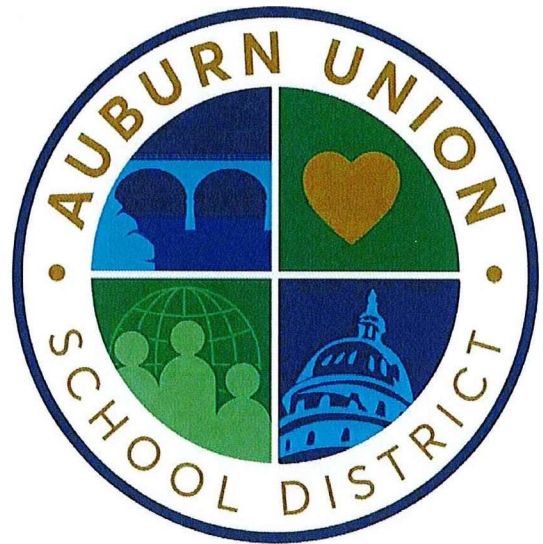


SKYRIDGE ELEMENTARY SCHOOL

Family & Student Handbook 2025-2026



800 Perkins Way
Auburn, CA 95603

<http://skyridge.auburn.k12.ca.us>

Telephone (530) 885-7019 Fax (530) 885-4219

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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 your school site Principal at caday@auburn.k12.ca.us or the Superintendent's Office at bmeyer@auburn.k12.ca.us

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
Secretary	Renee Grigsby	rgrigsby@auburn.k12.ca.us
Trustee	Jayson Wedge	jwedge@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

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.

Skyridge School

Dear Skyridge Families,

We are delighted to welcome you whole-heartedly to the 2025–2026 school year at Skyridge School! We are excited to continue our journey as a TK–8th grade school, with both returning students and new friends joining our school community. Our promise remains the same—to provide your child with an outstanding education.

Our aim is to nurture a warm, safe, and successful school culture where all students are valued and cared for. Every student will have opportunities to discover their unique potential and to succeed in all areas of school and beyond. Our goal is to inspire inquiring, knowledgeable, and caring young people who strive to create a better and more peaceful world.

We are fortunate to have a dedicated team of teachers and staff ready to collaborate with you in supporting your child’s learning. We encourage you to get involved by joining our Parent Teacher Committee, School Site Council, English Language Advisory Committee, or PBIS Team. Your partnership helps promote our school’s vision and guide our young people toward becoming well-rounded, contributing citizens of the future.

We hope you find this handbook both useful and informative. Please do not hesitate to contact Skyridge School if you need further guidance or support. Warmly,

Christy Aday, Principal

Skyridge School History

Soaring to Excellence

Skyridge Elementary School, home of the Falcons, is a place where students soar!

Our school has its roots in the original Auburn Grammar School and Lincoln Way School. In 1990, Skyridge moved to its present location, housed in portables until construction was completed in 1994. Skyridge School serves students in Preschool through Eighth Grade.

Skyridge students are served by a fully credentialed staff consisting of one Principal, one school counselor, 22 general education classroom teachers, two Resource teachers, two SDC teachers, and the following specialists: a library technician, a speech therapist, a psychologist, a mental health specialists, and a family support specialist.

Skyridge has a Parent Teacher Club (PTC) that actively supports our staff and students. Many of the accomplishments of the students and school are made possible through the financial support and effort of the PTC volunteers. PTC provides funds for student assemblies, classroom supplies, student awards, family events, and informational educational programs for parents, students and teachers. PTC meetings are announced on the Skyridge PTC website, AUSD Skyridge Facebook, Class Dojo, School Marquee, and the Administration sends out weekly emails to families.

Skyridge students participate in a variety of activities throughout the school year such as Cross Country, Dance, Drama, Student Council, Winter Concerts, Meet the Masters Art Program, AUSD VAPA Program, Sight Word Busters, NASA/Globe Programs, educational field trips, project-based learning through Project Lead the Way, and other classroom activities.

Skyridge Staff

OFFICE STAFF

Principal
School Administrative Assistant
School Administrative Assistant
School Office Assistant
Community Liaison
School Counselor
Health Assistant

Mrs. Christy Aday caday@auburn.k12.ca.us
Mrs. Maria Dietler mdietler@auburn.k12.ca.us
Mrs. Jamie Baldwin jbaldwin@auburn.k12.ca.us
Mrs. Karen Simmons ksimmons@auburn.k12.ca.us
Mrs. Lori Murphy lmurphy@auburn.k12.ca.us
Mrs. Kourtney Areizaga kareizaga@auburn.k12.ca.us
Mrs. Lori Jensen ljensen@auburn.k12.ca.us

STUDENT SUPPORT SERVICES

Coordinator of Special Education
Psychologist
Speech Therapist
Resource Teacher
Resource Teacher
SDC Teacher
SDC Teacher
Early Childhood SDC Teacher
Early Childhood Teacher

