who are properly trained to administer medications in accordance with the laws governing the administration of emergency medications.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Take threats or harassment against an allergic child seriously.

Food in Classrooms

All food brought into classrooms needs to be store-bought, with the ingredient label attached. We have many students with identified allergies and must ensure a safe environment for all students. It is appropriate to send in non-food treats to celebrate a birthday at school. The class can take a few moments to celebrate this day with your child; however, we ask that you not send flowers, balloons, and/or other personal presents to your child at school. We have found this to be disruptive and valuable learning time is lost when classrooms are interrupted.

For a list of approved snacks please click review the [AUSD Wellness Policy here](#).

Food Delivery

Students are not allowed to have food delivered to them via Door Dash, Uber Eats, or other professional delivery services. If you bring your student food from a restaurant, they will be called to the front office for pick up. This food will need to be eaten in an area as designated by the front office staff.

Keeping Your Child Home – Illness or Other

Guidelines to help determine if your child should stay home due to illness are located on the health department tab on our website. All directions for return to school criteria following an illness or an exposure are taken from the Placer County Health Department and the California Department of Public Health.

Injuries and Illnesses

It is the policy of AUSD that all injuries to the face and head will be reported to the office and that office staff will write up an incident report. The office will call home and notify the parent(s) or guardian(s) of the incident that caused the injury. Any injury that requires medical assistance, such as, but not limited to, the child needing to go to the doctor or hospital, will be brought to the attention of the principal and/or designee. Receiving ice or a bandage is not considered medical assistance. Regarding illnesses at school, please refer to the [School Illness Management Guidelines](#) accessible on the AUSD health website.

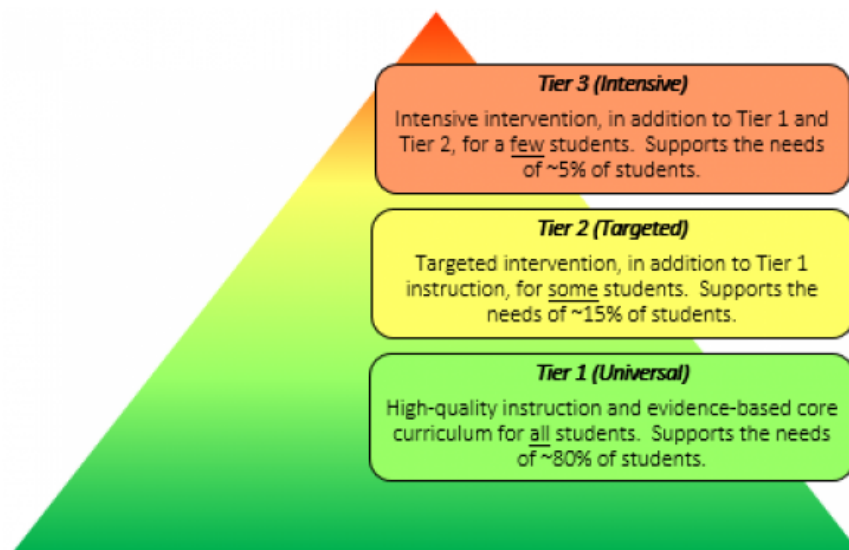
Health Screenings

Vision and hearing screenings shall be completed in 8th grade. Color vision is also screened in kindergarten for male students only. Vision and hearing screenings are completed by the credentialed school nurse and/or qualified personnel authorized by the school. Screenings are also completed as a part of special education testing. Private vision, hearing, and scoliosis screenings in-lieu of the school screenings are acceptable. Results should be documented by the student's M.D./D.O. and presented to the School for documentation in the student's health file. Parental written refusal of school screenings should be submitted to the School office prior to the date of screening. School-based health screenings shall be performed in accordance with direction by the California Department of Education.

Academics

All students have access to Board approved core curriculum. Our staff is highly trained to utilize research-based strategies to serve all students. EV Cain School advances knowledge and practice of teaching and learning by seeking answers to questions such as **why**

something is being taught, **what** is being taught, **how** it's being taught, and **how to evaluate** student learning in the instructional process.



