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Learning and Growing Every Day!

# LASSEN VIEW ELEMENTARY SCHOOL

**For the 2020-2021 school year, please refer to the district's attached Handbook Addendum - Enterprise Elementary School District SCHOOL REOPENING PLAN, Addressing the Challenges of COVID-19**

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705 Loma Vista Drive, Redding, CA 96002  
(530) 224-4150

Caryn Emerson, Principal  
JoNeal Hansen, School Secretary

*Welcome to Lassen View Elementary School. It is an honor to have the opportunity to teach your child in these important, formative years. We are committed to helping every student learn and grow to his or her fullest potential. It is our sincere hope to build a strong partnership with you. Working together, we can provide your child a foundation of education and character on which they can build his or her success.*

*The enclosed information will help you to get acquainted with our procedures and rules here at school. Please take a few moments and read over the handbook with your child and discuss its contents. If you should have a question, comment, or concern, please call 224-4150 or stop by the office. Working together, we can ensure that your child receives an excellent educational experience. Thank you for your time and support in this important matter.*

## OUR VISION AND MISSION

At Lassen View, children, parents, teachers, and staff work together to ensure academic, social, and emotional growth.

Our vision is to create a positive learning environment where all students are provided the opportunity to achieve academic excellence. It is our mission to nurture the intellectual, social and emotional growth of each student and to empower them to become responsible, respectful, productive members of our community. The staff at Lassen View is dedicated to developing confident learners. We believe all students can learn and we value each child's individuality. We believe that through strong partnerships with parents and our efforts to meet the needs of each child, student achievement will continue to improve.

## OUR CORE VALUES

### Outcomes for Students:

Students will develop confidence that they can learn.  
Students will see themselves as responsible learners.  
Students will develop self-respect and a sense of self-worth, while learning to respect and appreciate their classmates.

### Learning:

Students will discover that learning and consistent effort are keys to freedom and choices in life.  
Each child will be viewed as a special individual.

Students and their families will be actively involved in the learning process.

### Working Together:

We will work collaboratively to personalize instruction in order to ensure academic excellence.  
We will care for one another and honor differences.  
Parents, students and staff will work together to build a safe, trusting, and caring place to learn.



## **ARRIVAL AND DEPARTURE**

### **SCHOOL HOURS-Tuesday through Friday**

Primary: (K - 3rd) 8:00 AM to 1:43 PM

Intermediate: (4th - 5th) 7:40 AM to 1:50 PM

### **Minimum Day Mondays**

Primary: (K-3rd) 8:00 AM to 12:45 PM

Intermediate: (4th-5th) 7:40 AM to 12:50 PM

Students are allowed on campus no earlier than 7:00 AM. Students should go directly to the cafeteria for breakfast. Breakfast is served beginning at 7:15 am. Playground supervision begins at 7:25. Intermediate students' bell rings at 7:40, and they are tardy after if they are not in class after the bell rings. Kindergarten through third grades bell rings at 8:00 and they must be in class at that time.

After school, students riding the bus must go directly to the bus line. The bus leaves promptly five minutes after dismissal. If students miss the bus, we will call you at home or work to come and pick them up. Students may not loiter on the school grounds, but must go home after school and check in with parents or guardians. Please remind your children, the school rules are always in effect, even nights and weekends on our campus.

### **GOING TO/FROM SCHOOL**

For walkers or bike riders, there are two crosswalks in front of the school, one in front of the gym, and another crossing Loma Vista. There is no crossing guard duty in the morning. Please go over the safety guidelines of crossing at the crosswalk and walking their bike across only if it is safe. In the morning, eastbound drivers have the sun in their eyes, so waiting for a clear spot to cross is very important. Please note: California law requires all student bike riders, skateboarders, scooter riders and in-line or roller blade riders to wear a helmet. Transportation home will not be changed without a written note from parent. After-school plans must be made ahead of time, as students will not normally be able to use the phone for last minute plans. Be sure your child's plans are clear and written out in the morning, so we can get them home the way you have planned.

### **EXPECTATIONS BEFORE AND AFTER SCHOOL**

The law states that the school and parents share the responsibility of ensuring that students' conduct to and from school is the same as the behavior that is expected from students while at school.

1. Students may not arrive at school earlier than 7:00 a.m. They should go to the cafeteria where supervision is available when they arrive.
2. Students may not wait on the school grounds after school.
3. Students must wait in designated areas for parents or to board school buses.
4. Students may not leave school grounds during the regular school day until they have been signed out in the school office.
5. Students arriving late must sign in at the office before entering class.
6. No crosswalk supervision is available before school.
7. After school, crosswalk supervision is available for the first 10 minutes after school is dismissed.

## **VISITORS**

Visitors are asked to check in at the school office to receive a visitor's pass before going to classrooms. Due to insurance regulations we cannot allow visiting students to attend classes for the day.

## **SCHOOL CLOSURE AND SNOW DAYS**

School closures rarely happen, but in the case of extreme weather or utility failure it may be necessary to close school for the safety of students and staff. If the weather looks icy or there has been a heavy snowfall, tune into the local television or radio stations for closure information. The Enterprise Elementary School District makes closure decisions and alerts local media. In the event that our campus is not safe to occupy students, they will be bused to an alternate safe location. Parents will be called to pick up their children. Friends who are NOT on the emergency card will not be allowed to pick up your children without your written or phone permission.

## **MONEY SAVING IDEA**

Each year, Lassen View donates a large amount of unclaimed clothing to local charities. We would love to help get your child's jacket, sweatshirt or sweater back to them. You can help by marking their jackets and sweaters with their name. This will allow us to return clothing to the rightful owner.

## **STUDENT ACTIVITIES**

### **After School Sports**

Cross Country (K thru 5th)  
Coed Soccer (4th & 5th)  
Boy's Basketball (4th & 5th)  
Girl's Basketball (4th & 5th)  
Girl's Softball (4th & 5th)  
Garden Club (1st thru 5th)  
STEM Club (2nd & 3rd)  
Kindness Counts (4th & 5th)  
Art Club (K-5th)  
Music Club (1st-5th)  
Yearbook Club (4th & 5th)



- ★ Students will tryout for the teams and cuts will be made. Not every child who tries out will be on the team.
- ★ Team members will play equal time (to the best of the coach's ability).
- ★ Transportation to the games and practices is the parent's responsibility.
- ★ If the team uniform is lost, it is to be replaced by the team member at the actual cost plus \$5 handling fee.
- ★ If a team member gets a referral, they are placed on team probation. Second referral means the student will be removed from the team. Suspensions may result in removal from the team.
- ★ Children who are continually disruptive during practices will be removed from the team at the coach's discretion.
- ★ If your child cuts or misses practice without an excuse, he/she will not play in the next game.
- ★ Students must attend school in order to attend practice or play in a game on that same day.
- ★ The "Lassen View Way" means that parents are expected to model good sportsmanship for all students. The "Lassen View Way" means parents will NOT make negative comments and/or sounds towards the other team, argue with the referee and/or umpire, coaches, and/or parents of the other team. Concerns or questions will be addressed to coaches in a reasonable and respectful manner.

### **Student Council**

Student Council offers leadership opportunities for 3rd thru 5th grade students. Offices are held by 4th & 5th grade students with representatives from the other grade levels. Student Council members help support the school through coordinated activities and community service.

## **AFTER-SCHOOL PROGRAM (ACE)**

The ACE program offers childcare for Lassen View Elementary School students on our campus. The program begins at the end of each school day. ACE will be available after school on minimum days. The program offers snacks/milk daily, support for homework, arts and crafts, sports, and enrichment activities. ACE includes a homework club time to help students get their homework done. If a student is suspended from school for a day, they are also suspended from ACE. ACE is a Lassen View program and students are expected to follow all the Lassen View rules during ACE time. Severe behavior problems in ACE will result in a school discipline being applied to the student. If you have any questions regarding the after school program, please call the ACE office at 224-4159.



## **PARENT INVOLVEMENT**

### **PTO (Parent Teacher Organization)**

Parents, teachers, and community members are encouraged to attend the monthly meetings which are held in the library. Meeting dates and times will be posted on our website at [www.lassenview.eesd.net](http://www.lassenview.eesd.net), and on the reader board. The PTO sponsors school-wide activities that support the school and community. The activities include a harvest festival, family skate, movie, and dance events. Our PTO philosophy is to create many activities where families can come and have fun together.

### **School Site Council**

The Lassen View Elementary School Site Council is composed of parents, teachers, support staff, community members, and administration. Site Council is an advisory committee that meets a few times each year to review school budgets, programs and policies. An election is held each September to elect members for a two-year commitment. Site Council is responsible for approving school goals, the school plan, the safety plan and giving input to the local control Accountability Plan (LCAP). Watch the website for dates and times.

### **Parent Volunteers**

All parents are encouraged to participate in their child's education. There are a variety of opportunities for parents to volunteer: assisting the teacher in the classroom, listening to students read, assisting in fundraising activities, and/or assisting classes on field trips. For safety purposes, please sign-in at the school office prior to volunteering.



## HOME/SCHOOL COMMUNICATIONS

Our Lassen View website provides a variety of information about school events and policies, and is updated each month. This includes a monthly feature “Principally Speaking” highlighting special events occurring during the month as well as a weekly written version of the “Weekend Message” each Sunday evening. It the best way to stay apprised of upcoming events and important dates to remember. Classroom teachers will also send a classroom newsletter home at least once a month as well as many teachers have a class website or use online communication tools such as Class Dojo, Bloomz and/or Class Craft.



<https://www.facebook.com/LassenViewElementary/>



[www.lassenview.eesd.net](http://www.lassenview.eesd.net)

### Parent Conferences

Two conferences are scheduled during the year to share information about your child’s social and academic progress. A parent/teacher conference is held in November to allow the teacher to share how the child is progressing and to discuss the data about their academic progress provided in the child’s report card. A spring conference will also be held in which the parent, child, and teacher meet to share the academic growth that has occurred over the year. Minimum days are scheduled during each of the conference weeks for your convenience. Should you have a question or concern about your child at other times throughout the year, please do not hesitate to contact your child’s teacher. We are always eager to communicate to ensure your child’s successful education.

### Report Cards

Report cards go home with parents after the November and March parent conferences. At the end of the school year, report cards will be posted in the PowerSchool Parent Portal. All report cards will be posted for each trimester in the Parent Portal following conference week. We’re pleased that our standards-based report cards will show you the goal for student learning each trimester and how your child has progressed towards meeting or exceeding these goals.

### Building Level Team (BLT) Meetings

When a teacher is concerned about a child’s lack of academic or social progress, a Building Level Team(BLT) meeting may be scheduled. These meetings are held twice per month and include the teacher, school counselor, site literacy teacher, school psychologist and site administrator. The goal of the meeting is to develop a plan to support your child as needed. This might include support from intervention groups, social skills groups, classroom strategies, daily check-ins, training in self-regulation techniques or other recommendations from the team. Often times a follow-up meeting is scheduled to discuss a child’s progress. If a child is not progressing, an SST meeting can be called.

### Student Study Team (SST)

SST Team meetings occur for the purpose of discussing students’ needs and evaluating the level of service needed. Teachers are required to have completed two intervention cycles before making an SST referral. This team includes the teacher, parent, school psychologist, resource specialist teacher, and principal. This may involve a referral for additional services or a request for in-depth testing to discover the nature of a potential learning difficulty.



## DISCIPLINE

At Lassen View, our goal is to help students develop to their fullest potential and build good character. As you will see in this discipline plan, we have high expectations for our students to be self-managers and good citizens. To that end, we utilize a variety of methodologies to promote good behavior amongst the students at Lassen View. We utilize the strategies from PBIS-Positive Behavior Intervention System.

### POSITIVE STUDENT RECOGNITION

- ★ Classroom incentives
- ★ Positive principal or teacher phone calls
- ★ Recognition at Monthly Awards Assembly
- ★ Attendance Awards (Individual and Classroom recognition)
- ★ Panther bucks and the Panther store
- ★ Mindfulness Assemblies-Mindful Monitors

### RULES:

- ★ Be Safe
- ★ No injuring others.
- ★ Walk quietly in hallways. (HALL-Hands by your sides, All eyes forward, Legs Walking, Lips quiet)
- ★ Keep hands, feet, and objects to self.
- ★ Use all equipment and materials appropriately.
- ★ Stay within school fences and gates.
- ★ Be Respectful
- ★ Take care of the property of the school and others.
- ★ Use kind words and actions.
- ★ Include others.
- ★ Wait for your turn.
- ★ Clean up after yourself.
- ★ Follow adult directions with respect.
- ★ Be Responsible
- ★ Follow school rules.
- ★ Remind others to follow school rules.
- ★ Take proper care of all personal belongings and school equipment.
- ★ Leave distractions at home such as: Trading cards, gum, candy, toys, and electronic devices.
- ★ Be honest.
- ★ Be on time.
- ★ Make after school arrangements before coming to school.
- ★ When leaving class, have a pass.
- ★ Whole body listening (Eyes watching, Ears listening, Voice quiet, Body calm)

### Consequences

Verbal warning

Time out

Office referral/ teacher calls home that day.

In school suspension/principal calls home

Suspension

### Automatic consequences for:

Severe Behaviors

Physical assault

Defiance after defiance warning

Profanity directed at adult as defiance/disrespect

## Lassen View Elementary School-Wide Behavior Plan

Our goal is to develop respectful, responsible, and safe citizens who are ready to learn.

### Level 1 Choices

**Level 1 choices are handled by the teacher. Could be a Caution Card.**

#### Level 1 Choices

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Not following directions</li><li>• Excessive talking</li><li>• Running in walking areas</li><li>• Inappropriate language/actions</li><li>• Refusal to complete assignments/ participate in learning activities</li></ul> | <ul style="list-style-type: none"><li>• Constant interrupting</li><li>• Misuse of materials/technology</li><li>• Out of class without a purpose</li><li>• Hurtful notes/pictures</li><li>• Teasing/putdowns/name-calling</li><li>• Violation of school dress code</li></ul> |
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### Level 2 Choices

**Level 2 choices are handled by the teacher with documentation of behavior and actions. Parent contact is strongly suggested. Three or more Caution Cards (for the same offense) equals a Red Ticket (referral).**

#### Level 2 Choices

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Back talking/arguing</li><li>• Continued inappropriate actions/ language</li><li>• Continued refusal to complete assignments/participate in learning activities</li><li>• Repeated violation of school dress Code</li></ul> | <ul style="list-style-type: none"><li>• Open defiance</li><li>• Cheating/lying</li><li>• Throwing objects</li><li>• Physical aggression</li><li>• Escalation of Level 1 offenses</li></ul> |
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### Level 3 Choices

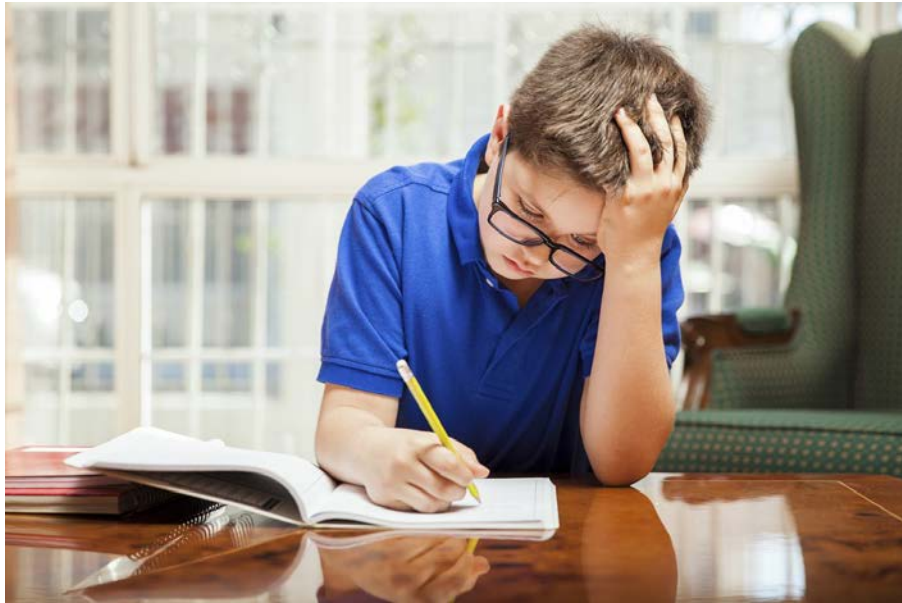
**Level 3 choices are handled by administration and teachers. Parent contact is always made.**

#### Level 3 Choices

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Repeated disrespect for authority</li><li>• Fighting</li><li>• Obscene gestures/Ethnic slurs</li><li>• Inappropriate touching</li><li>• Damaging property</li><li>• Direct and willful disobedience of school rules &amp; policies</li><li>• Deliberate &amp; continued violation of school dress code</li></ul> | <ul style="list-style-type: none"><li>• Bullying (including cyberbullying)</li><li>• Threatening/taunting</li><li>• Threatening bodily harm</li><li>• Stealing/Forgery</li><li>• Habitual use of profanity</li><li>• Pulling the fire alarm</li><li>• Harassment, including sexual harassment</li><li>• Deliberate misuse of technology</li></ul> |
|--|---|

#### Zero Tolerance-Suspension/Expulsion

- **Weapons/facsimile of a weapon/dangerous instrument**
- **Assault with intent to injure another student**
- **Leaving school without permission**
- **Possession or use of a controlled substance**



## **HOMEWORK**

To reach the high academic goals that we have at Lassen View, we need to form strong partnerships with parents. Part of that partnership is extending the classroom learning through homework each week. Please take time each night to check with your child about what they are learning. These conversations can make a difference in how they feel about their education.