Mrs. Kelly Young kyoung@auburn.k12.ca.us
Mrs. Melanie Searls msearls@auburn.k12.ca.us
Mrs. Lynnel Queen lqueen@auburn.k12.ca.us
Mrs. Carolyn Brosnan cbrosnan@auburn.k12.ca.us
Mrs. Penny Gilman pgilman@auburn.k12.ca.us
Mrs. Margie Orsi morsi@auburn.k12.ca.us
Mrs. Maddie Howe mhowe@auburn.k12.ca.us
Mrs. Laura Kessler lkessler@auburn.k12.ca.us
Mrs. Mary Brown mbrown@auburn.k12.ca.us

SUPPORT STAFF

Paraprofessionals
Ms. Jo Allender
Mrs. Sara Anderson
Mrs. Cindy Bell
Mrs. Cher Bennett
Mrs. Valerie Brown
Mrs. Stephani Dufour
Mrs. Rainee Hall
Ms. Laci Hanks
Mrs. Shauna Meyer
Mrs. Laurie Motto
Mrs. Nicole Peters
Mrs. Olivia Schnuck
Mrs. Melissa Welch

Campus Monitors
Mrs. Michelle McGovern
Mrs. Grace Quesenberry
Mrs. Heather Rector
Mrs. Kat Rosario
Mrs. Sarah Turnage

Mr. Scott Daly, Day Custodian
Mrs. Debra Easley, Night Custodian
Mr. Andy Rocha, Grounds & Maintenance

Mrs. Rochelle Romer, Library Technician

Mrs. Ashlee Lopez, Lead Child Nutrition Assistant
Mrs. Arletha Davis, Child Nutrition Assistant
Mrs. Sherrie Moreno, Child Nutrition Assistant

ITINERANT STAFF

Mrs. Camille Bryant, Visual And Performing Arts
Mrs. Cara Schwindt, Program Specialist
Mrs. Emily Clark Vivier, Instructional Coach
Mrs. Rachel Kringel, ELD Teacher on Assignment

Skyridge Teaching Staff Contact Information

Staff	Room	Grade	Email
Brosnan, Carolyn	22	RSP	cbrosnan@auburn.k12.ca.us
Brownell, Luke	32	PE	lbrownell@auburn.k12.ca.us
Camagna, Alex	29	MS Science	acamagna@auburn.k12.ca.us
Charles, EJ	30	MS Band	echarles@auburn.k12.ca.us
Costa, Emma	28	MS Social Studies	ecosta@auburn.k12.ca.us
Dillon, Angela	13	2 nd	adillon@auburn.k12.ca.us
Dzurella, Kaitlin	4	K	kdzurella@auburn.k12.ca.us
Gilstrap, Addie	6	1 st	agilstrap@auburn.k12.ca.us
Hamilton, Juliet	12	4 th	jhamilton@auburn.k12.ca.us
Hatashita, Megan	27	MS Math	mhatashita@auburn.k12.ca.us
Howe, Maddie	19	SDC	mhowe@auburn.k12.ca.us
Johnstone, April	14	2 nd	ajohnstone@auburn.k12.ca.us
Jurgensen, Crystal	17	3 rd	cjurgensen@auburn.k12.ca.us
Larsen, Maria	3	K	mlarsen@auburn.k12.ca.us
MacDonald, Crystal	2	TK	cmacdonald@auburn.k12.ca.us
Meehan, Brook	8	4 th	bmeehan@auburn.k12.ca.us
North, Tracy	15	3 rd	tnorth@auburn.k12.ca.us
Olson, Bettina	25	MS Art	bolson@auburn.k12.ca.us
Packheiser, Jim	5	5 th	jpackheiser@auburn.k12.ca.us
Steinman, Dorothy	16	5 th	dsmithsteinman@auburn.k12.ca.us
Terlesky, Kris	7	1 st	kterlesky@auburn.k12.ca.us
White, Dave	26	MS ELA	dwhite@auburn.k12.ca.us

Email: To email any staff member, use the first initial of the first name and the full last name followed by @auburn.k12.ca.us

Important School Calendar Dates

Non-Attendance Days for Students

September 1 – Labor Day
 November 10 – Staff Development
 November 11 – Veterans Day
 November 17 – Parent Teacher Conference
 November 24-28 – Thanksgiving Break
 December 22-January 2 – Winter Break
 January 19 – Martin Luther King Day
 February 13 – Staff Development
 February 16-20 – February Break
 March 30-April 3 – Spring Break
 April 6 – Possible PSPS (Snow) Day
 May 25 – Memorial Day
 June 8 – Possible PSPS (Snow) Day