Tier I supports are at the base of the framework are universal for ALL students to include high-quality first instruction and an evidence-based core curriculum. **Tier II** supports provide targeted intervention, in addition to Tier 1 instruction, for students who need extra support. **Tier II** supports are designed to reduce the intensity of and/or eliminate emerging problems. **Tier III** supports provide students that are in need of highly individualized, intensive interventions and programs.

Our commitment to increasing student achievement through rigorous and relevant instruction involves creating engaging learning experiences across grade levels and subject areas. Our staff provides opportunities for students to be self-motivated and active participants in their own education. To ensure success, EV Cain School will keep on the forefront the following:

- Student-centered teaching and learning
- Flexible, adaptable, diverse curriculum
- Ongoing opportunities for professional development to ensure rigor and relevance
- Time to collaborate
- Instructional support
- Opportunities for feedback after every meeting/training
- Collaborative teams serve all our students

A crucial component of student success starts with building and maintaining a collaborative culture.

Standards Based Assessing and Learning

Instruction is focused on identified standards for each subject in each grade level. Students

are provided with learning targets and how their work will be assessed and measured for proficiency.

State Mandated Testing

The California Assessment of Student Performance and Progress (CAASPP) System requires assessment for all schools, and further information can be found at the following website: <http://www.cde.ca.gov/ta/tg/ca/>. AUSD highly encourages all students to participate in any state-mandated testing. Parent/guardians may exclude the child from specific testing by written request to the school site principal.

Promotion and Retention

We expect students to progress through each grade within one school year. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

As early as practicable in the school year and students' careers, the principal shall identify students who are at risk of being retained and who should be retained in accordance with law, [Board Policy #5123](#), and the following criteria:

- Minimum grade-level standards and/or grades
- Scores on achievement tests
- Teacher evaluation of student's abilities and effort
- Student's motivation level
- Proficiency assessments
- Attendance

When a student is identified as being at risk for retention or recommended for retention, the school shall provide opportunities for intervention. Retention should only be considered as a last resort if the ongoing interventions have failed to help the student make adequate progress toward grade-level standards.

Individual Student Success

AUSD utilizes a Multi-Tiered System of Supports (MTSS) to provide individual support for students. MTSS is a systemic, continuous improvement framework in which data-based problem solving and decision-making is practiced across all levels of the educational system for supporting students. AUSD maintains policies and procedures to identify and evaluate any student who may need assistance in his/her educational program or to provide access to school programs. Students, families, or others who have questions or concerns are encouraged to contact the teacher and school principal.

Student Study Team (SST)

The SST is a general education function in which a multi-disciplinary team considers, plans, and assesses general education interventions and supports for students experiencing academic, behavioral and/or socio-emotional difficulties. The team may consist of a teacher, principal, support personnel and families, but may also include specialists as appropriate based on individual student needs. This early intervention for students through the SST process is a function of the general education program and not of special education. The SST process provides an opportunity for an in-depth focus on improving school success, one student at a time.

Special Education

Special education is designed to ensure that students with disabilities are provided with an environment that allows them to be educated effectively. AUSD provides special education services for those students identified as having exceptional needs. Special education must include a comprehensive assessment and diagnosis by a multidisciplinary team and the development of an annual Individualized Education Program (IEP) for each student, outlining academic and behavioral goals, services to be provided, and methods of evaluation. A parent may request assessment for special education at any time. The AUSD Special Education Policy is available for review [here](#).

Section 504 Accommodation Plan

A student can be referred for consideration of a Section 504 plan if they are exhibiting academic, social, emotional, and/or behavioral problems. A student may qualify under Section 504 of the Rehabilitation Act if he/she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. A parent may request assessment for a Section 504 plan at any time. The AUSD Section 504 Policy is available for review here [BP #6164.6](#)

English Language Development

AUSD must determine the language(s) spoken at home by each student. This information is essential in order to provide meaningful instruction for all students. If a language other than English is noted on your child's home language survey, the law requires us to test your child's English language proficiency. Once your child is tested, and if your child is identified as an English learner, the law requires all public schools to provide English language development until he/she meets criteria to be reclassified. AUSD provides all English Learners with effective and high-quality programs and services that develop listening, speaking, reading, and writing skills as quickly as possible. Students are provided both designated and integrated English Language Development (ELD) instruction that is intentional, explicit, and

rigorous. English Learner students are placed in a general education classroom with a teacher authorized to teach English Learners. In addition to the core curriculum, these students are taught specific language development skills in accordance with California's English Language Development Standards.