### **Purposes of homework**

- ★ Provide practice and reinforce concepts already taught in the classroom.
- ★ Develop good study habits, a positive attitude, and serve as a message to students and parents that learning takes place outside the school as well as inside the school.
- ★ Be completed independently, without parental influence except when students are struggling to complete the homework.
- ★ Increase communication between the home and school.
- ★ Promote wise planning and time management skills.
- ★ Be necessary and useful, as well as appropriate to the ability and maturity level of students.
- ★ Be well explained and clearly understood by students and parents.
- ★ Be useful to teachers to monitor student learning toward academic standards.

We plan that students will have homework approximately four nights a week. The times listed below are guidelines. Independent reading may include reading with or to the child in kindergarten and first grade and silent reading or reading aloud in grades 2-5.

GRADE	DAILY INDEPENDENT READING	OTHER SUBJECTS
Kindergarten	10-15 minutes	10-15 minutes
First Grade	10-20 minutes	10-20 minutes
Second Grade	15-25 minutes	15-25 minutes
Third Grade	20-30 minutes	20-30 minutes
Fourth Grade	25-35 minutes	25-40 minutes
Fifth Grade	30-45 minutes	30-45 minutes





### **PARENTS' RESPONSIBILITY**

Parents should insure that:

1. Students are provided a time and place each evening for quiet study without distractions in order to complete their work.
2. Your child is encouraged to complete their work in a timely manner.
3. Your child can organize materials and establish a routine so that work completed is returned to school when due.
4. The work your child completes is his/her own.
5. They are supportive of the classroom teacher and if confused or upset with an assignment, the student will work independently with the teacher to correct the confusion.
6. They are supportive and assist their child when their child becomes frustrated. This should include helping them understand how to complete the work on their own.
7. Communication takes place with the teacher if the work is too difficult or is requiring an excessive amount of time.



### **STUDENT'S RESPONSIBILITY**

Students will insure that:

1. They write down the assignments due.
  2. Assignments are clearly understood and ask questions if necessary.
  3. A time is set aside along with a place each evening for quiet study without distractions in order to complete their work.
  4. Work completed is their own.
  5. Materials are organized and a routine is established to insure that work completed is returned to school when due.
6. Note: If students are exceeding the maximum minutes listed above on a regular basis, parents are encouraged to talk with the classroom teacher. If the situation is not remedied, parents are encouraged to talk with the principal. Students who do not use classroom time wisely may need to complete class work in addition to the minutes listed above.

## **SPECIAL PROGRAMS OFFERED AT LASSEN VIEW**

**Title 1 – Reading/Math:** Title 1 is a federally funded program designed to help children who are achieving below average in reading and/or mathematics. Lassen View is a Title 1 school, which means all students who attend Lassen View will benefit from this funding. Students with the greatest need will receive instructional support on a one-on-one, small or whole- group basis by certificated Title 1 teachers and instructional aides. As part of our Title I program, you, your child and teacher will all sign a Parent Compact at the first Parent/Teacher conference. This compact states that we will all work together to help your child stay caught up with grade level skills in reading and math.

**IEP (Individual Education Plan):** Students who have been identified as needing special education services may only receive these services after a parent has agreed to the testing and receiving of special services. This process is accomplished through an IEP meeting attended by the parent, teacher, administrator, and/or other educational professionals. An IEP is only held when special education services are being considered; otherwise a meeting regarding a child's progress is handled through Building Level Team(BLT) or Student Study Team(SST) meetings.

**Resource Specialist:** The Resource Specialist teacher provides assistance to those students who have been identified through the IEP process as performing significantly below their academic ability. These students receive small group or one-on-one assistance for part of the instructional day. Small group or one-on-one may be delivered through Resource Specialist, Program Improvement strategic or intensive instructional groups.

**Special Day Class:** The Special Day Class (K-2nd) serves learning-disabled students who need more support than that provided in the Resource Specialists Program (RSP). These students spend more than fifty percent of their school day in the Special Education classroom, and also participate in school-wide activities.

**Speech Services:** A certificated speech therapist assists students at Lassen View who qualify for help with speech and/or language. In addition, the speech teacher screens students and tests students referred for services. A student may not receive speech support without an IEP and parent consent.

**ELL (English Language Learner):** Students with a primary language other than English may qualify to receive specialized instruction to promote their rapid acquisition of English. All teachers at Lassen View are qualified with CLAD or SADIE training to deliver this specialized instruction. An English Learner aide may be available to help specific classrooms. Services at most grade levels will include a half an hour of intensive vocabulary and comprehension work. All EL students will take the ELPAC test annually to determine their language proficiency.

**Bilingual Services:** Interpreters are available. Please inform the office if interpreter services are needed.

**District Psychologist:** A district psychologist is assigned to our school for testing of students, attending Student Study Team meetings, and IEP's. No formal testing of students is done without parent permission.

**Counseling Services:** Lassen View's School Counseling Program offers students and families support during tough times. Effective communication, social competence, and classroom behavior are a few of the many important life lessons provided by our highly trained and licensed/certificated psychologists and therapists. The school counselor provides weekly Friendship Clubs and social skills groups for students needing additional support. Our counselor helps parents and families get in contact with appropriate therapeutic counseling. Our counselor can also help parent's access community resources in times of financial emergency.

**Site Literacy Teacher:** Our school has a site literacy teacher who supports the classroom teachers with reading assessments, intervention groups, and supplemental reading programs. The Site Literacy teacher works in conjunction with a team of reading aides to offer small group support based on student needs.

**Library Services:** We are excited to offer our outstanding library services during the school day to both students and parents. Students will have a weekly scheduled library time with their class. If a book is lost or returned damaged, the student/parent is responsible for payment of the book. Fines are not charged for overdue books, but we do encourage a timely return of library materials. Possible consequences for lost or damaged books include lost privileges, replacement charges, and the withholding of report cards. We look forward to serving your library needs.

## HEALTH SERVICES

**District Nurse:** The Enterprise School District nurse is available for state- mandated vision, scoliosis and hearing tests. Students may be referred to physicians based on test results. In addition, the school nurse supports the school in emergency situations.



**Student Services Clerk:** Lassen View Elementary School has a student services clerk on campus each day in order to administer minor first-aid or physician required medications. In addition, the student services clerk helps contact parents about the required physical for K/1 students, and maintains emergency and medical records for all students.

**Health Clerk:** During the strategic times of recess and lunch, a health clerk is available to provide minor first aid or physician required medications.

**First-aid:** First-aid, defined as immediate, temporary care given in case of an accident or sudden illness, will be given when deemed necessary. In case of an accident requiring the services of a doctor, every attempt will be made to contact the parent or guardian prior to the child being sent to the hospital. Costs for medical care and ambulance service are the parent's responsibility. Because young children can get very sick very quickly, we request that parents notify us immediately of any changes in addresses, phone numbers, and emergency contact information.



## **FOOD SERVICES**

### **Breakfast and Lunch Program**

Free breakfast (beginning at 7:15 a.m.) and lunch are available to all students. Because school funding is based on the number of students close to or below the federal poverty level, we request all parents fill out a school lunch program form. Due to the nature of the information you are providing, the information on the form is kept confidential, and site staff is not privy to this information. If your circumstances change during the year – losing a job or temporary changes in work hours, please come in and fill out another form.

It's important to us at Lassen View to make sure every child is able to eat. If you have a child with allergies or a doctor directed special dietary needs, please contact our head cook to fill out the appropriate forms.

At meals, students are responsible to pick the main parts of the meal, try a little of each thing they have selected, clean up after themselves, put their trash and silverware in the appropriate places and turn their tray into the dishwashers.

Our kitchen staff takes great pride in making sure our meals are delicious, served in a pleasant way, and hot when it gets on your child's tray. Many meals are made from scratch using whole grains and fresh vegetables. If you'd like to come and have breakfast or lunch with your child, just stop by the office and get a visitor's pass. We would love to have you come and eat with us.

Lassen View is participating in a program called Community Eligibility Provision for the 2020-2021 school year. All students may eat breakfast and lunch at no charge.



# Dress Code



Students should be neat, clean, well-groomed and ready to learn. Clothing and hairstyles should not interfere with instruction. Interpretation of the following dress code will be under the reasonable discretion of the school administration. In the best interest of the health and safety of the children, the following items will be enforced. Some modifications to the following dress code may be allowed, i.e., Pajama day.

1. Clothing or jewelry that bear statements or pictures that are obscene or profane, advocate illegal, sexual or violent behavior or refer to death, alcohol, tobacco or other drugs, violence, racism, gang-related, or make sexual innuendos will not be permitted.
2. Clothing that bears statements or symbols of disrespect directed against the school, the law, other students, or other reasonable authority are not allowed.
3. Strapless clothing is not allowed. Tank tops must have 2" straps. Garments may not be tight or revealing.
4. Safe footwear must be worn at all times and allow for participation in PE. Flip flops, sandals without a back strap, and skate shoes should not be worn at school.
5. Clothing shall cover undergarments and torso at all times and may not have holes or rips above the mid-thigh.
6. Face painting, hair coloring, or body piercing that cause a disruption or safety concern are not allowed. Hair may not be sprayed with any coloring that would drip when wet.
7. For safety reasons, dangling, sharp, or heavy jewelry or accessories are not permitted.
8. Side-split or extremely brief shorts should not be worn to school. Dresses and skirts shall be at least mid-thigh in length. Shorts must have a minimum 3" inseam.
9. Low-hanging or sagging pants are not permitted. All pants must be well fitted at the waist as not to need a belt or a belt must be worn. Undergarments should not be exposed.
10. Night or sleeping attire, including pajama tops, bottoms, or slippers are prohibited.
11. Hats may be worn outdoors for sun protection or warmth. Hats are not permitted while inside classrooms, library and/or cafeteria.
12. Body piercing (eyebrows, nose, lips or tongue) is not acceptable.

## Dress Code Violations

### **1st Offense:**

Student will be asked to go to the office to change clothing.

Extra clothing may be provided in the health room (if there are extras), or student will call parent to bring appropriate clothing.

### **2nd Offense:**

Same as #1 Plus one lunch detention on the day of the offense.

### **3rd Offense:**

Same as #1 Plus additional disciplinary action at the discretion of the principal/designee. (EC 35183)



# 2020/2021 DISTRICT HANDBOOK FOR PARENTS, GUARDIANS, AND STUDENTS

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[www.eesd.net](http://www.eesd.net) • 1155 Mistletoe Lane, Redding, CA 96002  
Phone: 530-224-4100 • FAX: 530-224-4101

Alta Mesa • Boulder Creek • Lassen View • Mistletoe • PACE Academy • Parsons •  
Redding Collegiate Academy • Rother • Shasta Meadows

**PARENTS: PLEASE COMPLETE ALL OF THE START-OF-THE-YEAR FORMS  
LOCATED IN THE PARENT PORTAL**

**\*Please see the attached addendum: SCHOOL REOPENING PLAN 2020-2021  
for more information addressing the challenges of COVID-19.**

## ***A MESSAGE FROM THE DISTRICT***

***Dear Enterprise Elementary School District Families:***

*We are grateful that you have entrusted your child with our award-winning schools and outstanding teachers and staff members. Thank you for choosing Enterprise Elementary School District!*

*This Handbook for Parents, Legal Guardians, and Students for the 2020-21 school year provides helpful information including District programs, policies, and contact information.*

*In order to generate a cost savings, we are again combining the Enterprise District Handbook and the Rights of Parents, Legal Guardians, and Students Booklet which provides information concerning state and federal laws that affect you and your child. This handbook includes a summary of the required laws and references to Education Code (EC), United States Code (USC), Code of Federal Regulations (CFR), California Code of Regulations (CCR), and the Health and Safety Code (HSC) and Welfare and Institutions Code (WIC). For the purpose of this handbook, "parent" refers to parents and/or guardians. Please be sure to complete all of the forms sent home with your child and return them to your child's teacher.*

*Again, thank you for entrusting your children to our staff. We are honored to have this opportunity to educate your children, and we welcome your participation in your child's education.*

*Sincerely,*

A handwritten signature in black ink, appearing to read "Brian N. Winstead".

*Brian N. Winstead, Ed.D.  
Superintendent*

# TELEPHONE NUMBERS

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## SCHOOLS

ALTA MESA	224-4130
BOULDER CREEK	224-4140
LASSEN VIEW	224-4150
MISTLETOE	224-4160
PACE ACADEMY	224-4236
PARSONS	224-4190
REDDING COLLEGIATE ACADEMY	224-4240
ROTHER	224-4170
SHASTA MEADOWS	224-4180

## PRESCHOOLS

ALTA MESA PRESCHOOL	224-4139
BOULDER CREEK PRESCHOOL	224-4148
LASSEN VIEW STATE PRESCHOOL	224-4477
MISTLETOE STATE PRESCHOOL	224-3232
ROTHER PRESCHOOL	224-4178
SHASTA MEADOWS PRESCHOOL	224-4184

## ACE PROGRAMS (AFTER-SCHOOL)

ALTA MESA	224-4223
BOULDER CREEK (YMCA-RUN)	224-0952
LASSEN VIEW	224-4159
MISTLETOE	224-4169
PARSONS	224-4222
ROTHER	224-4179
SHASTA MEADOWS	224-4184

## OTHER

DISTRICT OFFICE	224-4100
TRANSPORTATION	224-4120
SHASTA COUNTY OFFICE OF EDUCATION	225-0200



# ENTERPRISE ELEMENTARY SCHOOL DISTRICT 2020/2021 SCHOOL CALENDAR

JULY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

21

OCTOBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

22

NOVEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

14

DECEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

13

JANUARY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

18

FEBRUARY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

15

MARCH				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

23

APRIL				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

16

MAY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

20

JUNE				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

4

185 Teacher Work Days (8/11)

08/12 First Day for Students

180 Student Days



Certificated Staff Development Days 8/10, 11/02, 01/04, 4/12

Classified Staff Development Days 8/10, 8/11, 11/02, 01/04



Instructional Recesses

Emergency Day if needed (Snow) 06/07\*\*

Certificated Staff Development Buy Back Day 06/08



Legal Holidays

09/07 Labor Day

11/11 Veterans Day

11/23 - 11/27 Thanksgiving Recess

12/18 - 1/04 Christmas Recess

01/18 Martin Luther King Day

2/15 - 2/19 February Recess

02/15 Presidents' Day

02/16 Lincoln's Birthday (Observed)

04/05 - 04/12 Spring Recess

05/31 Memorial Day

Trimester Dates

10/29 1<sup>st</sup>

02/25 2<sup>nd</sup>

06/04 3<sup>rd</sup>

06/04 Last Day for Students

+ Minimum Days:

Parent Conference Dates to Remember

11/16 - 11/20 K-8 Parent/Teacher Conf - Minimum Day

03/08 - 3/12 K-8 Parent/Teacher Conf - Minimum Day

\*\*If Emergency Day (06/07) is not needed, the Staff Development Buy Back Day will be moved to 06/07



# **EMERGENCY**

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## **EMERGENCY INFORMATION AND SCHOOL CLOSING INFORMATION** [EC§49408]

**IN CASE OF EMERGENCY** Parents are required to provide the school with the following contact information should an emergency arise. This information must be kept current, so parents must inform the school when this information changes. The required information includes home address(es) and telephone number(s); business or employment address(es) and telephone number(s); and name(s), address(es), and telephone number(s) of one or more relative(s) or friend(s) who you authorize to care for your student in any emergency situation, including the medical caregiver, if the parent or legal guardian cannot be reached. Information provided on the emergency cards will only be used in response to specific emergency situations and not for any other purpose.