Grading Periods & Minimum Days

First Trimester

August 13 – October 31

Second Trimester

November 3 – February 27

Third Trimester

March 2 – June 5

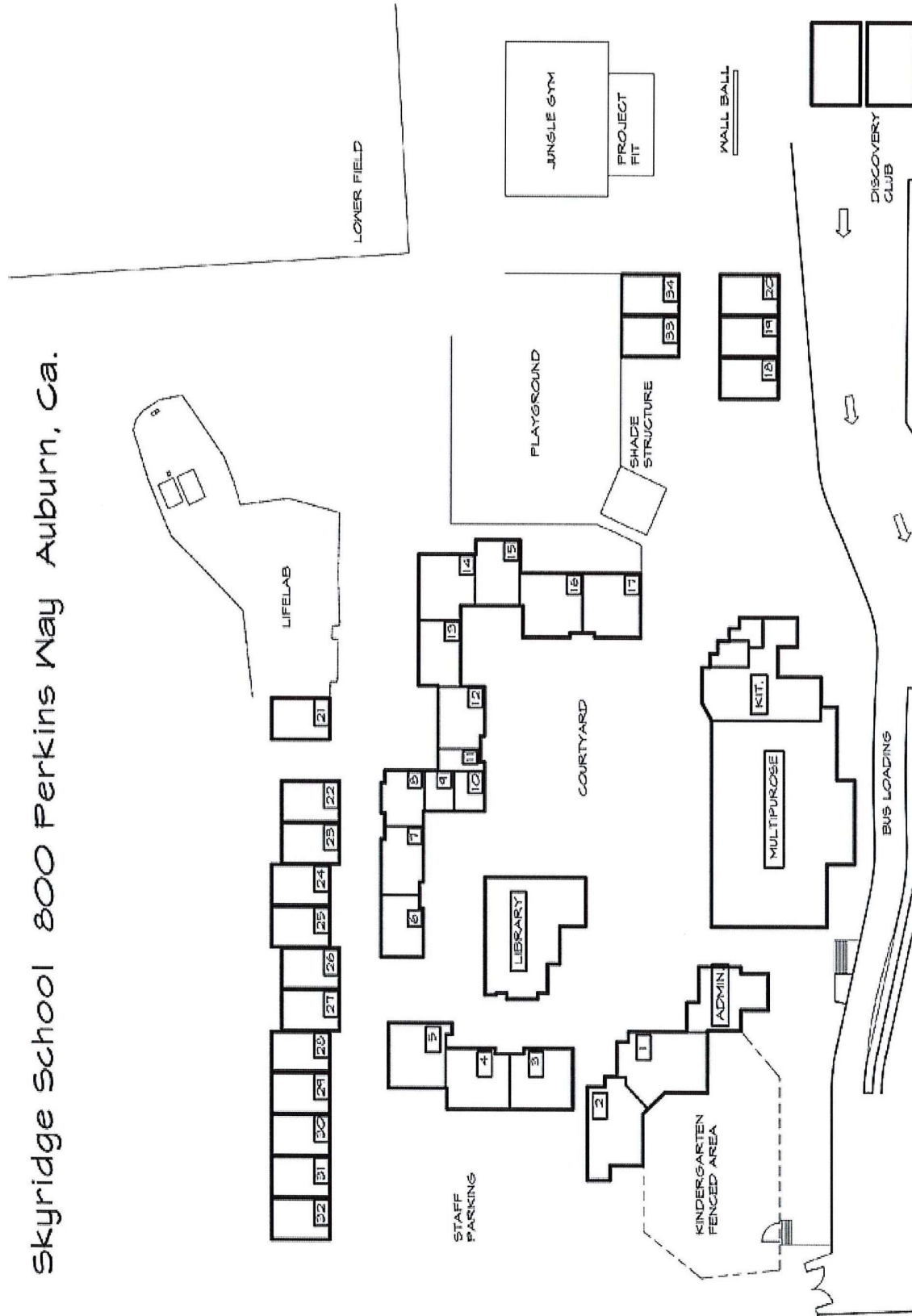
Minimum Days

November 18 – 21
 December 19
 March 11 – 13
 June 5

Bell Schedule

Regular Day	PLC Mondays	Minimum Days
Transitional K/Kindergarten	Transitional K/Kindergarten	Transitional K/Kindergarten
7:55 am – 1:00 pm	7:55 am – 1:00 pm	7:55 am – 12:05 pm
Grades 1 – 8	Grades 1 – 8	Grades 1 – 8
7:55 am – 2:15 pm	7:55 am – 1:25 pm	7:55 am – 12:20 pm

Skyridge School Map



skyridge school 800 Perkins Way Auburn, Ca.

Attendance Information

Absences

At Skyridge School, we want our students to Arrive & Thrive. Research shows that consistent attendance from preschool through second grade greatly increases the likelihood of reading at grade level by third grade. Daily attendance is vital for learning through participation, activities, and relationships, while also building strong habits for future success.

Because attendance is so important, please send your child to school every day unless they have a contagious illness or are running a fever.

We track each student's attendance throughout the year to identify when absences may put them at risk. We're committed to partnering with families to support regular attendance and help every student succeed.

Below is a summary of Attendance Board Policy 5112.1; the full policy is available on our website or at the school office.

- Absences should be cleared the same day or upon return with a written note or verbal reason from a parent/guardian or healthcare provider.
- Uncleared absences are marked unexcused. Call Skyridge's 24-hour attendance line at 530-745-3337.
- Excused absences include health issues, family emergencies, and other lawful reasons.
- Students absent on the first day of school will be contacted to confirm enrollment.

Truancy

A student is considered truant if they have three unexcused full-day absences, three unexcused tardies of 30 minutes or more, or any combination of these in one school year. All cases of truancy are formally recorded and shared with the Superintendent or their designee to ensure consistent follow-up and support.