Gifted and Talented Education (GATE)

AUSD is in the process of creating a Gifted and Talented Education (GATE) committee to discuss and collaborate on AUSD's GATE program. If you are interested in joining our GATE committee, please contact Christine Mabery cmabery@auburn.k12.ca.us

Sexual Health Education

AUSD offers comprehensive sexual health education to its students in grade 7. A Parent or guardian of a student has the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt-out") process. EV Cainn School does not require active parental consent ("opt-in") for comprehensive sexual health education and HIV prevention education. families and guardians may:

- Inspect written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education.
- Excuse their child from participation in comprehensive sexual health education and HIV prevention education in writing to the School.
- Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by School personnel or outside consultants. When the School chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, be informed of:
 - The date of the instruction
 - The name of the organization or affiliation of each guest speaker
- Request a copy of Education Code sections 51930 through 51939.

Anonymous, voluntary, and confidential research and evaluation tools to measure student's health behaviors and risks (including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes concerning or practices relating to sex) may be administered to students in grades 7-12. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey through a passive consent ("opt-out") process. Families or guardians shall be notified in writing that this test, questionnaire, or survey is to be administered, given the opportunity to review the test, questionnaire, or survey if they wish, notified of their right to excuse their child from the test, questionnaire, or survey, and informed that in order to excuse their child they must state their request in writing to

AUSD.

A student may not attend any class in comprehensive sexual health education or HIV prevention education or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks, if the EV Cain School has received a written request from the student's parent or guardian excusing the student from participation. An alternative educational activity shall be made available to students whose families or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

Media Selection Policy

AUSD teachers/site principals are responsible for ensuring that all films/videos align with AUSD's educational programs, are age-appropriate, and have been reviewed for appropriateness for classroom viewing by all students. Families are informed when an industry rated film/video is above the age level to which it is being shown (i.e., above G Rating for K- 6, above PG Rating for 7-8). Students whose families/guardians have requested that their child not view the film/video will be provided an alternative educational activity. Participating in the alternative activity will result in no adverse actions for the student. A copy of the district's [Curriculum and Instructional Materials Selection Policy](#) can be viewed on our website or obtained from the School upon request at the main office.

Academic Integrity

The staff and administration at EV Cain School believes that creating a learning environment that promotes high standards of learning is paramount to the success of our students. Creating this environment relies upon students following our positive behavior expectations. Cheating, plagiarizing, and/or presenting another person's work as a student's own work, are all examples of behavior that will be an obstacle to having an environment that promotes learning.

Factors that contribute to cheating include pressure for grades, not enough time to finish all the required homework, students taking advantage of classroom situations that may provide an opportunity to cheat, unrealistic parental expectations, and inefficient study skills. None of these reasons makes cheating acceptable and will result in consequences for the student's actions.

Definition: Cheating and/or plagiarism is taking (or lending) a person's work, information, ideas, research, and/or documentation, without properly identifying or crediting the originator.

The following list, which is not intended to be all-inclusive, presents some examples of cheating:

1. Copying from another student's assignment or test.
2. Using any kind of external aid (crib notes, cheat sheets, etc.) when not authorized.

3. Possession of a test, quiz, and/or other confidential document without expressed teacher permission.
4. Making a copy, in part or in whole, of a confidential document, including but not limited to, taking a picture of a test or quiz
5. Creating false data for a bibliography, lab results, projects, etc.
6. Borrowing a study sheet or object with answers and copying them as one's own work.
7. Plagiarism: Copying in part or in whole from a source without giving proper credit to the author including items found through electronic sources such as the internet.
8. Turning in someone else's work, in part or in whole.
9. Attempting to solicit another to violate the EV Cain School Academic Integrity Policy.
10. Presenting group work as an individual effort.
11. Letting someone else see one's own or another person's paper during an examination, test, quiz, or assignment with the knowledge that this action would lead to cheating.
12. Copying work assigned to be done independently or allowing someone else to copy one's own or another's work, including computer-generated information and programs.
13. Giving test information to other students in other classes or periods of the same course.