In an emergency, we ask that you not telephone the school. Phone lines will be needed for emergency communication. The school will use its automated phone calling system to give parents instructions and updated information. Please do not drive to the school. Streets should be as open as possible for emergency vehicles. Tune your radio to any of the local radio stations. Information regarding the emergency and instructions for picking up students during or after the emergency will be given over the radio.

The Enterprise Elementary School District plans for, prepares for, and conducts emergency drills for emergency/crisis situations. Our school staff is trained to make certain the students understand emergency procedures. The safety and welfare of the students is our primary concern, especially in the event of an emergency. Personnel are trained in first aid. Your children should obey the directions of their teachers and follow the directions of the bus driver if they are on a bus. If walking or riding a bicycle, students should continue toward their destination should an emergency situation develop.

**SCHOOL SAFETY PLAN** [EC§§32286, 32288] Each school reviews and updates its safety plan by March 1. The plan includes an earthquake emergency procedure system and a disaster policy for buildings with a capacity of 50 or more people. Each school reports on the status of its plan and includes a description of its key elements in its annual School Accountability Report Card.

**SCHOOL CLOSINGS** In the event of school closure due to emergencies or inclement weather, please refer to our website, [www.eesd.net](http://www.eesd.net) and listen to KQMS radio (AM 1670, FM 105.7, FM 104.9). Please be sure to listen for Enterprise Elementary School District as Redding School District and Enterprise High School are not considered part of our district. The school will also use its automated phone calling system to give parents/guardians instructions and updated information. If inclement weather occurs after the school day has begun, school will remain open for the duration of the school day. In weather-related emergencies, you may pick up your child from school before the school day is over. If bus transportation is stopped due to weather conditions, students will remain on campus until picked up by the parent or guardian. If you have questions about our emergency preparedness programs, please contact your child's principal.





## **ATTENDANCE**

**MINIMUM AGE OF ADMISSION TO KINDERGARTEN [EC§48000]** Students who are 5 years of age on or before September 1 may enroll in kindergarten. Students who turn 5 years of age between September 2 and December 2 have the opportunity to enroll in a two-year kindergarten program. The first year, called transitional kindergarten (TK), provides young 5 year olds with an opportunity to adjust to the school environment and develop strong learning skills to prepare them for the rigor of 1<sup>st</sup> grade. In TK, students are exposed to reading and math in an interactive way using varied strategies and methods. TK students participate in all kindergarten activities throughout the year and are grouped according to developmental and academic abilities with other kindergarten students. TK students learn important skills that build on what they may have learned in preschool. Research shows how important it is that students are ready academically, socially, and emotionally for 1<sup>st</sup> grade, and that children who attend kindergarten readiness programs like TK are more likely to do well in school. All TK students will attend the two-year program unless, as reflected on the EESD Kindergarten Report Card, they excel academically and demonstrate outstanding social, emotional, and developmental skills.

**MINIMUM DAYS/STAFF DEVELOPMENT DAYS [EC§48980(c)]** Minimum Days are indicated on the school year calendar provided. At least one month's notice will be given if the minimum day schedule changes.

**ABSENCES [EC§48200]** Daily school attendance is compulsory for children aged 6-18. Please review the school calendar provided and plan activities and vacations during non-school days. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

The state awards funding to school districts only for actual attendance; no longer do they fund for excused absences. However, truancy reports still rely on excused and unexcused absences. There are legal consequences if your child misses school excessively. Please call your child's school office to report his/her absence. A note and/or phone call from you must be received by the school within 72 hours to clear any excusable absences. Unexcused absences result in a recorded truancy. Per EC§48205, an elementary or secondary school pupil's absence shall be excused for the following reasons:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county/city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California; not more than three days if outside California.
5. For justifiable personal reasons, including, but not limited to an observance of a religious holiday or ceremony, an appearance in court, attendance at a funeral service, religious retreat, an employment conference, the pupil's naturalization ceremony to become a United States citizen, or an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
6. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from deployment to combat zone or combat support position. Absences

granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

7. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments. "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

**EXTENDED ABSENCES - INDEPENDENT STUDY PROGRAM** Independent Study is available so your child can keep up with his or her school work during an extended absence of 5 or more consecutive days. Please call the school office and ask them to prepare a packet of assignments which may be picked up at the office.

**TRUANCY** [EC§§48260, 48260.5, 48261, 48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320; PC270.1, 830.1; WIC601.3] The state-defined levels of truancy, and the associated penalties to students and parents, are:

- Truant: A student is truant after missing three days of school or 30-minute periods without a valid excuse.
- Habitual Truant: A student who is truant three or more times in a school year. An effort is made to meet with parents.
- Chronic Truant: A student who has missed 10 percent or more school days in a school year.
- Interventions: Students who are habitual truants or are disorderly may be referred to our Student Attendance Review Board (SARB), the district attorney's office, or the county probation department. These programs offer guidance for improving attendance or improving school behavior.
- Student Penalties for Truancy: The first instance may result in a one-day weekend class. The second may be a written warning from a peace officer that stays in the student's records. The third may result in being referred to SARB or a district attorney program. The fourth places the student within the jurisdiction of the juvenile court, and the student may become a ward of the court.
- Parent Penalties for Truancy may include a fine or imprisonment.

The attendance clerk or designee making the referral of a student to SARB or the probation department will notify the parent in writing and include the name and address of the SARB or probation department to which the matter has been referred and the reason for referral. The notice shall indicate that the student, parent, and referring person is required to meet with the SARB or the probation officer to consider a proper disposition of the referral.

**SCHOOL ATTENDANCE REVIEW BOARD (SARB)** SARB is a multi-disciplinary team that meets to explore options that may have been overlooked or unknown in attempts by the school or parents to resolve behavior or attendance problems. The guidelines for SARB are set forth in Ed Code, and school districts must adhere to these guidelines.

**ATTENDANCE SARB** Total unexcused absences may be any combination of full day unexcused and/or unexcused tardiness over 30 minutes. Unexcused tardiness over 30 minutes includes both coming to school late and leaving school early. An initial notification of truancy or excessive absences can be sent after 3 unexcused or 10 excused absences; a second notification is sent after 5 total unexcused absences or 12 total excused absences; a third notification is sent after 7 total unexcused absences or 15 total excused absences. The third notification, sent to notify parents/guardians of the date, time, and location of the local SARB board, is copied to the County SARB board. Parents and the student are required to attend the SARB meeting which generally takes 30 minutes, and at the conclusion, a SARB contract is fashioned, and a copy is provided to all parties. Should the contract be violated, *i.e.*, there are any more unexcused absences or excessive excused absences), the fourth notification letter is sent to the parent/guardian and the parent/guardian may be referred to the District Attorney's Office for prosecution.

**BEHAVIOR SARB** An initial notification is sent at the discretion of the administrator when the student's misbehavior has become habitual and irresolvable at the classroom level. A parent meeting will be scheduled and held regarding the behavior issue. A second notification is sent at the discretion of the administrator after the first letter/efforts fail to address the student's behavior problem. This letter serves to notify parents/guardians of the time, date, and location of the SARB hearing. The SARB Board will evaluate the student's school placement, and a contract may be fashioned at/after the hearing.

**SARB OUTCOMES** It is the desire of the District and the SARB Board that a solution to attendance and/or behavior issues can be identified and implemented. Parents/Guardians of students who continue to have poor attendance following the SARB hearing may be referred to the Districts Attorney's Office for prosecution. Students on an IEP or 504 are subject to SARB as per ED Code.

**SARB APPEALS** Families may appeal a local SARB at the county level. Requests for an appeal must be submitted to the Shasta County SARB Office within 10 calendar days of the date of the original SARB hearing, and the appeal may not be based solely on one's dissatisfaction with the decision of the local SARB; appeals will be heard only if it appears that there was a breach of due process.

**INTERDISTRICT AND INTRADISTRICT ENROLLMENT** [EC §§35160.5, 46600-46611, 48204, 48206.3, 48300-48315, 48980] If you wish for your child to attend another school in our District, please complete an Intradistrict Transfer Form which is available at the school office. Our district also allows students to transfer to or from other districts (interdistrict). For more information on these transfers, enrollment options, and alternative schools, and their associated forms, please contact the district office at 530-224-4100.

**CHILDREN OF MILITARY SERVICE MEMBERS - RESIDENCY** [EC §§48204.3] A student complies with a school district's residency requirements for school attendance if the student's parent is transferred or is pending transfer to a military installation within the state boundaries of the school district while on active military duty pursuant to an official military order. School districts must accept applications by electronic means for enrollment, including enrollment in a specific school or program within the district, and for course registration. The parent must provide proof of residency in the school district within 10 days after the published arrival date provided on official documentation.

A student from an active duty military family who is transitioning between school grade levels must be allowed to continue in the school district of origin and in the same attendance area of his/her school of origin. If the student is transitioning to middle school or high school, and the school designated for matriculation is in another school district, the local educational agency must allow the student to continue to the school designated for matriculation in that school district. The new school must immediately enroll the student, even if the child has outstanding fees, fines, textbooks, or other items or moneys due to the school last attended or if the student is unable to produce clothing or records normally required for enrollment.

If the parent/guardian's military service ends during the school year, then the student is allowed to stay in his/her school of origin for the remainder of the school year if he/she is in grades 1-8, or through graduation if the student is in high school.

**RESIDENCY RETENTION FOR MIGRATORY CHILDREN** [EC §§54441] Currently migratory children, who are enrolled in a school district due to a parent's or immediate family member's temporary or seasonal employment in an agricultural or fishing activity, as defined by Education Code section 54441, must be allowed to continue in their schools of origin, regardless of any change of residence during that school year, for the duration of their status as migratory children. When a student's status as a migratory child changes during the school year, the school district must: (1) allow K-8th graders to continue in their schools of origin for the remainder of that school year; and (2) allow 9-12th graders to continue in their schools of origin through graduation. Migratory children and their parents/guardians must be informed of the impact that remaining in their schools of origin will have on their eligibility to receive migrant education services.

**RESIDENCY RETENTION FOR THE STUDENTS OF DETAINED OR DEPORTED PARENTS [EC §§48204.4]**

Students retain residency in a school district, regardless of the students' current residency, when both of the following requirements are met: (1) The student's parent or guardian has departed California against his or her will, and the student can provide official documentation evidencing the departure; and (2) The student moved outside of California as a result of his or her parent or guardian leaving the state against his or her will, and the student lived in California immediately before moving outside the state. The student must provide evidence of enrollment in a California public school immediately before moving outside the state.

Deported parents may designate another adult to attend school meetings and to serve as an emergency contact. No charges or fees of any kind, as allowed under Education Code section 48050, may be required for admission or attendance in these circumstances.

**IMMIGRATION ENFORCEMENT - "KNOW YOUR RIGHTS" [EC §§234.7]** All students have the right to a free public education, regardless of immigration status or religious beliefs. For more information, please see the resources developed by the California Attorney General at <https://www.oag.ca.gov/immigrant/rights>

**ATTENDANCE WHERE CAREGIVER RESIDES [EC §§48204(d), 48980(h)]** Your child may attend the school district of his/her caregiver's residence if your child lives with a caregiver, as defined by law. An affidavit, sworn under penalty of perjury, by the caregiving adult is required to determine that your child lives in the caregiver's home.

**ATTENDANCE IN DISTRICT IN WHICH PARENT OR GUARDIAN IS EMPLOYED [EC §§48204(b)(f), 48980(i)]** Your child may attend school in the school district where you or your spouse is employed for at least 10 hours per week. If interested, call the district or school office for information.

**ATTENDANCE IN DISTRICT WHEN LIVING AT PARENTS' PLACE OF EMPLOYMENT FOR MINIMUM OF 3 DAYS DURING THE SCHOOL WEEK [EC §48204(a)(7)]** Parents may apply for enrollment of their child in a school district in which the parent is employed, and where the parent and child live at the parent's place of employment minimum of 3 days during the school week.

**INDIVIDUALIZED INSTRUCTION/TEMPORARY DISABILITY (EC §§48206.3, 48207-48208)** Individualized instruction either: (1) at home, provided by the school district in which the student resides; or (2) in a hospital or other residential health facility, excluding state hospitals, is available to students with temporary disabilities whose disability makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable. Parents of students hospitalized or with a temporary disability should notify the school district where the student receives care if an individualized instruction program is desired.

"Temporary disability" means a physical, mental or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program to which the student can reasonably be expected to return. "Temporary disability" does not include a disability that would qualify a student as a "student with exceptional needs" under Education Code section 56026.

A student with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent or guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. Once the parent has notified the district in which the hospital is located of the student's presence in the qualifying hospital, the district has five working days to notify the parent if individualized instruction shall commence within five working days.

Individual instruction in a student's home must commence no later than five working days after a school district determines that the student shall receive this instruction.

When a student receiving individual instruction is well enough to return to school, she/he must be allowed to return to the school that she/he attended immediately before receiving individual instruction was initiated.

Students enrolled in individual instruction in a hospital or other residential health facility for a partial week, are entitled to attend school in his/her school district of residence, or to receive individual instruction provided by the school district of residence in the student's home, on days in which he or she is not receiving individual instruction in a hospital or other residential health facility, if she/he is well enough to do so.

Absences from the student's regular school program due to the student's temporary disability are excused until the student is able to return to the regular school program. (Ed Code §§ 48206.3(b)(2), 48207, 48207.3, 48207.5, 48208, and 48240(c).)

**NOTICE OF ALTERNATIVE SCHOOLS [EC§58501]** State law authorizes all school districts to provide for alternative schools. The Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to: (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy. (b) Recognize that the best learning takes place when the student learns because of his desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects. (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located. In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.



## INSTRUCTION

**TEXTBOOKS AND LIBRARY BOOKS** Our district receives money from the state to purchase new curriculum. Textbooks cost up to \$85 each and are expected to last until the next textbook adoption cycle. It is the student's and the parent's responsibility to ensure books are not lost or damaged. All students will be allowed to take textbooks and library books home and parents will be liable for their replacement costs if lost or damaged. However, if a parent wishes that their child NOT be permitted to take textbooks and/or library books home, the parent must write a letter indicating their wishes, to the Office of the Superintendent, 1155 Mistletoe Lane, Redding, CA 96002.

**PROSPECTUS OF SCHOOL CURRICULUM** [EC§49091.14] The curriculum of every course offered by the schools of the district is compiled annually in a prospectus which is available for review upon request at each school site. Copies are available upon request for a reasonable fee not to exceed the actual copying cost.

**TEACHERS** [NCLB, 20 USC §§6301] Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects s/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether s/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. Districts shall also notify parents if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

**EMPLOYEE CODE OF CONDUCT - INTERACTION WITH STUDENTS** [EC §§44050] The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning
2. Shall not unreasonably deny the student access to varying points of view
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
5. Shall not intentionally expose the student to embarrassment or disparagement
6. Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:
  - a. Exclude any student from participation in any program
  - b. Deny benefits to any student
  - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage
8. Shall not disclose information in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

## **STUDENT USE OF TECHNOLOGY**

### **ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (STUDENTS)**

The Enterprise Elementary School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology shall have on file at his/her school acknowledgement of receipt of this Enterprise Elementary School District Acceptable Use Agreement and Release of District from Liability, signed by his/her parent/guardian (and student, where applicable) as an indication that they have read and understand the agreement.