- **3 unexcused absences/tardies** – First truancy letter sent to the family.
- **5 unexcused absences/tardies** – Second letter sent; family attends a School Attendance Meeting (SAM) with the attendance team to discuss and address barriers preventing their student from attending school.
- **8 unexcused absences/tardies** – Third letter sent, family 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. After a student has been out for illness for 10 days, cumulatively, the family will be required to provide a doctor's note excusing future absences.

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 continual tardies and will be asked to follow through with a program to increase punctuality.

Independent Study Program (ISP)

Independent Study may be an option for a student who will be absent from school. The most common reason for Independent Study request is vacation. It is our recommendation that vacations be taken during regular breaks. Independent study requires a master agreement be signed. This agreement is provided annually as part of our data confirmation process.

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 but does not "clear" the absence itself. This means a student will still be considered absent during their Independent Study period. A student is limited to no more than 15 total days of Independent Study per school year.

Home and Hospital

AUSD 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. The following means of communication are used to help keep parents/guardians informed,

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 school emails must be sent to and from the teacher, official Parent Teacher Club (PTC) representative, or the office. Any communication must be related to official school business and approved by the school.

We communicate primarily via email, and teachers may also use Class Dojo to share all of our current and upcoming events, school & classroom projects, noteworthy participation and achievement of students, staff, and parents, as well as tips to parents to help their child succeed in school. It is also available to view online through the school website. There is a weekly email sent from the Principal through Catapult Connect. The [AUSD Skyridge Facebook Page](#), [Skyridge School Website](#), are kept current with ongoing school events.

Catapult Connect/Newsletter Communication

School communications and newsletters are emailed to the parent/guardian's email via CatapultConnect. 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/>.

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.

Social Media Policy

AUSD has a social media site for its program on Facebook and Instagram. AUSD reserves the right to prevent access to all viewers from commenting on its official social media site(s). When comments are permitted, AUSD 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

AUSD's goal is to provide an environment that permits all members of the AUSD 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 your child's teacher. Almost all issues and problems can be resolved at this level. Parents may request a conference with a teacher 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 AUSD'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

AUSD firmly believes that a family-school partnership is vital to student success. 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 policies of Skyridge 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.

PTC (Parent Teacher Club)

We have very active PTCs at all of our sites. 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 AUSD and share their ideas. The PTC conducts fundraisers to support AUSD's special and ongoing projects/programs that are approved by the PTC board.

SSC (School Site Council)

The School Site Council is a governing body within our school. It is composed of parents, teachers, classified staff, and community members. All members are elected for a two-year term. The School Site Council has the responsibility of helping to decide how our funding is spent. Although only elected members may vote, all interested parents are welcome to attend. Refer to your Parent Newsletter for meeting dates and times

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 AUSD. There are many ways to be involved, including volunteering in a classroom, attending field trips, or participating on a committee. A copy of AUSD's complete [Volunteer Policy #1240](#) can be viewed on our website or obtained from the School upon request at the main office.

Visitors vs. Volunteers

We welcome both visitors and volunteers on our campus, though there are some distinct differences.

- Visitors
 - *Fingerprinting required* : No
 - *Can supervise children on their own*: No, must be with a staff member at all times when with children
 - *Examples*: Parent visiting for an assembly, parent running a weekly reading group in the classroom with the teacher
- Volunteers
 - *Fingerprinting required* : Yes
 - *Can supervise children on their own*: Yes
 - *Examples*: Watch DOGS, club volunteer, field trip chaperone

Volunteer Opportunities:

Larry Ford Outdoor Classroom: Our Outdoor Classroom cultivates children's love of learning, healthy food, and nature through garden-based education. Students are provided with opportunities for outdoor learning, gardening, and other project-based learning.

Meet the Masters Art Docent: Art is brought into the classroom through presentations by Art Docents. Students participate in art activities and skill development.

Makerspace Docent: Design thinking is brought to our students through classroom visits to our Makerspace. Makerspace Docents support the classroom teacher with activities for students to innovate, create, design, and build.

Parent Teacher Club: PTC provides funds for student assemblies, field trips, classroom supplies, student awards, family events, and informational educational programs for parents, students, and teachers. Every parent/guardian is a member of the Skyridge PTC. Check with the office for the schedule of PTC meetings. Meeting dates are announced via email, school marquee, AUSD Skyridge Facebook page, and school website.

Classroom Volunteers: We welcome volunteers in our classrooms and on our campus. Please come to the office and complete our Volunteer Confidentiality Agreement. Volunteers may work under the direct supervision of our credentialed teachers. Prior arrangements must be made with the student's teacher. Volunteers must sign in at the office and wear a badge while on campus. It is our policy that cell phones and other personal electronic communication devices may not be used in a manner that interrupts or distracts students or staff members in the performance of assigned duties, except for emergency purposes. Please put phones on "silent" mode while on campus.

School Site Council: The Skyridge School Site Council meets once a month. The purpose of this committee is to develop, monitor, and evaluate a Single Plan for Student Achievement (SPSA) that coordinates all programs funded through the consolidated application process and operated

at the school to improve student achievement. Additionally, the School Site Council reviews and updates the Skyridge Safe School Plan.