The teacher has a variety of tools by which to determine when there is a breach of the academic integrity policy. The teacher's professional judgment is the final factor in determining when a violation has occurred.

Consequences for Cheating (Grades 6-8)

For students in 6th-8th grade, a cheating/plagiarism violation will not impact the student's high school records, except as consistent with the Suspension and Expulsion Policy. When a student has been found cheating, the minimum consequences and procedures for each instance are as follows:

First Instance

1. Conference by teacher with parent and student to include the definition of plagiarism. The student's plagiarized work is shown to both parent and student and the areas in violation of plagiarism are reviewed and the student completes the assignment for full credit. Certain testing conditions may apply as required by the teacher.

Second Instance

1. Conference with administrator, parent and student to review contents of the first offense. Student must reflect on the current violation and explain rationale for their choice to plagiarize a second time. Student will redo the assignment/assessment in a supervised

location with the teacher or other staff member for full credit.

Third and All Subsequent Instances

1. Conference with administrator, parent, and student to review contents of the first two offenses. Student must reflect on the current violation and explain rationale for their choice to plagiarize a third time.
2. Student may have to complete all assessments, projects, etc. under supervision of a teacher or other staff member for the remainder of the current school year.
3. Student may also be ineligible for any academic excellence award for that current school year and/or lose privileges to participate in sports, clubs, field trips, or other special school-sponsored events.

Field Trips

AUSD recognizes that school-sponsored trips supplement and enrich the classroom learning experience. Students are required to follow all the rules of conduct when going to and from school, on field trips, and other school-sponsored activities. A copy of the [field trips policy](#) can be viewed on our website or obtained at the school's main office.

Students must have written parental permission, including pertinent medical information, in order to participate in any field trip. All chaperones going on field trips must be approved to volunteer. Students must be transported using district approved transportation to and from the destination. Siblings of students are not permitted to attend field trips.

Student Information

Cafeteria Procedures

Nutritionally balanced breakfasts and lunches are served daily in the cafeteria. All students are encouraged to grab a free breakfast before school starts and a delicious lunch during service times. Students are welcome to purchase any additional meals beyond the first free meal given. Parents can monitor purchases and add money on their child's account for purchasing additional meals or milk. You can manage and monitor your child's account online through My School Bucks. You will need your child's school ID number to establish an account. The front office staff can get you this information if needed. Monthly menus are available on the website and in the school office. All students receive 1 free breakfast and 1 free lunch every school day. Milk is free with each meal, but extra milks are .50. Students are able to purchase a second breakfast or lunch for \$2.00 and \$4.00, respectively. Students may bring lunch from home and purchase milk for 50 cents. Microwave ovens are **not** available for student use.

Classroom Placement

The EV Cain School administration makes every effort to ensure that each teacher demonstrates high quality, research-based instruction, and develops exemplary-learning experiences for all ranges and levels of students. Through ongoing staff development and classroom observations of teaching and learning, the EV Cain School administration maintains the quality and equity of instructional techniques, pedagogy, and strategies utilized by the teaching staff. Through careful monitoring and rigorous hiring practices, AUSD's Board and administration are confident that each teacher is capable of meeting the needs of all students. Student placement is made by teachers and administration via a non-biased process using several criteria, including special academic or behavioral needs. Although a parent may request a specific teacher, we are unable to guarantee specific teacher requests.

Student Records

EV Cain School maintains educational records on all students, in accordance with state law, to help plan each student's educational program and to communicate student progress with families/guardians. Student records include such information as standardized achievement and ability test data, grades, attendance, health and medical records, and evaluations by professional staff. Families and adult students have the right to review the student's education records. In order to do so, families and adult students shall submit a request to review education records in writing to the school principal. Upon request, EV Cain will provide copies of requested documents within five (5) business days of a written request for copies. EV Cain School may charge actual costs for copies.