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or

future technological innovations, whether accessed on or off site or through district-owned or personally-owned equipment or devices.

**STUDENT OBLIGATIONS AND RESPONSIBILITIES** Students are expected to use district technology safely, responsibly, and for educational purposes only. The district reserves the right to monitor all online communications for improper use. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

- encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
- access, post, submit, publish, or display harmful or inappropriate matter that is libelous, threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs. A special exception for access may be made for hate literature if both the teacher and the parent/guardian provide approval prior to the start of the project and the purpose of such access is to conduct research.
- email using district technology unless it is for educational assignments as directed by the teacher to communicate with adults and other students regarding their learning activities. Students are expected to keep messages brief and use appropriate language and shall not read mail or files intended for other users; they shall not attempt to interfere with other users' ability to send or
- receive electronic mail, nor shall they attempt to read, delete, copy, modify, or forge other users' mail. School staff, administrators, and parents have access to student email for monitoring purposes. No expectation of Internet/e-mail privacy is afforded students.
- disclose, use, disseminate, or post personal contact information about themselves or other people. Personal contact information includes the student's name, address, telephone number, social security number, school address, or other individually identifiable information.
- agree to meet with someone they have met online without their parent's or legal guardian's approval and participation.
- attempt to gain unauthorized access to the district system or to any other computer system through the district system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking." These actions are illegal. Vandalism will result in discipline and/or legal action and the cancellation of user privileges.
- infringe on copyright, license, trademark, patent, or other intellectual property rights without the expressed consent of the creator. This includes the use of copyrighted materials for use in school assignments, trading with others, or any publication.
- plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the student.
- alter any system settings, system network configurations, or Internet browser settings, which include the installation of add-ons and toolbars or download, install, or copy computer software programs or other computer files. This includes copying audio or video CDs or DVDs, or other copyrighted material to the computer or network resources.
- engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.
- threaten, intimidate, harass, bully, or ridicule other students or staff.

**PRIVACY** Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology. The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or

received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted. All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

**PERSONALLY-OWNED DEVICES** A student who uses a personally-owned device to access district technology, shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally-owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

**REPORTING** A student who becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, shall immediately report such information to the teacher or other district personnel. A student who receives any message that is inappropriate or makes them feel uncomfortable will promptly disclose the message to their teacher or other school employee.

**CONSEQUENCES FOR VIOLATION** Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

**PARENT/GUARDIAN ACKNOWLEDGEMENT** Parent/guardian signature on the acknowledgement gives permission for his/her child to use district technology and/or to access the school's computer network and the Internet, and acknowledges that parent/guardian has read, understands, and agrees that his/her child shall comply with the terms of the Acceptable Use Agreement. Parent/guardian further acknowledges that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. Parent/guardian agrees to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from his/her child's use of district technology or the failure of any technology protection measures used by the district. Further, parent/guardian accepts full responsibility for supervision of his/her child's use of his/her access account if and when such access does not take place in the school setting.

**IMPERSONATION ON THE INTERNET [PC§528.5]** Pretending to be a real person other than yourself on the Internet or through other electronic methods to harm, intimidate, threaten or defraud is punishable by a \$1,000 fine or imprisonment for up to one year.

**GIFTED AND TALENTED PROGRAM** The gifted and talented program has been incorporated into the regular school day. All students have the opportunity to participate in various activities designed to expand their academic strengths. In addition, we encourage students to participate in after-school clubs to strengthen their skills and to delve into areas of interest.

**FINE ARTS** EESD has a proud tradition of valuing the importance of visual and performing arts education. Because the arts enhance the academic and socio-emotional development of children, we continue to include dance, music, theatrical experiences, and visual arts throughout the K-8 continuum. Students receive fine arts instruction throughout the year. The curriculum is articulated – each grade level building on the knowledge learned the prior year. Examples of our fine arts education include:

- Parsons Junior High School offers students the opportunity to be involved in Beginning, Intermediate, Advanced, or Jazz Band, (these bands have received top honors in competitions throughout the state), or for vocalists, award-winning vocal performance groups, Music in Motion and Special Concepts, (recognized for excellence in both state and local venues), and additionally, Parsons offers Concert Choir and Star Choir.
- At Mistletoe, the music program encompasses a wide range of experiences, including K-5 weekly music appreciation classes, 4th and 5th-grade choir, 5th-grade band, 6-8 Bulldog Show Choir (vocal/dance performing group), 6-8 Advanced Choir, 6-8 Bulldog Band, and 6-8 Music Composition. In addition, Mistletoe offers an after-school Art Club and an Art elective for 6-8 grades. Within classrooms, students



interact with a wide range of visual and performing arts experiences, enjoy practicing towards key performances, and learn essential skills that serve to enhance their overall development as children.

- Boulder Creek provides many wonderful opportunities for each student to develop and discover his or her musical talents. Every middle school student at Boulder Creek School has the opportunity to take part in either choir or a guitar class. For students who enjoy instrumental music, Boulder Creek's band program offers a year-long program with instruction in most wind instruments and percussion. Instruments are loaned to students, allowing students the chance to learn an instrument, be a member of a team, and perform. Band also prepares students for the high school's advanced band.

**TITLE I PROGRAM** The federally-funded Title I program is designed to improve the academic achievement of disadvantaged students. Title I funds are used to provide eligible students with supplemental services to reinforce the core curriculum and to assist students in attaining proficiency on state academic standards and assessments. All of our schools receive this funding. Students receive assistance through interventions provided in the regular classroom or in small group settings. Parents are notified if their child is in need of an intervention and will be asked to give permission if this additional help takes the student out of class.

**AFTER SCHOOL PROGRAMS** Each of our schools has an after-school program where activities are available until 6:00 p.m., each school day. Services are based on goals and objectives that align with district and state standards. Enrichment and recreational activities are offered on a regular basis. Students must be enrolled in one of the participating school sites to attend these programs. For additional information on the after-school program, contact your child's principal.

**CAREER COUNSELING** [EC§221.5] When students are provided career counseling and course selection opportunities, all students are provided equal services. Parents may participate in counseling sessions.

**LIMITED ENGLISH PROFICIENT STUDENTS** [EC§§52163, 52164.1, 52164.3, 52173, T5 11303, USC Title 20 6312] Notification will be given to parents of limited English proficient students regarding limited English proficiency programs including the reasons for the identification of the student as limited English-proficient, the need for placement in a language instruction educational program, the student's level of English proficiency, how the level was assessed, the status of the student's academic achievement, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for limited English-proficient students.

**ENGLISH LANGUAGE EDUCATION** [EC§305-310] State law requires that when parents/guardians of 30 or more students at a school or 20 or more students in any grade level at a school request a particular language acquisition program, the District shall offer that program at the school site to the extent possible. In the structured English immersion program, nearly all classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning English.

**PHYSICAL EDUCATION AND SPORTS** [EC§49475, 60800] The District recognizes the positive benefits of physical activity on student health and academic achievement and provides all students the opportunity to be physically active on a regular basis through physical education (PE) instruction. The PE program provides a minimum of 200 minutes of PE every 10 days. Students with disabilities are provided instruction in PE in accordance with their individualized education program or Section 504 accommodation plan. PE instruction is delivered by appropriately credentialed teachers who may be assisted by instructional aides, paraprofessionals, and/or volunteers. Students in grades 5 and 7 are given a standardized physical fitness test as required by EC§60800. In addition to PE classes, a variety of sports activities are offered at each school. Parents and students are encouraged to review the information on concussions and head injuries included in the HEALTH section of this handbook.

**SEXUAL HEALTH INSTRUCTION** 7th & 8th Grade - California Healthy Youth Act (EC 51930-51939)

The purpose of the CHYA is as follows:

- To provide students with the knowledge and skills related to recognizing, building, and maintaining healthy relationships that are based on mutual affection and free from violence, coercion and intimidation. This includes teaching decision-making and communication skills and helping students understand the value of and prepare for committed relationships, such as marriage. It also includes information about unhealthy

behaviors and risks to their health, such as sexual harassment, sexual assault, intimate partner violence, and sex trafficking. (EC §§ 51930(b); 51933(f), (g), (h); 51934(a)(10))

- To provide pupils with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy;
- To promote understanding of sexuality as a normal part of human development;
- To ensure pupils receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction.

The law requires that this content be taught once in middle school and once in high school. It is the policy of the Enterprise Elementary School District that this instruction will not extend beyond these required grades. The curriculum is divided so that sex trafficking prevention is taught in 7th grade, and sexual health and HIV prevention are taught in 8th grade.

This information may be presented by school personnel and/or an outside organization or guest speaker in individual classrooms, combined classes, or assemblies and will align with and support the purposes of the California Healthy Youth Act and not be in conflict with them. (EC § 51933 (c) Abstinence from sexual activity and injection drug use shall be taught within the context of comprehensive sexual health and HIV prevention education (EC 51934[3]); however, abstinence-only education is not permitted in California public schools.

The Enterprise Elementary School District respects the rights of parents to make decisions about how they to supervise their children's education on this subject matter. Parents/guardians shall be notified in writing at least 14 days before students are offered any instruction in which human reproductive organs and their functions, processes, or diseases are described, illustrated, or discussed. This notification shall inform parents/guardians that they may request in writing that their child not attend the class. No student shall attend such instruction if the school receives this request prior to the start of the class. (Education Code 51550, 51820) At the parent/guardian's request, any student may be excused from any part of sexual health instruction. (Education Code 51240). All materials used for the above instruction shall be available for inspection by parents/guardians at reasonable times and places prior to the onset of instruction. The above notification shall inform parents/guardians of their right to inspect these materials. (Education Code 51550, 51820)

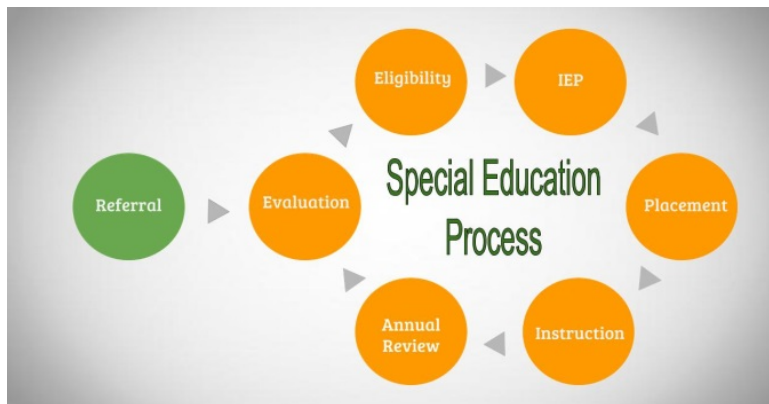
To parents of fifth grade students: Districts must notify parents if students are provided classes in which human reproductive organs and their functions and processes are described, illustrated, or discussed. [EC§51550] Parents may submit a written request to their child's school office if they want their child to be excused from such classes. If written notice to exclude a child is not received prior to the start date of the class, the child will be allowed to attend the class. The materials in this area of instruction are available to parents for previewing. Parents will be notified prior to the parent preview night of the date, time and location. District nurses are available by telephone (530-224-4100) to discuss the content or answer any questions.

**HEALTH INSTRUCTION-CONFLICTS WITH RELIGIOUS TRAINING AND BELIEFS** [EC§51240] Upon written request of a parent, students shall be excused from the part of any school instruction in health if it conflicts with the religious training and beliefs of a parent.

**INSTRUCTION/INFORMATION ON SEXUAL HARASSMENT** The Superintendent or designee ensures that all district students receive age-appropriate instruction and information on sexual harassment including what acts and behavior constitute sexual harassment, and the fact that sexual harassment could occur between people of the same gender, a clear message that students do not have to endure sexual harassment, encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained, and information about the person(s) to whom a report of sexual harassment should be made. Any student who feels that s/he is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall report it to the principal or designee within 24 hours of receiving the complaint. Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint. In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the Office of the Superintendent or designee. The Superintendent, principal, or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. If the investigator finds that sexual harassment occurred, s/he shall take prompt,

appropriate action to end the harassment and address its effects on the victim. The Superintendent, principal, or designee shall also advise the victim of any other remedies that may be available. Where required, the matter may be referred to law enforcement authorities.

**ANNUAL STANDARDIZED TESTING AND REPORTING** Each year, the District administers standardized testing. This testing includes: 3rd-8th grade testing in Language Arts and Math; 5th and 8th grade testing in Science. The testing window is 15 instructional days that includes 6-8 testing days. Each year, parents and guardians will be notified regarding their student’s participation in the CAASPP assessment system. A parent/guardian may submit to the school annually a written request to excuse his/her child from any/all parts of any test. District employees may discuss the testing program with parents/guardians, and may offer information on the availability of exemptions under EC 60615. However, the District and its employees shall not solicit or encourage any written exemption request on behalf of any student or group of students. (5 CCR 852). Within 20 days of receiving the results of the standardized achievement tests, parent/guardians will be notified of the results of the tests, the purpose of the tests, and the individual score and intended use. If you have any questions, contact the site Principal.



## SPECIAL EDUCATION SERVICES

**SPECIAL EDUCATION (IDEA)** State and federal law requires that a free appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. More information concerning student eligibility, parental rights and procedural safeguards is available upon request.

**SPECIAL EDUCATION; CHILD FIND SYSTEM** [EC§§56300, 56301] Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights.

**SPECIAL EDUCATION COMPLAINTS** [5 CCR§3080] State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of a special education student, or similar issues, you may file a written complaint with the district. State regulations require the district to forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your school principal.

**SECTION 504/DISABLED PUPILS** [Rehabilitation Act of 1973§504] Federal law requires districts to annually notify disabled pupils and their parents of the district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act.



## **HEALTH SERVICES**

The district employs registered nurses who evaluate students' health needs (including vision, hearing, dental, growth and development, scoliosis screening, etc.). District nurses provide direct health services to students and staff, and serve as a resource for health care referrals to various community programs. Health-related concerns should be directed to the district nurses. The district also employs both health and student services clerks who provide first aid care, assist students with medication, and maintain health records under the direction of the district nurses. Your child may be exempt from physical examination if you file a written statement with the school principal stating that you will not consent to routine physical exam of their child. However, whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.

**IF YOUR CHILD IS ILL** [EC§49451] A child may be sent home if s/he is believed to be suffering from a contagious or infectious disease. Students will be sent home if they have a temperature of 100 degrees or higher and must stay home until they are symptom free for 24 hours without the use of fever reducing medications such as Tylenol® or ibuprofen. Students with vomiting/diarrhea will be sent home and must stay home until they are symptom free for 24 hours without symptom reducing medications or with physician release. Students who develop an infection requiring antibiotics may not return to school until after being on the medication for 24 hours or if a student has a written release from a physician. If you keep your child home from school due to symptoms of a contagious disease, please notify the school office as soon as possible.

**KINDERGARTEN AND FIRST GRADE PHYSICAL EXAM** [EC§§49450; HSC 124085, 124100, 124105, 120475] For each first grade student enrolling in school, parents are required by state law to present certification signed by a physician that states the child has received a physical examination within the past 18 months. You may wish to contact the Shasta County Health Department, who, through the Child Health and Disability Prevention Program (CHDP), may be able to provide a physical exam for your child at no cost to you. If you do not provide the certification, you must file a waiver at the school stating your reasons for noncompliance. Your child may be sent home if you fail to provide the certificate or waiver, and if your child is suspected to be suffering from a contagious disease.

**KINDERGARTEN AND/OR FIRST GRADE ORAL HEALTH ASSESSMENT** [EC§49452.8] Parents must have their child's oral health assessed by a licensed dentist or licensed dental health professional by May 31 of the student's first year of school. Assessments within the 12 months before the child enters school also meet this requirement.

**FLUORIDE APPLICATION** Pursuant to HSC§104830-104865, your child may receive the topical application of fluoride, including fluoride varnish, or other decay-inhibiting agent to the teeth during the school year. If offered,

parents must consent to the treatment on behalf of a minor child. This District does not provide fluoride application. Consult your dentist for more information.