English Learner Advisory Committee (ELAC): Parents of English Language Learners are encouraged to attend ELAC meetings and district level meetings. We hold three ELAC Meetings throughout the year - Fall, Winter, and Spring.

Sight Word Busters: A volunteer-based program which helps boost reading and learning skills of students in grades TK-2. The volunteers spend one hour a week in the classroom. At the kindergarten level, they help students learn letter names, sounds, and sight words. In the 1st and 2nd grades, they help students master a list of 300+ high frequency sight words and reinforce other reading skills being taught at these grade levels.

Required Screening of All Volunteers

A key foundation of AUSD is full partnership with families; however, in order to ensure the safety of all children, AUSD 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. Contact your School Office to begin the process of becoming a volunteer.

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.

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

Unless otherwise communicated for a special event, all visitors must enter through the main entrance and check-in at the School office to sign in and obtain a Visitor's Badge. Visitors 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. Pets are not permitted on school grounds during school hours.

Student Visitors

No student (i.e. minor) visitors are allowed on campus during school hours unless invited by administration. 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.

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. AUSD maintains emergency information for each child from the data provided by families/guardians through the Data Confirmation process in the Aeries Parent Portal 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 school office at 530-885-7019 or update information through the parent portal in Aeries.

Emergency Information

Parents/Guardians will be notified immediately of serious injury or sudden illnesses that occur during school hours. For this reason, you must notify the Skyridge School 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 AUSD 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.

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.

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 us 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. We appreciate your cooperation with this additional safety measure.

Emergency Situations

Emergency drills will be conducted throughout the year, and students are instructed on how to respond to a variety of emergency situations. 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. Families and others may call the main office at (530) 885-7019, for information about student release.

District Safety Plan

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

Lockdown/SheIter 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

School Safety Drills

Regular fire, earthquake, 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 until the drill is over.

Property Search

Student desks, and other similar property are owned, leased, or controlled at all times by the school. The 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 because school-related property may be subject to search by school officials.

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, 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 Skyridge School officials for any reason at any time without notice.

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 without a physician's prescription. This includes, but is not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic cigarettes that can deliver nicotine and non-nicotine vaporized solutions. This prohibition extends to all facilities, whether owned, rented or leased. This prohibition 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.

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 methods to report incidents that endanger students. Students who have a concern with school safety should contact a staff member, administrator or local law enforcement 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:

- Talk to the Principal, teacher, staff member, law enforcement, or another adult on campus about the concern
- Complete an anonymous online report under [Anonymous Community Reports](#) on our website

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.

Food in Classrooms

All food brought into classrooms needs to be store-bought, with the ingredient label attached and Smart Snack Compliant. We have many students with identified allergies and must ensure a safe environment for all students. For the safety of all students items must NOT contain peanuts. 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](#) or click [here](#) for a direct link to the list.

Smart Snack Compliant food can be purchased through the Child Nutrition Department. A two week notification is needed to receive products. Product cannot be guaranteed as purveyors are still having troubles keeping items in stock.

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.

Keeping Your Child Home — Illness or Other

If your child is sick, work with your doctor to determine if they should remain home from school. 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 child. 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 principal (and/or designee's) attention. Receiving ice or a bandage is not considered medical assistance.

Health Screenings

Vision and hearing screenings shall be completed in Kindergarten, 2nd, 5th and 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.

Nutrition

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.

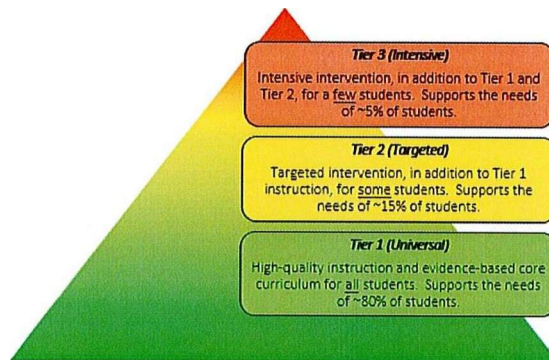
Parents can monitor purchases and add money on their child's account for purchasing additional meals or milk. You can manage and monitor your child's account online through My School Bucks. You will need your child's school ID number to establish an account. The front office staff can get you this information 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.

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.

Academics

AUSD students build a depth of understanding in core concepts through a cohesive K-8 education program. All students have access to Board approved core curriculum. Our staff is highly trained to utilize research-based strategies to serve all students. Skyridge School advances knowledge and practice of teaching and learning by seeking answers to questions such as why to teach, what to teach, how to teach, and how to evaluate student learning in the instructional process.



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

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, AUSD 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.

Title I Schools

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503) The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318) The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. (20 USC 6318) The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502.

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 or Teacher evaluation of student's abilities and effort
- Student's motivation level or 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 and to be consulted about the assessment and appropriate placement of their child. Students with exceptional needs have a right to a free and public education (Education Code 56000et seq.) 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 an assessment for special education and is encouraged to talk to the school Psychologist about concerns. 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 [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)

The GATE program in AUSD is currently in development, with work underway in the areas of testing, parent notification, and program design. AUSD offers annual GATE testing for designated grade levels, and parents are notified with the option for their child to participate. Program development is ongoing and is being shaped by feedback from educational partners to ensure a responsive and effective model.