Annual Parent Notice

State law requires public schools to provide annual notice to families/guardians of certain rights and responsibilities. The AUSD Annual Parent Notice is included in the Data Confirmation process in Aeries to all students and available for review on the school [website](#). Families are required to acknowledge receipt of this notice by indicating on the electronic emergency card. In the event of any discrepancy between this District Handbook or a school site's Supplemental Handbook, the AUSD Annual Parent Notice will prevail.

Student Surveys

EV Cain School may participate in the California Healthy Kids Survey and/or other federal or state surveys to measure student health, risks, and behaviors. Before the survey is administered, families/guardians will be notified about the survey and given the option to opt-out (grades 7-8) or to opt-in (grades 5-6).

Personal Property

AUSD is not responsible for lost or stolen items. While we are sympathetic to items that are missing, please remember that it is our endeavor to focus as much time as possible on refining our programs and instruction to maximize student achievement, and time taken to look for these items hinders these efforts. Please have your student keep anything of value at home.

Cell Phones & Personal Electronic Devices

In accordance with Board Policy 6163.4 and the corresponding exhibit, students shall follow the AUSD Acceptable Use Agreement regardless of type of device being used and/or ownership of said device.

There is a telephone in the office for emergency use only. If a student has a cell phone, smartwatch, or personal electronic device, it must be turned off and remain in the student's backpack in a zippered compartment: (1) before school (as soon as the student arrives on campus), (2) during school hours, (3) while on school grounds, (4) at a school-sponsored educational event, unless otherwise permitted by school policy [please see AUSD Board Policy].

Student cell phone use is prohibited during lunch and passing periods. Any violation of this rule may result in the device being taken from the student and held in the office until the end of the day. Repeated cell phone violations will result in other consequences, including parent pick up of device and/or loss of privilege of possession of cell phone during school. EV Cain School will not be responsible if these items are lost, damaged, or stolen. Other electronic devices, with the exception of handheld video games, such as E-readers, must be used responsibly and must not interfere with the instructional process. Students may use their cell phones when the final bell has dismissed for the day. [AUSD Board Policy](#).

Photography

Unless expressly directed by a teacher or staff member and in accordance with existing parent permissions, students are prohibited from the taking of pictures or video/audio recordings of students, staff, or school or private property while under the jurisdiction of school rules. In addition, students may not post on the internet, transfer, email, or exchange such images in any way without permission. Students in violation of this are subject to disciplinary consequences consistent with school policy.

Cameras of any kind, including smartphones with built-in cameras, are not allowed in student possession during standardized testing.

Yearbook Pictures and Student Photographs

EV Cain School must have parent/guardian consent for a student to be photographed or videoed at school or during any school-sponsored event. This permission is part of the data confirmation. Any reproduction of photo, video, and/or student work may be used for the purposes of education and/or promoting AUSD Schools and its programs.

Sales and Solicitation

All selling of outside items (such as, but not limited to snacks, drinks, wallets, jewelry, clothing) is strictly prohibited at EV Cain School unless authorized by the principal or designee.

Student Conduct

The EV Cain School environment cultivates students who are responsible, compassionate, and engaged citizens. In order to provide students with a safe and effective learning environment, students are expected to follow school rules. School rules are supported by Positive Behavioral Interventions and Supports (PBIS), a research-based behavior intervention system. PBIS uses a multi-tiered system of support framework to provide a continuum of positive behavior interventions for all students within a school. This intervention system has the following goals and outcomes:

- Create a positive school culture and climate with consistent and clear student expectations across classes and grade levels.
- Support students with frequent, positive reinforcement.
- Use frequent evaluation of behavior data from staff members to add additional support and preventative coaching for students.

Technology

All EV Cain students are required to sign the Acceptable Use Policy and the Student Chromebook Rules forms prior to accessing technology resources and to abide by the terms and conditions of all applicable Board Policies and corresponding Administrative Regulations. These forms are completed during [Aeries Data Confirmation](#) at the beginning of the school year. Your signature on these documents indicates that you have read the terms and conditions carefully, understand their significance, and agree to act responsibly.