**IMMUNIZATIONS** [HSC §§120370(a)(2), 120372(a), 120325, 120335, 120440; EC§§48216, 49403] Your child must be immunized against certain diseases before being admitted to school, unless exempted for medical reasons. January 1, 2016 was the deadline for parents to exempt their children from required immunizations based on their religious or personal beliefs. Students who had a signed waiver based on religious or personal beliefs on file by January 1, 2016, are exempt from the immunization requirement until they complete the “grade span” they were in as of January 1, 2016. Grade spans are: (1) birth through preschool, (2) Kindergarten through 6th grade, and (3) 7th through 12th grade. Students who entered the District for the first time, or who advanced to 7th grade, after July 1, 2016 are no longer exempt from immunizations based on religious or personal beliefs. Students who have a medical exemption issued before December 31, 2020 will be allowed continued enrollment until they enroll in the next grade span. As of January 1, 2021, the District will only accept medical exemptions that are submitted on the California Department of Public Health’s standardized, statewide medical exemption certification form. (Health and Safety Code §§120370(a)(2) and 120372(a).)

Parents must provide documentation that their child has been fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, and rubella, and varicella (chickenpox) (students must be immunized for varicella or provide proof from a doctor stating child has had the disease), or the child may not be admitted to school. In addition, all students entering 7<sup>th</sup> grade must provide proof of the T-dap booster immunization. The required immunizations are available from the County Health Department, a physician, or may be administered by a healthcare practitioner acting under the direction of a physician. If an outbreak of a communicable disease occurs at a school, any non-immunized student will be excluded for his/her own safety until such a time as directed by health officials or district administration. Parents or guardians may refuse to allow the sharing of personal information related to their child's immunization records by notifying the County Health Department listed in this section.

**MEDICATION** [EC§49423] Any student who must take prescribed medication at school and who desires assistance of school personnel must annually submit a written statement of instructions from the physician and a parental request for assistance in administering the medication. Students may carry and self-administer prescription auto-injectable epinephrine and/or inhaled asthma medication upon the school's receipt of specified written confirmation and authorization from the student's parent and physician or surgeon. The parent/guardian shall provide for his/her child any and all specialized medical equipment and/or supplies required for their child as it relates to a specialized health condition or administration of medication(s). The District shall only provide specialized equipment that is used at school and that is needed to implement a student's IEP or Section 504 Plan.

**CONTINUING MEDICATION REGIMEN** [EC§49480] Parents of any student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication(s) being taken, the current dosage, and the name of the supervising physician. With the consent of the parent, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

**SCOLIOSIS SCREENING** [EC§49452.5] Between grades 6 and 8, your child may be screened for scoliosis (curvature of the spine), unless you submit a written denial of consent.

**VISION AND HEARING APPRAISAL** [EC§49455] The district is required to appraise each student's vision upon initial enrollment and every third year thereafter until the student completes the 8<sup>th</sup> grade. The appraisal shall include tests for visual acuity and color vision; however, color vision shall be appraised once and only on male students. The evaluation may be waived upon presentation of a certificate from a physician, surgeon, physician's assistant, or optometrist setting out the results of a determination of the student's vision, including visual acuity and color vision. In addition, the District will periodically test students for hearing deficiencies.

**GUIDELINES FOR MANAGEMENT OF LIFE-THREATENING ALLERGIES [EC§49403, 49414, 49423, 49423.5, 4923.6., CCR 8:5193]** Anaphylactic reactions, most often caused by exposure to substances to which a student is allergic, can be life threatening. The sources of these allergens are typically food, medicines, insects and latex. When a student has a life-threatening allergy, it is the responsibility of the parent or guardian to inform the school staff of the student's allergic condition. The student's physician will establish specific treatment procedures and provide these to the school. School staff will be made aware of these procedures and be knowledgeable about the location of necessary medications and their administration. Staff members are trained to recognize the reactions, follow the written procedures, and be aware of the District's guidelines regarding life-threatening allergies. District staff will work with parents/guardians on an individual basis to accommodate the needs of the student with allergies/potential anaphylactic reactions. The goal for these students is to diminish the risk of accidental exposure to their specific allergens.

**GUIDELINES FOR USE OF EMERGENCY EPINEPHRINE AUTO INJECTORS/ MANAGEMENT OF UNDIAGNOSED ANAPHYLAXIS [EC§49414; SB 1266]** Current law requires schools to provide emergency epinephrine for individuals who may be experiencing anaphylaxis. Anaphylaxis is a severe allergic reaction which can occur after exposure to an unknown food, an insect sting or even (rare) after exercise. School nurses or trained personnel may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an anaphylactic reaction. Contact health services for more information.

**CONCUSSION [EC§49470-49475]** A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. Signs and symptoms of a concussion can show up immediately after the injury or may not appear or be noticed until days or weeks after the initial injury. In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. Signs and symptoms of concussion include: headache, nausea or vomiting, dizziness or balance difficulties, double or blurred vision, sensitivity to light and/or noise, feeling sluggish, hazy, foggy, or groggy, difficulty concentrating, confusion, memory difficulties, or not "feeling right." An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs: loss of consciousness (even briefly), appears dazed or confused, presents with difficulty with balance, memory, or has behavioral changes, has unequal pupil size, is drowsy or cannot be awakened, has a headache that gets worse, complains of weakness or numbness, is nauseous or vomiting, has slurred speech, or has seizures. Rest is key to recovering from a concussion or head injury. Avoid exercising or activities that involve a lot of concentration such as studying, playing video games, and working on the computer. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, weeks, or even months. Repeated concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to the brain and can be fatal. If you notice any signs and symptoms listed above following a blow, bump, or jolt during practice or a game, notify the coach immediately. When your child signs up to play a sport, school staff will provide a Sports Handbook. Please refer to the Sports Handbook for additional information on concussions.

**SUDDEN CARDIAC ARREST INFORMATION** Cardiac arrest caused by a cardiac arrhythmia will suddenly stop blood flow to the brain, causing the victim to lose consciousness. A few seconds after the heart stops pumping blood, the brain will stop telling the body to breathe. If someone is in cardiac arrest, 911 will be called and CPR begun. Please refer to the Sports Handbook for additional information.

**TYPE 2 DIABETES INFORMATION [EC§49452.7]** Type 2 diabetes is the most common form of diabetes in adults, and until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens. According to the US Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime. Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy. The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells. The pancreas makes insulin, a hormone that moves glucose from the blood to the cells. But in type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise. Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia. Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

**RISK FACTORS ASSOCIATED WITH TYPE 2 DIABETES** It is recommended that students displaying or experiencing the following risk factors and/or warning signs associated with an increased risk of type 2 diabetes be screened for the disease:

- The single greatest risk factor for type 2 diabetes in children is excess weight. In the US, almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- Being inactive further reduces the body's ability to respond to insulin.
- Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

**WARNING SIGNS AND SYMPTOMS ASSOCIATED WITH TYPE 2 DIABETES** Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

**TYPE 2 DIABETES PREVENTION METHODS AND TREATMENTS** HEALTHY lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels. Visit a doctor who can a) determine if a child is overweight based on the child's age, weight, and height; and b) request blood glucose tests to see if the child has diabetes or prediabetes.

- Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.
- Get more physical activity. Increase physical activity to at least 60 minutes every day.
- If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

**TYPES OF DIABETES SCREENING TESTS THAT ARE AVAILABLE**

- Glycated hemoglobin (A1C): A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- Random (non-fasting) blood sugar: A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.
- Fasting blood sugar: A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- Oral glucose tolerance: A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided here is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

*References:* American Diabetes Association Clinical Journal; Helping Children with Diabetes Succeed: A Guide for School Personnel; KidsHealth; Mayo Clinic; National Library of Medicine (NLM) and National Institutes of Health's (NIH) MedLine; US Centers for Disease Control and Prevention

**SUN PROTECTION** [EC§35183.5] When students are outdoors, they may wear sun protective clothing and may apply sunscreen and lip balm during the day without a doctor's note or prescription. Specific clothing and hats determined by the school/district to be inappropriate may be prohibited by the dress code policy. No school personnel are required to assist pupils in applying sunscreen.

**MEDICAL AND HOSPITAL INSURANCE FOR STUDENTS** [EC §§32221.5, 49472] Our district does not provide medical, accident, or dental insurance for pupils injured on school premises or through school activities, and the district assumes no liability for accidents to students at school. Information about a medical/dental accident insurance program offered by an outside agency is provided. The low-cost plan provides assistance to meet some of the expenses for accidental injury. Two levels of benefits are available. A detailed brochure/application is available at your child's school office. A no-cost, free prescription drug card is also available at your child's school office. School districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. However, this requirement is met by the offering of insurance or other health benefits that cover medical and hospital expenses. Information about no-cost or low-cost local, state, or federally-sponsored health insurance programs may be obtained by calling Healthy Families/Medi-Cal for Families at 888-747-1222.

**DRUG, ALCOHOL, STEROID, AND TOBACCO PREVENTION PROGRAMS** [EC§§49033, 60041; HSC§11032] The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on district premises or as a part of any of its activities is strictly prohibited, and violations will be investigated. Violators will be subject to prosecution in accordance with local, state, and federal law and district disciplinary action up to and including expulsion, being required to satisfactorily complete a drug abuse assistance, tobacco cessation program, or rehabilitation program selected by the district. The district's drug, alcohol, and tobacco education and prevention programs address the legal, social, and health consequences of drug, alcohol, and tobacco use and provide students with effective techniques to resist peer pressure to use illicit drugs, alcohol, or tobacco. Parents may contact the school for additional information. The district does not support or endorse specific programs or agencies, but provides the information to assist parents and students.

**CONFIDENTIAL MEDICAL SERVICES** [EC§46010.1] The state provides that school districts may excuse students in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. School districts are permitted to grant such excuses, but are not required to do so. If you have questions about this, contact your child's school.

**PUPIL MENTAL HEALTH SERVICES** A list of community mental health resources can be accessed under Parent Resources on the District website, [eesd.net](http://eesd.net), or by contacting the district or school office.



# MEALS AT SCHOOL



**STUDENT LUNCH PROGRAM [EC§§49510 - 49520]** All of our District schools operate a hot breakfast and lunch program, serving nutritious breakfast and lunch each school day. Your child may be eligible for free or reduced cost lunch. Eligibility information is vital to our district receiving its fair share of educational funding. Even if you decide to not participate in our meal program, your completed form means valuable dollars for education! Therefore, please be sure to list all children or dependents in the home, including those not enrolled in Enterprise Elementary School District, one application per family. Write your child's legal name as s/he is enrolled, and

list the name of the school or preschool that each child attends; write "N/A" to indicate an infant or toddler at home. If family income is below certain federal guidelines, your child may qualify for free or reduced-priced meals, and may qualify for other programs such as Medi-Cal, Healthy Kids, or CalFresh.

One of our goals is to make mealtime a positive experience for each child. Meals must be paid for in advance or at the time of purchase. When money for student meals is held on account, serving lines go smoothly and misunderstandings are minimized. Thankfully, most parents are great at making sure that sufficient money is on account for their child. There may be extenuating circumstances, of course, so parents, please call the school or send a note if payment may be delayed. Cafeteria personnel will offer a quiet and friendly verbal reminder to students in meal lines when the balance in his/her account is low. A reminder letter will be sent home.

All students will be served breakfast and lunch at no charge at Alta Mesa Elementary, Lassen View Elementary, PACE Academy, Rother Elementary, and Shasta Meadows Elementary under the Community Eligibility Provision.

## PRICING LETTER TO HOUSEHOLDS FOR FREE AND REDUCED-PRICE MEALS—2020-2021 School Year

Generated by CA Dept. of Education  
June 2012

### Dear Parent or Guardian:

The Enterprise Elementary S/D takes part in the National School Lunch and/or school Breakfast Programs. Meals are served every school day at participating schools. Students may buy lunch for \$2.25 Grades 6-8 and \$2.00 K-5. Eligible students may receive meals free or at a reduced-price of \$.40 lunch and \$.25 breakfast. You or your children do not have to be a U.S. citizen to qualify for free or reduced-price meals.

**TERMS**—"Household" means a group of related or non-related individuals who are living as one economic unit and sharing living expenses. "Living expenses" include rent, clothes, food, doctor bills, utility bills, etc.

**SOCIAL SECURITY NUMBER (SSN)**—The Application must include the last four digits of the SSN of the adult who signs it. If the adult does not have a SSN, check the "I do not have a SSN box." If you have listed a CalFresh, CalWORKs, Kin-GAP, or FDPIR case number for the child, or if the Application is for a foster child, an SSN is not required of the adult signing the Application.

**DIRECT CERTIFICATION**—This school/agency participates Direct Certification. If your household currently receives benefits from one of the following programs: CalFresh (previously Food Stamps), California Work Opportunity and Responsibility to Kids (CalWORKs), Kinship Guardianship Assistance Payments (Kin-GAP), or Food Distribution Program on Indian Reservations (FDPIR), DO NOT complete a meal Application. School officials will notify you of your children's eligibility for free meals. If you are not contacted by August 18 but think your children are eligible for free meals, please contact the school. You may need to complete an Application.

**MIXED HOUSEHOLDS WITH DIRECTLY CERTIFIED, FOSTER, OR/AND NON DIRECTLY CERTIFIED CHILDREN**—To apply complete the Application for Free and Reduced-Price Meals, sign it, and return it to the school. Households must complete an Application when EACH child who does not have a case number or/and is not a foster child.

**FDPIR BENEFITS**—Households participating in the FDPIR are categorically eligible for free meals/milk. The FDPIR is authorized by Section 4(b) of the Food Stamp Act of 1977. Under this section, eligible households may elect to participate in either the CalFresh Program or the FDPIR. Since households are afforded the option to participate in either program, FDPIR households have been determined to receive the same categorical benefits as CalFresh households.

**FOSTER CARE CHILDREN or CHILDREN PLACED IN OUT-OF-HOME CARE**—Who are the legal responsibility of a welfare agency or court. Foster children are categorically eligible for free meals without further Application, but the eligibility is not extended to other non-foster children in the household. Households with foster/non-foster children are encouraged to complete an Application, since foster children may be counted as a household member, which may help the foster family's non-foster children qualify for free or reduced-price meals based on the household size and income. If you choose to add both your foster/non-foster children on the Application, you will need to report the foster/non-foster's income (personal income provided to the child or earned by the child), if any, and the foster parent signs the Application and provides the last four digits of their SSN.

**INCOME HOUSEHOLDS**—To apply, Complete the Application for Free and Reduced-Price Meals. Follow the instructions on the Application and see the Income to report chart on the right, sign it, and return it to the school.

**MILITARY HOUSING INCOME**—If you are in the Military Housing Privatization Initiative or get combat pay, DO NOT include these allowances as income. You do report any military benefits received in cash, such as housing allowances (off-base or general commercial/private real estate market), food, clothing, and deployed service member's income made available by them or on their behalf to the household.

**HOMELESS, RUNAWAY, & MIGRANT**—Contact the school for details.

**MEALS FOR DISABLED**—If you believe your child needs a food substitute or texture modification because of a disability, please contact the school. A child with a disability is entitled to a special meal at no extra charge if the disability prevents the child from eating the regular meal.

**WIC PARTICIPANTS**—If you currently receive benefits under the Special Supplemental Nutrition Program for Women, Infants, and Children (known as WIC), your child may be eligible for free/reduced-price meals. We encourage you to complete an Application and return for processing.

**APPLYING FOR BENEFITS**—You may apply for meal benefits at any time during the school year. If you are not eligible now, but your income decreases during the school year, you lose your job, your family size becomes larger, or you become eligible for CalFresh, CalWORKs, Kin-GAP, or FDPIR benefits, you may submit an Application at that time.

**A COMPLETE HOUSEHOLD APPLICATION**—The Application cannot be approved unless it contains complete eligibility information. If you do not enter a CalFresh, CalWORKs, Kin-GAP, or FDPIR case number for each student (or an adult household member) listed on the Application, you must complete the following:

Note: You must complete an Application with all household members and their income listed, for a child who is living with relatives or friends, whether or not the child is a ward of the court.

**Section A:** The names of all children in your household, name of school or write "none" if not in school, their earned income with frequency, or mark the "I do not have a SSN box." The Children's Racial and Ethnic Identities, is voluntary to answer.