Instructional Material

Each student is issued a set of books, technology, and other materials at the beginning of the school year. Students are expected to care for the books, including covering books if needed, and materials and return them in June in a similar condition. Families should be aware that they are responsible for textbooks, technology, and materials given to their students, and will be required to pay for lost, stolen, or damaged textbooks. Debts for damaged, stolen, or lost books, materials, and technology must be cleared each year through the school office. Record requests and transcripts may not be provided until all materials are returned and/or fines are paid.

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

AUSD Academic Integrity Policy

Philosophy

AUSD believes that creating a learning environment that promotes high standards of learning is essential to the success of our students. This environment depends on students following our positive behavior expectations and upholding honesty in all academic work. Cheating, plagiarism, and/or presenting another person's work as one's own are behaviors that undermine trust and act as obstacles to meaningful learning.

We recognize that factors contributing to cheating may include pressure for high grades, limited time to complete assignments, opportunities that make cheating easier, unrealistic parental expectations, and ineffective study skills. However, none of these reasons make cheating acceptable. Violations of academic integrity will result in appropriate consequences.

Definition

Cheating and/or plagiarism is taking—or lending—another person's work, information, ideas, research, or documentation without properly identifying or crediting the original source.

Examples of Academic Integrity Violations

The following list, while not all-inclusive, provides examples of behaviors that violate this policy:

1. Copying from another student's assignment or test.
2. Using any unauthorized aid (crib notes, cheat sheets, etc.).
3. Possessing a test, quiz, or other confidential document without teacher permission.
4. Making a copy, in part or whole, of a confidential document, including taking pictures of a test or quiz.
5. Creating false data for a bibliography, lab results, projects, etc.
6. Borrowing a study sheet or answer key and submitting it as one's own work.
7. Plagiarizing: copying in part or whole from a source without proper credit, including material found online.
8. Turning in someone else's work, in part or whole.
9. Soliciting another person to violate Skyridge School's Academic Integrity Policy.
10. Presenting group work as an individual effort.
11. Allowing someone to view your or another person's work during an assessment with the knowledge it will be used dishonestly.
12. Copying work meant to be completed independently, or allowing someone else to copy your own or another's work, including digital content.
13. Sharing test information with students in other classes or periods of the same course.

Determination of Violations

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

Consequences (Grades 6–8)

Cheating and plagiarism are unacceptable at AUSD. When a violation occurs, the following **minimum procedures and consequences** apply:

First Instance

- Teacher holds a conference with the student and parent, reviewing the definition of plagiarism (if applicable).
- The original work is reviewed with the student and parent, identifying the specific violations.
- The student must redo the assignment/assessment for full credit; certain testing conditions may be required.

Second Instance

- Administrator holds a conference with the student and parent to review the first offense and current violation.
- The student reflects on their actions and explains their rationale for violating academic integrity again.
- The student must redo the assignment/assessment in a supervised setting for full credit.

Third and Subsequent Instances

- Administrator holds a conference with the student and parent to review prior offenses.
- The student reflects on their actions and explains the repeated violation.
- The student may be required to complete all future work under supervision for the remainder of the year.
- The student may become ineligible for academic awards for the current school year and/or lose privileges to participate in sports, clubs, field trips, or other 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 other school-sponsored activities. A copy of the AUSD Field Trip 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.

Student Information

Classroom Placement

The AUSD 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, AUSD 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. We do not guarantee requests for specific classroom teachers.

Student Records

AUSD 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, AUSD will provide copies of requested documents within five (5) business days of a written request for copies. AUSD 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 [AUSD 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

AUSD Schools 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.

Lost and Found

All personal belongings should be labeled so they can be returned to their owner. Found items should be turned into the Lost and Found Bin located in the MPR. 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. Skyridge School assumes no liability for items stored in any lost and found location.

Electronic Devices (Cell Phones/Smartwatches/Earbuds/Headphones, etc.)

Cell phones and electronic devices must be kept in backpacks and are to be ***turned off*** upon arrival to school. Personal electronic devices are not to be used during the school day or while students are under school supervision, This includes recess, lunch, passing periods, and walking to or from pick-up/drop-off areas. ***In short, cell phones and other personal electronic device use is not allowed at school.***

First Offense: Cell phone and/or electronic devices will be confiscated and students will be permitted to retrieve them after school.

Second Offense: Cell phone and/or electronic devices will be confiscated, parent(s) will be notified, and student will be permitted to retrieve the device after school.

Third Offense: Cell phone and/or electronic devices will be confiscated, parent(s) will be notified and parent is required to retrieve the device from the school office.

Fourth Offense: Cell phones and/or electronic devices will be confiscated, parent(s) will be notified and required to meet with school administrators to discuss further action and consequences. In some circumstances, students may be prohibited from bringing cell phones and/or electronic devices to school for an extended period of time.

***AUSD schools are not liable or responsible for loss or damages to cell phones and electronic devices brought to school.**

If parents are volunteering or visiting the school/classroom, we kindly ask that their cell phones be turned off or silenced so as to not disrupt the learning environment.