The AUSD Board believes that the use of computing devices in the learning environment, including network services, and access to online content (Internet) offer vast, diverse, and unique resources for students and staff. The goal of providing these resources is to promote educational excellence in schools by facilitating learning through collaboration, innovation,

communication, access to knowledge and information, digital citizenship, and responsible use.

Technical Limitations

All network and Internet access at EV Cain School will be content filtered for appropriate educational use. EV Cain School makes careful and reasonable efforts to filter harmful content from students and that technology resources are used primarily for activities that support learning objectives. However, internet content filtering is not an exact science, and families/guardians are advised that on occasion through intended use, or through deliberate and determined actions, a user may be able to gain access to content and services on the Internet which EV Cain and AUSD has not authorized, intended for educational purposes, or that may be considered inappropriate, offensive, or controversial. Families/Guardians are also advised that EV Cain is not able to censor all communications on the internet, nor control or filter content accessed by personal devices that utilize wireless carrier data networks. Families/Guardians assume this risk by consenting to allow their students to participate in the use of computing devices and online services for the intended purpose of learning. Network access and internet use is a privilege, not a right. Students who violate or disregard the Acceptable Use Policy and the Student Chromebook Rules may have their use privileges suspended or revoked and may be subject to other disciplinary actions. All users granted access to the AUSD data network assume personal responsibility and liability, both civil and criminal, for uses not authorized by this agreement and board policy.

Student Dress and Appearance

EV Cain School administration and staff believe that professional dress and grooming contribute to an environment that is conducive to learning and essential to safety and health. Students should be neat and clean when coming to school. Professional dress allows schoolwork and activities to be done safely and efficiently without interfering with the ability of others to work safely and efficiently. The administration and staff expect students to wear clothing that is suitable for the school activities in which they participate. See the next section for the dress code requirements and consequences for dress code violations. On issues regarding appropriate dress, the decision of the Principal shall be final.

EV Cain School Dress Code

The following dress code was created with input from those whom it may affect, including students, faculty, and parents. Students are not permitted to wear any clothing that violates the scenarios below. Unless otherwise explicitly specified, for purposes of the following sections, clothing is defined as all the garments that an individual is wearing. A student shall not be subjected to disciplinary sanctions due to clothing, which is not explicitly prohibited in the sections below.

1. Clothing is prohibited when it can be considered:
 - Unsafe for participation in any school-related activity

- Disruptive to school programs or the educational process
 - Suggestive of, or displays ideas related to: drugs, alcohol, tobacco, violence, nudity, weapons, sexual activity, gang activity, obscene language, lawlessness or is found to be discriminatory on the basis of a person's actual or perceived; ethnicity, religion, sex, gender or gender identity, color, race, ancestry, national origin, physical or mental disability, age, sexual orientation or association with a person or a protected group with one or more of these actual or perceived characteristics in any of its policies, practices or procedures, programs or activities.
 - Does not cover the buttocks at all times
 - Does not cover the stomach at all times. For purposes of this section the stomach is defined as the front and side of the midriff.
 - Does not cover the chest at all times. For purposes of this section the chest is defined as the front of the upper torso across and down from the armpits.
 - Does not cover the back beneath the shoulder blades. For purposes of this section, an area is considered covered if it is partially obscured from view by mesh, lace, or other similar material.
 - Does not go over each shoulder. For purposes of this section, undergarments such as bra straps shall not be included in the definition of clothing.
 - Does not cover undergarments. This section shall not be construed as prohibiting bra straps from being visible.
 - Has rips or tears that cause an area to be visible in a manner that is prohibited by any of the above sections.
2. Footwear must be worn at all times.
 3. Non-prescription dark glasses are prohibited in classrooms.
 4. Studded or metal belts, wristbands, large chains, wallet chains, spiked or with bullets, and handcuffs are prohibited.
 5. Headwear shall be permitted on campus, including in classrooms. A teacher may place restrictions upon the headwear, which may be worn in their classroom, so long as such a policy is provided to the students in the course syllabus. This shall not be construed as placing any limitations on headwear worn for religious purposes.
 6. Dances, athletic events, and other specialized events or circumstances may have different requirements for dress code in accordance with the needs of the event. If an event requires an alternative dress code, it shall be made available by the organizing entity in advance of the specialized event or circumstance.