**Section B:** The names of all adults in the household, the amount of income, the source and frequency of income, or mark the "I do not have a SSN box" for each person listed.

**Section C:** Enter contact information, mailing address, and the last four digits of the SSN of the adult household member signing the Application, or mark the "I do not have a SSN box" if the adult does not have a SSN.

**VERIFICATION**—School officials may check the information on the Application at any time during the school year. You may be asked to send information to validate your income, or current eligibility for CalFresh, CalWORKs, Kin-GAP, or FDPIR benefits. For a foster child, you will need to provide written documentation that verifies the foster child is the legal responsibility of an agency/court or provide the name and contact information for a person at the agency/court who can verify that the child is a foster child.

**INFORMATION STATEMENT**—The Richard B. Russell National School Lunch Act requires the information on this Application. You do not have to provide the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the SSN of the adult household member who signs the Application. The last four digits of the SSN is not required when you apply on behalf of a foster child or when you list a CalFresh, CalWORKs, Kin-GAP, or FDPIR case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the Application does not have a SSN. Your family size, household income, and the last four digits of your SSN will remain confidential and will not be shared. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs.

**OVERT IDENTIFICATION**—Children who receive free or reduced-price meals must be treated in the same manner as children who pay full price for meals, and not overtly identified.

**FAIR HEARING**—If you do not agree with the school's decision regarding your Application's eligibility determination or the result of verification, you may discuss it with the school. You also have the right to a fair hearing. A fair hearing may be requested by calling or writing the following school official: Dr. Brian Winstead, Superintendent, C/O Enterprise Elementary S/D, 1155 Mistletote Lane, Redding, CA 96002

**INCOME FOR THE SELF-EMPLOYED**—Self-employed persons may use last year's income as a basis to project their current year's NET income, unless your current net income provides a more accurate measure. The income to be reported is income derived from the business venture less operating

costs incurred in the generation of that income. Deductions for personal expenses such as medical expenses and other non-business deductions are not allowed in reducing gross business income.

**CALCULATING INCOME**—List all adult household members, whether or not they receive income. For each household member with income: write the amount of current income, enter the source of current income received, such as from wages, pensions, retirement, welfare, child support, and so on, for each category, and how often received (frequency). Gross Earnings from work is the amount earned before taxes and other deductions. If any current amount received was more or less than usual, write the usual or projected income. Households receiving different income intervals must annualize their income by calculating weekly x 52; every two weeks x 26; twice a month x 24; and monthly by 12.

INCOME TO REPORT	
Earnings from work before deductions; include all jobs	Gross Wages/salaries/tips, strike benefits, unemployment compensation, workers' compensation, and net income from self-owned business or farm
Pensions Retirement Social Security	Pensions, supplemental security income, retirement payments, Social Security Income (SSI) (including SSI a child receives)
Welfare, Child Support, Alimony	Public assistance payments, welfare payments, alimony, and child support payments
List Other Income	Disability benefits; cash withdrawn from savings; interest and dividends; income from estates, trusts, and investments; regular contributions from persons not living in the household; net royalties and annuities; net rental income; any temporary income

Income Eligibility Guidelines (IEG)					
July 1, 2020-June 30, 2021					
Use the income chart below to see if you qualify for the free or reduced-price meal program					
Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$23666	\$1968	\$984	\$908	\$454
2	\$31894	\$2658	\$1329	\$1227	\$614
3	\$40122	\$3349	\$1675	\$1546	\$773
4	\$48470	\$4040	\$2020	\$1865	\$933
5	\$56758	\$4730	\$2365	\$2183	\$1092
6	\$65046	\$5421	\$2711	\$2502	\$1251
7	\$73334	\$6112	\$3056	\$2821	\$1411
8	\$81622	\$6802	\$3401	\$3140	\$1570
For each additional household member add	\$8208	\$691	\$346	\$319	\$160

**NON-DISCRIMINATION STATEMENT**—This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call 866-632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339, or 800-945-6136 (Spanish)."

**Do you Need Assistance completing the Application or have questions?** Please contact, Cindy Ksiasek, SNS, 535-224-4100, EXT 8207

You will be notified by the school when your Application has been approved or denied for free or reduced-price meals. Sincerely,

Cindy Ksiasek, SNS  
Food Services Department  
Enterprise Elem S/D



## **BEHAVIOR EXPECTATIONS AND CONSEQUENCES**

**BEHAVIOR EXPECTATIONS** [EC§44807, 5 CCR§300] Pupils are accountable for their conduct on the way to and from school, and on the playground. Pupils must conform to school regulations, obey all directions, be diligent in study, be respectful of teachers/others in authority, and refrain from profane/vulgar language. For detailed school rules, please see your child's school handbook. A consistent method of responding to serious incidents has been developed with the understanding of the varying maturity level of different age groups. Following is a representative sample of expected disciplinary actions for violations of behavior expectations.

- Parent contact
- Behavior contract
- Student Attendance/Behavior Review Board (SARB)
- Student study team meeting
- Restricted play area
- Detention/time out
- Saturday School
- Suspension or expulsion
- Other as deemed appropriate

**PARENT RESPONSIBILITY** [EC§§48900.1, 48904; CC1714.1; GC53069.5] Parents are liable for damages caused by the willful misconduct of their child/ren that result in death or injury to other students, school personnel, or damage to school property as well as for any school property loaned to the student and willfully not returned. A parent's liability may be as much as \$10,000 in damages and an additional \$10,000 for payment of a reward, if any. The school district may withhold grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom.

**VIDEO MONITORING** Video monitoring may occur on district property and in accordance with district regulations on video surveillance practices. Board Policies provide additional information on this topic. Contact the school office if you have questions.

**RELEASE OF STUDENT TO PEACE OFFICER** [EC§48906; PC§11165.6] A school official will promptly notify you or a responsible relative of your child if your child is released from school to a peace officer. However, if a student is taken into custody as a victim of suspected child abuse, the peace officer will notify the parent or guardian.

**SAFE PLACE TO LEARN ACT** [EC§234.1] The district is committed to maintaining a learning and working environment that is free from bullying. The District has a Board policy on the subject of bullying, and any student who engages in bullying of anyone in or from the district may be subject to disciplinary action up to and including expulsion. To report incidences of bullying please contact the school or the district office.

**STUDENT SEARCH** [US Sup. Court Case: New Jersey v. TLO (1985) 469 US 325] A student, and his/her locker, backpack, or purse may be searched by the school principal or designee if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband.

**PERSONAL PROPERTY CODE** THESE are NOT allowed on campus before school, during school, after school, or at any school activity:

- Lighters
- Cigarettes
- Matches
- In-line skates
- Skateboards
- Scooters
- Laser Lights
- Weapons
- Aerosol cans
- Chains of any kind/size
- Electronic games
- Vape Pens
- Gambling games or devices (cards, dice, etc.)
- Obscene or profane material
- Sunglasses (may be worn only outdoors)

We strongly advise that music devices (iPods) should be left at home due to possible theft. (See section CELLPHONES, ELECTRONIC DEVICES... that follows.)

FIRST OFFENSE: Item will be confiscated and turned in to school administration or law enforcement. Items held by administration will be released only to parents. The school and district are not responsible for lost/damaged confiscated items.

REPEAT OFFENSES: Students who continue to violate this policy will be called into the office for disciplinary actions (detention, in school or home suspension depending upon the seriousness of the offense).

**CELL PHONES, ELECTRONIC DEVICES** [EC§48901.5] Electronic communication devices will be allowed at school. However, neither the school nor the district is responsible for devices brought to school and will not be liable for damaged, destroyed, or lost devices. They must be turned off and in the student's backpack as soon as student arrives on campus and must remain there until school is dismissed. This includes during lunch and passing periods. Students may not have electronic devices in their pocket at any time during the school day. Students may use cell phones and other electronic devices after school is dismissed. If student has an electronic device on campus, the content must ALWAYS be appropriate (text messages, pictures, music, and ringtones). If a student needs to make an emergency call during the school day, s/he should go to the office. If a parent needs to reach a student, s/he may call the school office.

#### ELECTRONIC DEVICE VIOLATION

1<sup>st</sup> VIOLATION: Electronic device will be brought to the school office by the Teacher or Administrator. Students may retrieve it from the office at the end of the school day.

2<sup>nd</sup> VIOLATION: Electronic device will be brought to the office. Parents will be notified and parent will need to pick up the device from the office. There may be further consequences at the Principal's discretion.

3<sup>rd</sup> VIOLATION: Electronic device will be brought to the office. Parents will be notified and will need to pick up the device in the office. The student will not be allowed to bring the device back to school for the remainder of the year and is subject to further disciplinary action at the discretion of the principal/designee.

**DRESS CODE** [EC§35183] The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

All students shall abide by the following dress code:

- Clothing shall cover undergarments and torso at all times and may not have holes or rips above the mid-thigh.
- Garments may not be tight or revealing.
- Dresses and skirts shall be at least mid-thigh in length.
- Shorts must have a minimum 3" inseam.
- Pajamas are allowed only on designated spirit days or special events planned by school administration.
- Safe footwear must be worn at all times and allow for participation in PE. Flip flops, sandals without a back strap, and skate shoes are not permitted.
- Hats may be worn outdoors for sun protection or warmth.
- For safety reasons, dangling, sharp, or heavy jewelry or accessories are not permitted.
- No clothing, jewelry or personal items that bear statements or pictures that are obscene or profane, advocate illegal, sexual, or violent behavior, alcohol, tobacco, or other drugs, violence, racism, gang-related, or make sexual innuendos will be allowed.
- Face painting, hair coloring, or body piercing that cause a disruption or safety concern are not allowed. Hair may not be sprayed with any coloring that would drip when wet.

Administration will determine whether or not any of the above guidelines are being violated and ultimately a distraction or potential distraction to the learning environment at school. Physical education teachers may require students to dress for gym class.

**VANDALISM** [PC§594] Graffiti and scratching glass or other material on someone else's property is now considered vandalism and those convicted face fines, imprisonment, and the requirement to clean up the damage or perform community service. Parents may be liable to pay fines as high as \$50,000 and be required to participate in the clean-up.

**STUDENT SEXUAL HARASSMENT** SEXUAL harassment of students by other students, employees, or other persons, at school or at school-sponsored or school-related activities and retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process, is prohibited.

**SEXUAL HARASSMENT RECORD-KEEPING** [5 CCR§§4917, 4964, EC§§231.5, 48980(g)] Complaints and allegations of sexual harassment will be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. A confidential record of all reported cases of sexual harassment will be kept to allow the district to monitor, address, and prevent repetitive harassing behavior in its schools.

**SUSPENSION/EXPULSION** [EC§§48900-48915] A student may be suspended from school for no more than five (5) consecutive school days, except when pending expulsion. School employees will attempt to contact the student's parent in person or by telephone in addition to written notification. A pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed any of the following listed acts.

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.  
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- l) Knowingly received stolen school property or private property.

- m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) “Electronic act” means the creation and transmission originated on or off campus by means of an electronic device, including but not limited to a telephone, a wireless telephone or other wireless communication device, computer, or pager, of a message, text, sound, or image, a post of a social network website, posting to or creating a burn page, creating a credible impersonation of another actual pupil..
  - (3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
  - (1) While on school grounds;
  - (2) While going to or coming from school;
  - (3) During the lunch period whether on or off the campus;
  - (4) During, or while going to or coming from, a school-sponsored activity.
- t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

48900.2 In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

48900.3 In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

48900.4 In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

48900.7 (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

If a teacher suspends a student, the child's parent may be required to attend a portion of the school day in his/her child's classes. Employers may not discriminate against parents who are required to comply with this requirement.

**MANDATORY SUSPENSION/EXPULSION** Students who commit acts listed in EC§48915 shall be recommended for expulsion.



## **OPPORTUNITIES FOR PARENT INVOLVEMENT**

Parents of enrolled students are encouraged to be active in the educational process on behalf of their children.

**PARENT INPUT** [20 USC 6312, 20 USC 6318, 20 USC 6316§1116] The District welcomes and encourages parents/guardians to assist in the development, activities, and procedures of Title I programs. Parents are invited to participate in the joint development of the district's Title I plan and the process of school review and improvement. Coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance will be provided. In conjunction with parents, the Superintendent/designee provides opportunities for strong parent involvement; Involves parents/guardians in the activities of schools; Coordinates and integrates Title I parent involvement strategies with the parent involvement strategies of other programs 20 USC 6318; With parent/guardian involvement, annually evaluates the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served by Title I, including:

- a. Identifies obstacles to greater participation by parents/guardians in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.
- b. Uses evaluation findings to design strategies for more effective parent involvement.
- c. Revises the district and school parent involvement policies, if necessary. Available on the District webpage ([www.eesd.net](http://www.eesd.net)), our Board Policies provide more information on this topic. Contact your school office if you have questions.

**POLICY DEVELOPMENT** Parents are encouraged to work in a mutually supportive and respectful partnership with the school to help their child succeed. The governing board has adopted jointly created board policies that outline how parents, school staff, and students share the responsibility for intellectual, physical, emotional, as well as social development, and the well-being of the students. All current Enterprise Elementary School District board policies are available on-line at [www.eesd.net](http://www.eesd.net) or at the district office during regular business hours.

**COUNCILS AND COMMITTEES** [EC§54444] Parents are encouraged to participate in parent advisory committees, school-site council, booster clubs, and site-based leadership teams in accordance with established rules and regulations for membership.

**VOLUNTEERING** Parents have the right to and are encouraged to volunteer time and/or resources in order to improve school facilities or programs. Please contact the school for more information or to arrange to volunteer.

**CLASSROOM VISITS** Parents may visit the classroom in which their child is enrolled or to select a school in which to enroll their child. The date and time for the visitation must be pre-arranged by contacting the school office.

**TEACHER CONFERENCES** Parents may request a conference with their child's teacher(s) or the principal by contacting the school to schedule a date and time convenient to all participants.



## 8<sup>th</sup> Grade Graduation Policy

**DIPLOMA REQUIREMENTS** Students must pass all classes between the 2<sup>nd</sup> trimester of 6<sup>th</sup> grade and the end of 8<sup>th</sup> grade OR maintain a 2.0 GPA in 8<sup>th</sup> grade with no more than one fail between 2<sup>nd</sup> trimester of 6<sup>th</sup> grade and the end of 8<sup>th</sup> grade.

**ATTENDANCE REQUIREMENTS** Student must attend school 90% (18 days absent) of the school year. Students with serious medical conditions may have the criteria waived with a doctor's verification. This is not an automatic waiver.

**GRADUATION CEREMONY** Participating students must:

1. Satisfy all diploma requirements listed above.
2. Attend school a minimum of 90% of the time.
3. Pay all school fines and fees and turn in all books, uniforms, and school property.
4. The following conduct during 8<sup>th</sup> grade year will result in the removal of a student from the graduation ceremony:
  - a. Suspension for possession of weapons, drugs, alcohol, or tobacco (including vape pens) on campus.
  - b. Three combined suspensions of any kind.

**NOTE:** Police involvement in any school incident may also result in immediate removal from the ceremony.

**GRADUATION TRIP AND CELEBRATION/DANCE** Participation in 8<sup>th</sup> grade graduation-related activities include the above and are at the discretion of administration.

**GRAD REMEDIATION** Students not meeting diploma requirements will have the opportunity to participate in a Grad Remediation Plan. This allows students to make up any failed courses in language arts, math, history, and/or science. Students must complete the class in accordance with guidelines provided by administration.





## **SCHOOL RECORDS AND STUDENT ACHIEVEMENT**

**PUPIL RECORDS** [EC§§49063, 49073, 34 CFR 99.30, 34 CFR 99.34, FERPA, 20 USC §1232(g)] Federal and state laws concerning student records grant certain rights of privacy and right of access to students and to their parents. Parents have full access to all personally identifiable written records maintained by the school district, and may review records by making a request to the principal. The principal will provide explanation and interpretations if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents may receive a copy of any information in the records at reasonable cost per page within 5 business days of the request. District policies and procedures relating to: location of, and types of, records; kinds of information retained; persons responsible for records; directory information; access by other persons; review; and challenge of records are available through the principal at each school. When a student moves to a new district, records will be forwarded upon the request of the new school district. At the time of transfer, the parent or eligible student may review, receive a copy (at a reasonable fee), and/or challenge the records. If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Department of Education.