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

The School must have parent/guardian consent for a student to be photographed or videoed at school or during any school-sponsored function. 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.

The school yearbook is a service provided by our PTC. It serves as a reminder of the school year, containing pictures of students and faculty engaged in a wide variety of activities. Yearbooks arrive in the spring and must be pre-ordered, as no extras are ordered.

Sales and Solicitation

All selling of outside items (including but not limited to candy, cookies, jewelry, wallets) is strictly prohibited on the campuses of AUSD unless authorized by the principal or designee.

Student Conduct

The AUSD 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:

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

Skyridge School PBIS Handbook

Skyridge School is a PBIS School. PBIS stands for Positive Behavioral Interventions and Supports. It is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. One of the foremost advances in schoolwide discipline is the emphasis on schoolwide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behavior to create positive school environments. Instead of a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as the hallway, cafeteria, and library). Attention is focused on building capacity through a multi-tiered system of support that includes Tier I supports on a school wide level, Tier II supports delivered through small-groups, and Tier III support through individual and wraparound services. Click [here](#) to learn more about PBIS on our school website.

Skyridge School implements clear and consistent behavior expectations. These expectations are taught and reviewed throughout the school year.

FALCONS SOAR EVERYDAY

Say It! Communicate respectfully

Own It! Own your actions

Act It! Act safely and responsibly

Respect It! Respect yourself & others

Click here to review the elementary behavior matrix

https://docs.google.com/document/d/1eZELmj4ATZ0qEWkH_kQwylyT1653rs5VWJR3sIHJ4EI/edit?usp=sharing and

https://docs.google.com/document/d/1meql16hcVEg7z0hzuVMDiNHgY5HR4s5PBd4KV_pm-is/edit?usp=sharing here to review the middle school behavior matrix. to review the behavior expectations in all areas of the school campus. For additional information, click [here to access the Skyridge School PBIS Handbook](#) in its entirety.

Office Discipline Referrals

An Office Discipline Referral (ODR) is another component of PBIS communication and is a data collection tool that assists the staff in documenting behavior issues. If a student is having trouble following the SOAR Behavior Expectations, a staff member may write a referral to document the behavior and the consequences that followed. Each month, the PBIS teams look at the data collected to see trends and plan interventions. The referral itself is not a "punishment" but rather a means of collecting information from around the school. Click [here for more information](#) and for some example behaviors that a referral can be given for and our school guidelines for the steps following a minor level referral.

Bus Behavior Expectations

Riders who do not follow the bus rules may be reported to the school's administration, and your child may be cited. If your son/daughter is cited by a bus driver, you may contact the bus company directly. Camera mounts may be installed on buses for video surveillance. Videotapes may be used to provide evidence of student misconduct. The principal will determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In cases of a severe violation or repeated offenses, the rider may be denied transportation for a period of time that is determined by the driver and the principal [California Code of Regulations, Title 5, Section 14103].

Assemblies

Assemblies are a regular part of the educational process. They include programs for education, entertainment, student 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.

Off-Site Conduct

Auburn Union students are required to follow all the rules of conduct when going to and from school, on field trips, and other school-sponsored activities. AUSD students should take special care to be good neighbors who reflect well on our 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 classroom 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 must make up all academic work for which they 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.

Technology

All AUSD 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.

The AUSD Board does not authorize the use of any computer equipment, network services, and online resources that are not conducted strictly in compliance with this policy. 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 AUSD schools will be content filtered for appropriate educational use. AUSD 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 AUSD has not authorized, intended for educational purposes, or that may be considered inappropriate, offensive, or controversial. Families/Guardians are also advised that AUSD 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

Skyridge School administration staff, students, and parents 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. On issues regarding appropriate dress, the decision of the principal (or on-site administrator) shall be final.

General Dress Code for Auburn Union

The following dress code was created with input from those whom it may affect, including students, faculty, and parents.

- 1 . Unless otherwise specified, for purposes of the following sections, clothing is defined as all the garments an individual wears.
2. A student shall not be subjected to disciplinary sanctions due to clothing, which is not explicitly prohibited in the sections below.
3. Clothing is prohibited when it/is:
 - Unsafe either for himself/herself or others.
 - 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.
- 4. Footwear must be worn at all times. Footwear must have a back strap.
- 5. Non-prescription dark glasses are prohibited in classrooms.
- 6. Studded or metal belts, wristbands, large chains, wallet chains, spiked or with bullets, and handcuffs are prohibited.
- 7. 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.
- 8. Dances, athletic events, and other specialized events or circumstances may have different requirements for dress codes 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.

Procedures for Dress Code Violations

The student may be handed an Office Discipline Referral (ODR) instructing the student to report to the school office indicating a dress code violation. The staff member issuing the pass for a notice shall not discuss the notice with the student and shall not be involved with further proceedings unless it is a member of office staff that has been designated to process dress code notifications. Once at the school office, the student shall meet with a designated member of the office staff to discuss the violation and the resulting consequences. The student shall be entitled to an additional opinion from a school administrator whose decision is final. A written record of all referrals and specific violations shall be maintained until the end of the school year. The consequences of a notice are as follows:

- First violation in a school year: Change of clothing* and a verbal reminder is given
- Second violation in a school year: Change of clothing* and parent notification
- Third violation in a school year: Change of clothing* and parent notification
- Fourth violation and all subsequent violations in a school year: Change of clothing* and a meeting with parent and student to develop a written plan to ensure future compliance and determine consequences that are appropriate for the repeated nature of violation.