Dress Code Violations

Any staff member may ask the Principal or Vice Principal to review the appropriate dress of a student. If a student violates the dress code, a conversation about the chosen clothing and a solution to remedy the situation will be offered by administration with the expectation that the student will comply. Continued or habitual dress code violations will incur a conference with a parent and documentation in Aeries on the student's choice of clothing. **The best advice EV Cain School has for its students is, "Just follow the dress code. It makes life simple!"** Consequences for dress code violations may vary based on violation. Students should expect, however, that any violation will result in an immediate change of clothes, either brought by a parent, provided by the school, or another suitable solution. It is expected that all students comply with this request. Non-compliance or repeated dress code violations will result in a parent phone call or conference with administration. Students that comply with the solution for the dress code violation but then repeat the violation more than once in the same day may receive more severe disciplinary consequences.

Assemblies

Assemblies are a regular part of the educational process. They include programs for education, entertainment, elections, and pep-rally functions. They help create better school spirit and develop leadership and talent. Appropriate student conduct is necessary and expected for successful assemblies.

Lost and Found

Bins for found clothing and other items are provided for students to locate missing items. Unclaimed items are donated to charities several times each year. Found valuables such as wallets and cell phones are kept in the front office and in a secure location until they are claimed. The School assumes no liability for items stored in any lost and found location.

Safe School Zone

Learning in a safe and secure environment is a basic right for every student. All parents, students, and staff at AUSD are encouraged to utilize the anonymous reporting button on the school's website to report incidents that endanger students. Students who have a concern with school safety should contact a staff member or administrator so it can be addressed. Any student or staff member concerned about harassment, dangerous activity, dangerous students, suspicious situations, overhear a dangerous plan, hear about a weapon on campus, or other safety problems and want to remain anonymous, may:

- Send an email to an administrator

- Call and leave a voicemail message
- Write a note and give it to a teacher
- Talk to a teacher, campus supervisor, or another adult on campus about the concern
- Complete an anonymous online report under “Reporting Up” at www.wscacademy.org.

Tardy Consequences

Arriving on time to school and all subsequent classes is just as important as attending school everyday. It is expected that all EV Cain School students arrive on time to all classes without exception. Students arriving late to class are being disrespectful to their teacher and classmates, disrupting the learning environment, and causing gaps in their learning due to instruction or directions that may have been missed. Consequences for tardies are as follows:

- 3 or more tardies in a week: Conference with administrator
- 12 or more tardies in a month: Conference with parent, administrator, attendance contract, and/or other appropriate consequence as determined by parent and/or administrator
- Habitual/Excessive Tardies/No Improvement: Conference with parent, administrator, loss of privileges to attend sports, clubs, dances, or other outside activities, and/or detention or other appropriate consequence as determined by parent and/or administrator

A copy of the School’s complete Attendance and Truancy Policy #5131 can be viewed on our website or obtained from the School upon request at the main office.

Off-Site Conduct

EV Cain School students are required to follow all the rules of conduct when going to and from school, on field trips, and other school-sponsored activities. EV Cain School students should also take special care to be good neighbors who reflect well on our school if they are walking to our neighborhood area businesses and spending time there after or before school. All students, guests, parents, and other participants are expected to adhere to all local, education, and civil penal codes.

Parents and teachers must sign all forms prior to participation. To chaperone, parents must have a completed Volunteer Information/Agreement form located in the [Volunteer Policy #1240](#), be cleared through Live Scan, and have a TB clearance.

Suspension & Expulsion Policy

For an in-school suspension, the student is removed from the grade-level classroom and spends the hours or days of In-School Suspension in another location under the supervision of a certificated staff member. Students are expected to use this time to complete all assigned work, for which they receive credit.