**RELEASE OF PUPIL DIRECTORY INFORMATION** [EC§49073, 20 USC§1232] The district makes student directory information available in accordance with state and federal laws. This means that each student's name, birthdate, address, telephone number, email address, major course of study, participation in officially recognized school activities, dates of attendance degrees and awards received, and most recent previous public or private school attendance may be released in accordance with board policy. Height and weight of athletes may be made available. Directory information does not include citizenship status, immigration status, place of birth, or national origin. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers, or the news media). You have the right to inspect a survey or other instrument to be administered or distributed to your child that either collects personal information for marketing or sale or requests information about beliefs and practices and any instructional material to be used as part of your child's educational curriculum. Please contact your child's school if you wish to inspect such a survey or other instrument. Upon written request from the parent of a student age 17 or younger, the district will withhold directory information about the student. Requests must be submitted within 30 calendar days of the receipt of this notification. Written consent of the parent must be obtained before directory information pertaining to a homeless student may be released. A student's citizenship, place of birth, or national origin will not be released without parental consent or a court order.

**RELEASE OF STUDENT RECORDS/COMPLIANCE WITH SUBPOENA OR COURT ORDER** [EC§§49076, 49077] Districts are required to make a reasonable effort to notify parents in advance of disclosing student information pursuant to a subpoena or court order.

**RELEASE OF STUDENT RECORDS TO SCHOOL OFFICIALS AND EMPLOYEES OF THE DISTRICT** [EC§§49076, 49064] Districts may release educational records, without obtaining prior written parental consent, to any school official or employee, which would include accountants, consultants, contractors, or other service providers, who have a legitimate educational interest in the educational record.

**INFORMATION REGARDING INDIVIDUAL STUDENT REPORTS ON STATEWIDE ASSESSMENTS** Upon request, parents have a right to information on the level of achievement of their student on every state academic assessment administered to the student.



## TRANSPORTATION AND SCHOOL BUS SAFETY

**BUS TRANSPORTATION** While transportation to/from sports or other after school activities is the responsibility of the parent, the district provides bus transportation to and from school for eligible students. Eligibility is based on Board Policy as follows: Students in grades K-3 must reside more than 3/4 mile from school; 4th-5th grade students must reside more than 1 mile from school; and students in grades 6-8 must reside more than 1.5 miles from school in order to be eligible.

A list of bus stops is available for review at each school site. Our stops are approved for safe boarding and drop off for our students. When arriving at the bus stop, park on the same side of the street as the bus stop location, eliminating the danger to children crossing the street. Make sure students are at the bus stop at least 5 minutes before scheduled pickup times. Transporting kindergarten students requires special attention and care, so we take precautions to help ensure safe arrival and drop off. If no parent is at the bus stop at the drop off time, your kindergarten student will be returned to the school. Please accompany young children to the bus stop and meet them upon their return. Children who walk to the bus stop are to use sidewalks or the shoulder of the road. Do not allow your children to play/damage other people's property. Children are to wait for the bus in a safe place, well off the roadway, in a single file line, until the bus is stopped and the bus driver has opened the door. Children are to enter the bus in an orderly manner, no pushing or shoving, quickly find a seat, and remain seated while the bus is in motion. Students should be reminded to check-in at home after they exit the school bus.

The primary responsibility of the driver is to operate the bus in a safe manner, so each student must assume responsibility for his/her conduct while on the bus. Parents are liable for all misbehavior of their children at the neighborhood bus stop. Students at the bus stop or on the bus are subject to the discipline policies of the school for their behavior.

PLEASE REVIEW THESE BUS RULES WITH YOUR CHILD.

Pupils must be seated, may not change seats while riding a bus, and must appropriately wear a seatbelt if the bus is so equipped.

1. Fighting, pushing, throwing objects, or other unruly conduct will not be allowed.
2. All parts of the body are to be kept inside the bus.
3. Pets, glass, or other dangerous objects, which in the judgment of the bus driver pose a danger, may not be transported on the bus.
4. No eating or drinking on the bus is allowed during daily runs between home and school.
5. No loud or distracting radios or other electronic devices will be allowed on the bus.
6. All student projects, crafts, and other personal property ("show and tell" objects, toys, etc.) shall be safely secured in backpacks, and shall not be played with during transportation.
7. Students who do not normally ride the bus will not be permitted to ride, even with parent/guardian request, unless there is sufficient seating capacity for the regular riders.
8. Students will not be allowed to get off the bus at a stop other than their own without a written request from his/her parent/ guardian. Neither bus drivers nor parents may alter the designated school bus stops. ALL written requests must be submitted to the school office who will then convey the information to the Transportation Department. Drivers will not accept requests.
9. Most students are courteous and thoughtful bus riders. The following procedures will be instituted for inappropriate behavior:
  - a. **VERBAL WARNING:** The bus driver will inform the student that this is an official warning.
    - **1<sup>ST</sup> BUS CONDUCT REPORT:** Initial warning of improper behavior. Student may be denied bus privileges.
    - **2<sup>ND</sup> BUS CONDUCT REPORT:** Student will be denied bus privileges for a minimum of one school day.
    - **3<sup>RD</sup> BUS CONDUCT REPORT:** Student will be denied bus privileges for a minimum of five school days and a conference with the parent/s/guardian/s, student, principal or designee, and transportation staff member is required.
  - b. **4<sup>TH</sup> BUS CONDUCT REPORT:** Student will be denied bus privileges for a minimum of ten school days, up to a maximum of the remainder of the school year.



## **RIGHTS, COMPLAINTS AND DUE PROCESS PROTECTIONS**

[EC§§200, 220, 234, 260 *et seq.*, 56501; PC 422.55; Title IX; 20 USC 1681-1688, 42 USC 20000d-20000d7; 34 CFR 106.9, Title VI of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act (IDEA); GC 1135; 5 CCR 4610, 4622] The District is committed to equal opportunity for all individuals in education and employment and does not discriminate on the basis of race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, ethnic background, immigration status, age, religion (including all aspects of religious belief, observance, and practice, and includes agnosticism and atheism), marital or parental or family status, physical or mental disability, sex, sexual orientation (includes heterosexuality, homosexuality, and bisexuality), gender, gender identity or expression, gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth, or genetic information. Discrimination, harassment, intimidation, and bullying based on these actual or perceived characteristics or because a person associates with a person or group with one or more of these actual or perceived characteristics is prohibited. The district is primarily responsible for complying with state and federal laws and regulations and has procedures in place to address allegations of unlawful discrimination and complaints alleging violation of laws governing educational programs. Employees, students, parents or guardians, advisory committees, and other interested parties may file a complaint if they so desire. Privacy and confidentiality are respected in all complaint investigations. The District's Title IX Coordinator is the Assistant Superintendent of Instructional Services.

**DISTRICT'S UNIFORM COMPLAINT PROCESS** [5 CCR§4622] THE District is primarily responsible for compliance with federal and state laws and regulations. Complaints alleging discrimination must be filed within six months of the occurrence or when facts became known. Complaints regarding a special needs student must be filed within 12 months of the occurrence. The Uniform Complaint Procedure can be used in cases of (1) discrimination on the basis of age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, immigration status, religion, color, or mental or physical disability; (2) violations of the laws and regulations governing consolidated categorical aid programs, Migrant Education, Child Development, Special Education, Nutrition services, school safety planning, deficiencies related to preschool health and safety issues for California state preschool programs, and Local Control Accountability Plans; (3) the imposition of pupil fees for participation in educational activities; (4) noncompliance with laws pertaining to homeless students, students in foster care, former juvenile court school students, and students living in active duty military households; and (5) failure to comply with physical education instructional minute requirements. Every school office as well as the District Office can provide you with a free copy of the district's uniform complaint procedures. The Board designates the Superintendent to receive and investigate complaints and ensure district compliance with the law. Complaints should be submitted in writing to: Superintendent, Enterprise Elementary School District, 1155 Mistletoe Lane, Redding, California 96002, Telephone: (530) 224-4100. The Superintendent or designee shall be considered the representative of the District responsible to receive and coordinate responses to complaints and related correspondence regarding this policy. If you are unable to put a complaint in writing, District staff will assist you in the filing of your complaint. Within 3 days of receiving a complaint, the Superintendent or designee will acknowledge receipt and discuss with you the possibility of mediation. Each complaint will be investigated by the appropriate site or District Office. An opportunity will be provided for complainants and/or representatives to present relevant information. The investigation may include an opportunity for the people involved to meet and discuss the dispute. Documents that may provide information relevant to the alleged violation may be reviewed. The District's decision will be rendered in a written report which will be sent to the complainant within 60

calendar days of receipt of the complaint, unless the complainant, in writing, agrees to an extension of the timelines. The report will contain: Findings and disposition of the complaint; Corrective actions, if any; Rationale for the findings, along with any supporting documentation. In addition, a complainant may appeal the District's decision to the California Department of Education by filing a written appeal with the State Superintendent within fifteen days after receiving the District decision. Extensions for filing appeals may be granted in writing for good cause. The appeal must 1) Specify the reason(s) for appealing the decision; and 2) Include a copy of the original complaint and a copy of the District's decision.

In a discrimination complaint, you have the right to seek civil law remedies no sooner than sixty days elapsed since filing an appeal with CDE. The moratorium does not apply to injunctive relief. A complainant may pursue civil law remedies that may be available under state or federal discrimination, harassment, intimidation, and bullying laws.

**LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) NONCOMPLIANCE** [EC§52075] School districts, charter schools and county offices of education are required to adopt and annually update their LCAPs. LCAP non-compliance complaints may be filed under the Uniform Complaint Procedures and may be filed anonymously. If a complainant is not satisfied with the district's decision, the complainant may appeal to the California Department of Education and receive a written decision within 60 days.

**UNIFORM COMPLAINTS - GRADUATION AND COURSEWORK REQUIREMENTS FOR FOSTER YOUTH, HOMELESS, FORMER JUVENILE COURT, AND STUDENTS LIVING IN ACTIVE DUTY MILITARY HOUSEHOLDS, FOR MIGRATORY AND NEWLY ARRIVED IMMIGRANT STUDENTS PARTICIPATING IN A "NEWCOMER PROGRAM"** [EC §§48853, 49069.5, 51225.1, 51225.2] The district's uniform complaint procedures cover complaints pertaining to the education of homeless students and students in foster care, including, but not limited to failure to:

- a) Allow a foster child to remain in his/her school of origin while resolution of a school placement dispute is pending;
- b) Place a foster child in the least restrictive educational programs and provide access to academic resources and services, and extracurricular and enrichment activities available to all students and make educational and school placement decisions based on the best interests of the child;
- c) Provide educational services for foster children living in emergency shelters;
- d) Designate a staff person as the educational liaison for foster children. The educational liaison must ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster children, and assist foster children when transferring from one school or district to another by ensuring the proper transfer of credits, records and grades;
- e) Compile and transfer the complete educational record, including full or partial credits earned and the current classes and grades, of a transferring foster child to the next educational placement;
- f) Ensure the proper and timely transfer between schools of students in foster care;
- g) Within two business days of receipt of a transfer request or notification of enrollment from the new local educational agency, transfer the student and deliver the student's complete educational information and records to the next educational placement;
- h) Ensure that no lowering of grades will occur as a result of a foster student's absence due to a change in placement by a court or placing agency, or due to a verified court appearance or related court activity;
- i) Within 30 days of transferring, after the completion of the second year of high school, students must be notified that s/he may be exempt from local graduation requirements and that this exemption continues after the court's jurisdiction over a foster child ends, when a homeless student is no longer homeless, when a student is no longer under the jurisdiction of a juvenile court, or when the student no longer lives in the household of an active duty service member; (Ed. Code § 51225.1(d));
- j) Accept coursework satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency, even if the student did not complete the entire course; and must issue full or partial credit for the coursework completed. For students living in active duty military households, "public schools" include schools operated by the United States Department of Defense. (Ed. Code § 51225.2(b));
- k) Students may not be required to retake a course satisfactorily completed elsewhere. If the student did not complete the entire course, the school district or county office of education may not require that the student retake the portion already completed, unless the school district or county office of education, in consultation with the holder of the student's educational rights, finds that the student is reasonably able to complete the

requirements in time to graduate from high school. When partial credit is awarded in a particular course, the student must be enrolled in the same or equivalent course in order to continue and complete the entire course (Ed. Code § 51225.2(b) and (d));

- l) Students may not be prevented from retaking or taking a course to meet the eligibility requirements for admission to the California State University or the University of California (Ed. Code § 51225.2(e));
- m) Exempt students transferring between schools at any time after the completion of his/her second year of high school from all coursework and other requirements adopted by the district's governing board that are in addition to the statewide coursework requirements for graduation found in Education Code section 51225.3, unless the district makes a finding that the student is reasonably able to complete the district's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school (Ed. Code § 51225.1(a));
- n) For students deemed reasonably able to complete the district's graduation requirements within the student's fifth year of high school, the district must do all of the following: (a) inform the student of his/her option to remain in school for a fifth year to complete the school district's graduation requirements; (b) inform the student, and the person holding the right to make educational decisions for the student, about how remaining in school for a fifth year to complete the school district's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution; (c) provide information to the student about transfer opportunities available through the California Community Colleges; and (d) upon agreement with an adult student or with a minor student's educational rights holder, permit the student to stay in school for a fifth year to complete the school district's graduation requirements (Ed. Code § 51225.1(b)(1)-(4));
- o) Within 30 calendar days of the school transfer, the school district must notify a student who may qualify for the exemption from local graduation requirements, his or her parent/guardian, the person holding the right to make educational decisions for the student, the foster youth's social worker, a former juvenile court student's probation officer, and, in the case of homeless students, the school district's liaison for homeless students, of the availability of the exemption from local graduation requirements and whether the student qualifies for the exemption (Ed. Code § 51225.1(d)(1) - (4)) If the school district fails to provide timely notice of these rights, the student will be eligible for the local graduation requirements exemption even after the student is no longer: (1) homeless, (2) in foster care, (3) under the juvenile court's jurisdiction, or (4) living in the household of an active duty military service member, if the student otherwise qualifies for the exemption. (Ed. Code § 51225.1(d).);
- p) Students exempted from local graduation requirements who complete statewide coursework requirements before the end of their fourth year of high school may not be required or asked to graduate before the end of their fourth year of high school, if otherwise entitled to remain in attendance. (Ed. Code § 51225.1(e).);
- q) If a student is exempted from local graduation requirements, the school district must notify the student and the student's educational rights holder of how any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and must provide information about transfer opportunities available through the California Community Colleges (Ed. Code § 51225.1(f));
- r) Students eligible for the exemption from local graduation requirements and who would otherwise be entitled to remain at the school, shall not be required to accept the exemption or be denied enrollment in, or the ability to complete, courses necessary to attend an institution of higher education, regardless of whether those courses are required for statewide graduation requirements (Ed. Code § 51225.1(g));
- s) If a student is not exempted from local graduation requirements or has previously declined the exemption, the school district must exempt the student at any time if he/she requests and qualifies for the exemption (Ed. Code § 51225.1(h));
- t) Once exempted from local graduation requirements, the school district shall not revoke the exemption (Ed. Code § 51225.1(i));
- u) If a student in foster care is exempted from local graduation requirements, the exemption must continue to apply after the termination of the court's jurisdiction over the student while he/she is enrolled in school or if the student transfers to another school or school district (Ed. Code § 51225.1(j)(1));
- v) If a homeless student is exempted from local graduation requirements, the exemption must continue to apply after the student is no longer homeless while s/he is enrolled in school or if the student transfers to another school or school district (Ed. Code § 51225.1(j)(2));
- w) If a former juvenile court school student is exempted from local graduation requirements, the exemption must continue to apply after the termination of the court's jurisdiction over the student while s/he is enrolled in school or if the student transfers to another school or school district (Ed. Code § 51225.1 (j)(3));

- x) For students living in active duty military households, the exemption will continue to apply after: (1) a student transfers to another school or school district, or (2) a student no longer meets the “child of military family” definition. (Ed. Code § 51225.1 (j)(4).);
- y) A school district may not require or request that students transfer schools in order to be exempted from local graduation requirements (Ed. Code § 51225.1 (k)); and
- z) Transfer requests may not be made on a student’s behalf solely to qualify the student for an exemption under this section. (Ed. Code § 51225.1 (l).)