*The student may elect to either wear suitable, alternative clothing provided by the school, request a parent to bring suitable, alternative clothing, or suitable, alternative clothing which they have on campus.

Arrival and Dismissal Procedures

At Skyridge 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 houses, 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 is only one entrance/exit for the school parking lot, so it will take everyone's patience and consideration to have a smooth process. Thank you in advance for your assistance.

Please refer to the Bell Schedule for arrival and departure times. Please do not arrive before 7:40 am as there is no supervision until then. At the end of the day, staff members are on duty for 15 minutes. Students are expected to leave campus after the final bell sounds unless they have permission to remain on campus (practice, supervised group activities, etc.).

Please review the Skyridge Parking Lot Safety Protocols below:

- Please drive slowly through the parking lot. The speed limit on school property is 10 miles per hour.
- The safety of our children is of the utmost importance.
- Review the Parking Lot Map.
- When driving onto the school grounds, we ask that you follow the circular drive to the end of the parking lot and stop along the curb in front of the portables/pick-up-drop off lane.
- Vehicles are prohibited to drive down the bus lane. No U-turns are allowed anywhere in the parking lot.
- Students may not cross into the parking lot without an adult.
- The driveway and parking lot located at the south end of the campus are for staff only. It is locked during school hours.
- Drivers need to follow the marked arrows for traffic flow.
- Do not drive or park in the bus lane.
- Drop off and pick up your child (grades 1-8) by the SOARing Mural/Wall Ball area. ○ Pull all the way forward so as to not impede the flow of traffic. ○ You may not park or leave your car in the pick up lane.
- Park only in the marked spaces. Please do not double and triple park.
- Walk your child through the parking lot. Please use pedestrian crosswalks.
- Some parents choose to drop off or pick up their children on Perkins Way.
- Please make sure you and your child cross with the Crossing Guard and do not run in front of traffic.

- In the afternoon, please make sure your child is met at the front of the school at dismissal time.
- Auburn Police Department may come into the parking lot and issue tickets to those drivers who are parked illegally and/or issue tickets to drivers using their cell phones to talk or text.

Bicycles, Scooters, Skateboards, Rollerblades

Any student that chooses to ride his/her bicycle to school must abide by the following rules:

1. Students shall ride bicycles in a safe manner at all times.
2. Students shall observe all traffic rules and laws.
3. Students must wear helmets and provide their own locks.
4. Bicycles shall not be ridden on campus, and shall be stored in the bike rack during school hours.
5. When arriving and leaving, bicycles must be walked across crosswalks or off campus.

Skateboards, roller blades, wave boards, rip sticks, skate shoes, and scooters are NOT PERMITTED on school grounds. Students violating this policy may have their item confiscated until claimed by a parent.

Cafeteria/Lunch Procedures

Beginning in the 2022-2023 school year, California became the first state to implement a statewide Universal Meals Program for school children. This means that all students are offered breakfast and lunch at no cost to you. We are asking all families to complete the Meal Application. The California State Legislature allocates funds to provide additional state meal reimbursement to cover the cost of the Universal Meals Program, so we are asking all families to complete the application. Completing this application benefits our schools. School Benefit

Application - English & Spanish

Nutritionally balanced lunches are served daily in the cafeteria and are available at no cost to students. They will receive one free morning breakfast and one lunch daily. Teachers will ask students if they would like to receive school lunch each day. Microwave ovens and refrigerators are not available for student use.

Appendix

School Calendars and Bell Schedules

Click [here](#) to access the School Calendars and Bell Schedules.

Before and After School Programs

Boys & Girls Club

For a nominal fee, this after school program is available to students in grades 1-5. Parent permission and registration is required. Contact the Boys & Girls Club of Auburn at 889-2273 or online at <https://bgcplacercounty.org/>.

Discovery Club

This program operates on the Skyridge School campus, providing before and after school care, under the direction of the Auburn Recreation District. Applications are available at the ARD office or from the site director. For more information, including fees and times, call 887-1762 or 885-8461 ext. 18 or online at www.auburnrec.com.

Acknowledgement Page

2025-2026 Skyridge Elementary School

Family and Student Handbook

On occasion, Skyridge School will take pictures of students during school activities and share student accomplishments.

I give permission for my son/daughter's picture and name to be published in the yearbook, on the school website, newsletter newspaper, Class Dojo and social media.

Please circle one: Yes No Yearbook only

I have read the Skyridge School Family and Student Handbook and I understand, support and uphold all policies contained therein.

Student Name _____

Teacher Name _____

Parent/Guardian Signature _____

Student Signature _____

Date _____

The Skyridge School Family and Student Handbook is available on the school website or in hardcopy in the school office.