For an at-home suspension, students are removed from the classroom and sent home. Students are able to make up all academic work for which they will receive full credit. Students may be suspended or expelled for violating any of the enumerated offenses listed in the discipline policy. The discipline policy in each school is available at [BP# 5144](#)

Arrival and Dismissal Procedures

At EV Cain School, we are committed to student safety. In addition to student well-being on campus, it is important to be safe when dropping off or picking up students. In order to minimize traffic problems and in an effort to be considerate of neighboring businesses, we encourage all families to carpool whenever possible, and to observe all traffic laws. Our drop-off/pick-up plan has been created in consultation with the Auburn Police Department and outside consultants specializing in risk management. Considering the procedures necessary to keep students, staff, and volunteers safe, we strongly recommend that you allow extra time for dropping off and picking up. There are two entrances and exits for the EV Cain School parking lot, so it will take everyone's patience and consideration to have a smooth process. Thank you in advance for your assistance.

Morning drop-off procedures

1. Enter the school from Palm Ave. and make an immediate right following all coned-off areas; continue on the road to the front of the office to the two drop-off lanes.
2. TK/K drop off is only allowed in the far right lane. TK/K parents are allowed to park in this lane to unhook and let out their littles, but are not permitted to leave their cars unattended. Staff is positioned outside to receive your little ones.
3. 1st-8th Grade drop off is only allowed in the middle lane.
4. Please exit to the passenger side of the car if at all possible. Please say your goodbyes, give last-minute reminders, hugs, etc. prior to drop off. Efficient student exit of the vehicles will be the key to an efficient drop off procedure. The small parts add up to the whole – thank you for your cooperation!
5. At the end of the drop off line, turn left to follow cars toward the parking lot to exit from Palm Ave. to go left Hwy 49. Or you may continue straight to turn right on Hwy 49 at the south exit.
6. Students should enter school between the administration building and the cafeteria.

Afternoon pick-up procedures; Grades 1-8

1. Please enter the school for pick up in the same manner as drop-off. Parents may pick up their student in any grade level from the bus lane or the middle lane.
2. If you are waiting in the lanes, please continue to pull forward if the car in front of you has left as you wait for your student so we can keep the lines moving.
3. If you are pulling into the middle lanes, please keep the left-hand side of the lane for drivers to drive through. Please wait for your student in the parallel parking spaces in this lane.
4. Please encourage your student to watch for you and to quickly and cautiously proceed to the waiting car.
5. Students are to wait on campus on the sidewalk or between the admin building and the cafeteria. Pick-up drivers should not meet students for pick up at local businesses unless the student has business there. Please be respectful of our neighbors!
6. Arriving too early will back up traffic.
7. No temporary or visitor parking in the staff parking areas.

Afternoon pick-up procedures; Grades TK-K

1. Please enter from the Palm Ave. entrance to the school and take the immediate right to park in the upper lot or continue to pick up your student at the back exterior door. If you hit the stop sign next to our main office, you went too far.
2. Please continue to the parking spaces next to your child's classroom wing and wait there for your student to be brought to your car.
3. Please remain in your car until your student is brought to you. You may also park at the top parking lot area and walk down to pick up your student. Please wait for our student outside on the sidewalk and do not enter the school building.

General Reminders:

1. Students riding bikes or skateboards must walk their bike or skateboard to the bike rack while on campus.
2. Please be courteous to our volunteers who faithfully help with traffic. Respect the directions they are giving as they are looking out for student safety.
3. Please set a positive example for our students and do not use a cell phone to talk or text. Your close attention to safety will keep accidents from happening.

Please avoid the following:

1. Dropping off or picking up students on Palm Ave or Hwy 49, at the front office, at the stop sign, or any other area beside the drop-off/pick-up lane. This practice is not safe!
2. Cutting in line to take an open spot or pull around other vehicles to drop off or pick up your students.
3. Getting out of the vehicle to help your student, unless you are in a designated parking area. This does not include assisting students with temporary or long-term special needs to enter or exit a vehicle at any time.
4. Storing student backpacks or other items needed for school inside the trunk of your car.
5. Leaving your car unattended in the drop-off/pick-up zone, especially the front bus lane; there is no room for cars to pull around you.
6. Parking in undesignated areas or parking in areas designated for staff.
7. Parking in the fire lane segment of the parking lot.
8. Blocking access to disabled parking spaces at any time.
9. Stopping in the road behind the parking spaces; this is not a stopping area as it is a road that connects the north end of school to the businesses at the south end of the school.

Appendix

School Calendars