Complaints of non-compliance may be filed under the local educational agency's Uniform Complaint Procedures. A complainant not satisfied with the local education agency's decision may appeal to the California Department of Education (CDE) and receive a written decision regarding the appeal within 60 days of the CDE’s receipt of the appeal. (Ed. Code §§51225.1(m) and 51225.2(f).)

**JUVENILE COURT STUDENTS – GRADUATION REQUIREMENTS AND CONTINUING EDUCATION OPTIONS [EC 48645.7]** In addition to being exempt from local graduation requirements and the right to receive credit for coursework completed while in juvenile court schools, Assembly Bill 1124 provides more extensive graduation and continuing education options for juvenile court students who have qualified for a diploma. Education Code section 48645.7 requires that county offices of education notify juvenile court students who have qualified for a diploma, their educational rights holders, and their social workers or probation officers of the following:

- (1) The student’s right to a diploma without having to complete coursework or other requirements that are in addition to statewide graduation requirements (Ed. Code §§ 48645.7(a)(1)(A) and 48645.5(d));
- (2) How taking coursework and other requirements adopted by the governing board of the county office of education, or continuing education upon release from the juvenile detention facility will affect the student’s ability to gain admission to a postsecondary educational institution (Ed. Code § 48645.7(a)(1)(B));
- (3) Information about transfer opportunities available through the California Community Colleges (Ed. Code § 48645.7(a)(1)(C));
- (4) The student’s or, if a minor, the education rights holder’s option to allow the pupil to defer or decline the diploma in order to take additional coursework if the county office of education makes a finding that the student could benefit from the additional coursework and graduation requirements adopted by the county office of education. (Ed. Code § 48645.7(b).); When deciding whether to decline the diploma, the county office of education must advise the student, or if a minor, his/her educational rights holder, whether the student is likely to do all the following upon his/her release from a juvenile detention facility:
  - a. Enroll in a school operated by a local educational agency or charter school;
  - b. Benefit from continued instruction; and
  - c. Graduate from high school. (Ed. Code § 48645.7(c).)

Complaints of non-compliance with juvenile court students’ graduation and continuing education rights may be filed with the local educational agency under its Uniform Complaint Procedures. A complainant not satisfied with the local educational agency’s decision may appeal to the California Department of Education (CDE) and receive a written decision regarding the appeal within 60 days of the CDE’s receipt of the appeal. (Ed. Code § 48645.7(e).)

**PREGNANT AND PARENTING STUDENT RIGHTS** The Rights and options available to pregnant and parenting students. (Ed. Code § 222.5 and 221.51). Local educational agencies (including school districts and charter schools):

- a. Shall not apply any rule concerning a student’s actual or potential parental, family, or marital status that treats students differently on the basis of sex.
- b. Shall not exclude nor deny any student from any educational program or activity, including class or extracurricular activity, solely on the basis of the student’s pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.
- c. May require any student to obtain the certification of a physician or nurse practitioner that the student is physically and emotionally able to continue participation in the regular education program or activity.
- d. Pregnant or parenting students shall not be required to participate in pregnant minor programs or alternative education programs. Pregnant or parenting students who voluntarily participate in alternative education

programs shall be given educational programs, activities, and course equal to those they would have been in if participating in the regular education program.

- e. Shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disabling condition.

(Ed. Code § 46015)

- a(1) pregnant or parenting students are entitled to eight weeks of parental leave, which the student may take before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. The student, if the student is 18 of years of age or older, or, if the student is under 18 years of age, the person holding the right to make educational decisions for the student, shall notify the school of the student's intent to exercise the right. Failure to notify the school shall not reduce these rights.
- (2) A pregnant or parenting student who does not wish to take all or part of the parental leave to which s/he is entitled shall not be required to do so.
- (3) A pregnant or parenting student is entitled to receive more than eight weeks of parental leave if deemed medically necessary by the student's physician.
- (4) When a student takes parental leave, the supervisor of attendance shall ensure that absences from the student's regular school program are excused until the student is able to return to the regular school program or an alternative education program.
- (5) During parental leave, a local educational agency shall not require a pregnant or parenting student to complete academic work or other school requirements.
- (6) A pregnant or parenting student may return to the school and the course of study in which he or she was enrolled before taking parental leave.
- (7) Upon return to school after taking parental leave, a pregnant or parenting student is entitled to opportunities to make up work missed during his or her leave, including, but not limited to, makeup work plans and reenrollment in courses.
- (8) Notwithstanding any other law, a pregnant or parenting student may remain enrolled for a fifth year of instruction in the school in which the student was previously enrolled when It is necessary in order for the student to be able to complete state and nay local graduation requirement, unless the local educational agency makes a finding that the student is reasonably able to complete the local educational agency's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.
- (9) A student who chooses not to return to the school in which he or she was enrolled before taking parental leave is entitled to alternative education options offered by the local educational agency.
- (10) A pregnant or parenting student who participates in an alternative education program shall be given educational programs, activities, and courses equal to those he or she would have been in if participating in the regular education program.
- (11) A student shall not incur an academic penalty as a result of his or her use of accommodations.
- (b) A complaint of noncompliance with these requirements may be filed with the district under its Uniform Complaint Procedures.

**UNIFORM COMPLAINTS – ELEMENTARY SCHOOL PHYSICAL EDUCATION INSTRUCTIONAL MINUTES**  
[EC§§51210, 51223] Students in an elementary school maintaining grades 1-8 are required to receive a minimum of 200 minutes of physical education instruction each 10 school days, exclusive of recesses and lunch periods. Complaints regarding the failure to comply with these physical education instructional minute requirements may be filed under the Uniform Complaint Procedures. Complainants not satisfied with the district's decision may

appeal to the California Department of Education (CDE) and receive a written decision from the CDE within 60 days.

**WILLIAMS COMPLAINT PROCEDURE** [EC§§35186, 37254, 48985, 52378] Deficiencies regarding instructional materials, facility cleanliness and safety, emergency or urgent facility conditions that pose a health or safety threat to students or staff, and teacher vacancies or misassignments, fall under the Williams Act. Parents should use the aforementioned Uniform Complaint Procedure, with the following modifications, to file a complaint. Forms are available, free of charge, at the school office, but you need not use the form to make a complaint. Forms should be turned into the principal or designee who will make every reasonable attempt to investigate. Complaints beyond the site authority will be forwarded to the district within 10 days. Complaints may be filed anonymously. If the complainant identifies him/herself, a response may be requested and will be sent to the mailing address on complaint. If the district is required to provide material in a foreign language, based on California Department of Education census data, and if requested, the response and report will be written in English and the language in which the complaint was filed. The form has a checkbox to request a response and indicates where to file the form. It should take no longer than 30 days to remedy a valid complaint. Within 45 days of filing a complaint, notice should be sent to complainant when a response was requested. A principal will also inform the Superintendent of resolution in the same timeframe. If you are not satisfied with the resolution, you may describe the complaint to the Governing Board at a regularly scheduled meeting. Quarterly, the district reports the number of resolved and unresolved complaints and summarizes data regarding complaints and resolutions to the county superintendent and the local Governing Board in public session making it part of the public records.





## MISCELLANEOUS

**MANAGEMENT PLAN FOR ASBESTOS-CONTAINING MATERIAL** The district has a plan for eliminating health risks that are created by the presence of asbestos in school buildings. It may be reviewed at the district office.

**PESTICIDE USE** Only fully certified pesticides can be used on school grounds. Pesticides used at our schools may include the following (active ingredient follows in parenthesis): Masterline (*bifenthrin*), Permethrin (*permethrin*), Roundup®, and Termidor (*fipronil*). To receive notification of pesticide applications at a particular school or facility, provide a written request to the school office.

**PHOTOGRAPHS** Photographs of students may be published, together with their names, except when their parent/guardian has notified the Office of the Superintendent, in writing, to not release the student's photograph. Such requests must be renewed annually within 20 days of enrollment. Photographs of groups of students, such as at a school event, *ie.*, pep rallies, school wide activities, etc., may be published provided that students' names are not included for those whose parents/guardians have presented the aforementioned request to the Office of the Superintendent.

**STUDENT WORK DISPLAYED ON WEBSITE** Student work (their artwork, etc.) may be published on district or school web sites unless the parent submits a letter in writing to the Office of the Superintendent requesting otherwise. Such requests must be renewed annually, within 20 days of enrollment.

**FINGERPRINTING PROGRAM** [EC§32390] Districts are authorized to offer fingerprinting programs for children enrolled in kindergarten or newly enrolled in the district. This district has not adopted such a program.

**DISSECTION OF ANIMALS** [EC§32255] If a pupil chooses to refrain from participation in an education project involving the harmful or destructive use of animals, and if the teacher believes that an adequate alternative education project is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project for the purpose of providing the pupil an avenue for obtaining the knowledge, information, or experience required by the course of study in question. The alternative project shall require a comparable time and effort investment by the pupil. It shall not, as a means of penalizing the pupil, be more arduous than the original education project, nor shall the pupil be discriminated against based upon his/her decision to refrain from participation.

**TESTS/SURVEYS ON PERSONAL BELIEFS** [EC§§51513, 60614, 60615; PPRA, 20 USC; NCLB] Unless you and your children over 18 give written permission, your child will not be given any test, questionnaire, survey, examination, or marketing material containing questions about your child's, or his/her parents' or guardians' personal beliefs or practices in politics, mental health, anti-social, illegal, self-incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may also opt out of their child supplying information to be used for marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The district has developed policies relating to the surveys and personal information.

**STUDENTS MAY NOT LEAVE SCHOOL SITE** All schools within the Enterprise Elementary School District have a closed campus policy, and therefore, students may not leave campus at any time during the school day.

**SCHOOL ACCOUNTABILITY REPORT CARD** [EC§§33126, 32286, 35256, 35258, 52056] The School Accountability Report Card, published annually on or before February 1, contains information about the district and schools, its programs, and its progress toward stated goals. It is available on each school's website, and a copy will be provided to you upon request.

**CAL GRANT PROGRAM** To 11th grade students and parents/guardians of 11th grade students: 11th grade students will be automatically deemed Cal Grant applicants unless the student, or student's parent/guardian if student is a minor, opts out within 30 days of receiving notice.



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**The Enterprise Elementary School District  
Family of Schools**



**ALTA MESA  
ELEMENTARY  
SCHOOL (K-5)**

2301 Saturn Skyway, Redding, 96002  
530-224-4130 • 530-224-4131 (Fax)  
Preschool 530-224-4139  
ACE 530-224-4225  
Ryan Miller, Principal  
Susan Grabeal, School Secretary  
Kaylene Elliott, Student Services Clerk  
Tawny Corona, Health Clerk



**BOULDER  
CREEK  
SCHOOL (K-8)**

505 Springer Drive, Redding, 96003  
530-224-4140 • 530-224-4141 (Fax)  
Preschool 530-224-4148  
YMCA 530-224-0952  
Tina Croes, Principal  
Nancy Walker, Assistant Principal  
Robert Shaw, Associate Principal  
Deanna Barnes, School Secretary  
Shelby Price, Student Services Clerk  
Andrea Wilson, Health Clerk



**LASSEN VIEW  
ELEMENTARY  
SCHOOL (K-5)**

705 Loma Vista Drive, Redding, 96002  
530-224-4150 • 530-224-4151 (Fax)  
Preschool 530-224-4477  
ACE 530-224-4159  
Caryn Emerson, Principal  
JoNeal Hansen, School Secretary  
Morgan Herrmann, Student Services Clerk  
Nora Valera Farias, Health Clerk



**MISTLETOE  
SCHOOL  
(K-8)**

1225 Mistletoe Lane, Redding, 96002  
530-224-4160 • 530-224-4161 (Fax)  
Preschool 530-224-3232  
ACE 530-224-4169  
Clint Johnson, Principal  
Brandie Stone, Assistant Principal  
Susan Barton, School Secretary  
Tracy Hart, Student Services Clerk  
Debbie Fisher, Health Clerk



**PACE  
ACADEMY (K-8)**

3200 Adams Lane, Redding, 96002  
530-224-4236 • 530-224-4238 (Fax)  
Terryl Hayes, Principal  
Melody Mugridge, School  
Secretary/Student Services Clerk



**PARSONS  
JUNIOR HIGH  
SCHOOL (6-8)**

750 Hartnell Avenue, Redding, 96002  
530-224-4190 • 530-224-4191 (Fax)  
ACE 530-224-4222  
Darin Pust, Principal  
Cody Brawley, Assistant Principal  
Elise Towers, Assistant Principal  
Izetta McKenzie, School Secretary  
Terri Welch, Student Services Clerk  
Chrissy Sullivan, Health Clerk



**REDDING COLLEGIATE  
ACADEMY (K-12)**

3200 Adams Lane, Redding, 96002  
530-224-4240 • 530-224-4230 (Fax)  
Chuck Seligman, Principal  
Tamara Adcock, Secretary  
Shada Carlson, Student Services Clerk



**ROTHER  
ELEMENTARY SCHOOL  
(K-5)**

795 Hartnell Avenue, Redding, 96002  
530-224-4170 • 530-224-4171 (Fax)  
Preschool 530-224-4178  
ACE 530-224-4179  
Adam Grooms, Principal  
Lora Thomas, School Secretary  
Jessica Millimaki, Student Services Clerk  
Beth Burdett, Health Clerk



**SHASTA MEADOWS  
ELEMENTARY  
SCHOOL (K-5)**

2825 Yana Avenue, Redding, 96002  
530-224-4180 • 530-224-4181 (Fax)  
Preschool 530-224-4189  
ACE 530-224-4184  
Scotti Gleason, Principal  
Erin Silva, School Secretary  
Laura Gamsby, Student Services Clerk  
Alison Graham, Health Clerk



# HEALTH CARE FOR ALL FAMILIES

A PROJECT OF THE CHILDREN'S PARTNERSHIP

## Enroll. Get Care. Renew. Health Coverage All Year Long

### Health Coverage Options

#### Medi-Cal:

- ▶ Children—regardless of immigration status—foster youth, pregnant women, and legally present individuals—including those with DACA status—may be eligible for no- or low-cost Medi-Cal.
- ▶ Medi-Cal covers immunizations, checkups, specialists, vision and dental services, and more for children and youth at no or low cost.
- ▶ Medi-Cal enrollment is available year round.

#### Covered California:

- ▶ Covered California is where legal residents of California can compare quality health plans and choose the one that works best for them.
- ▶ Based on income and family size, many Californians may qualify for financial assistance.
- ▶ Enroll during Open Enrollment or any time you experience a life-changing event, like losing your job or having a baby. You have 60 days from the event to complete enrollment.

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**! Immigrant Families** visit: [www.allinforhealth.org/immigrantfamilies](http://www.allinforhealth.org/immigrantfamilies)  
*Immigration status information is kept private, protected, and secure. It will not be used by any immigration agency to enforce immigration laws, but only to determine eligibility for health programs.*

## Enroll.

**Three ways to enroll in Medi-Cal and Covered California:**

- [www.coveredca.com](http://www.coveredca.com)
- 1(800) 300-1506
- Find in-person help: [www.coveredca.com/get-help/local/](http://www.coveredca.com/get-help/local/)

## Get Care.

- ▶ Find a primary care doctor in your network.
- ▶ Schedule an annual checkup for you and your family.
- ▶ Make sure to take your child to the dentist.
- ▶ Pay your monthly premium if your plan requires it.

## Renew.

- ▶ Medi-Cal must be renewed every year. If you receive a renewal notice, complete and return. You can also renew online or by phone. For help, contact your local Medi-Cal office.
- ▶ Health plans through Covered California must be renewed every year. Renewal information will be mailed at the end of the year, or contact Covered California at 1 (800) 300-1506.

**You and your family may qualify for financial help:**

Household Size	If 2019 household income is less than...		If 2019 household income is between...
1	\$17,237	\$33,244	\$17,237 - \$48,560
2	\$23,336	\$44,981	\$23,336 - \$65,840
3	\$29,439	\$56,738	\$29,439 - \$83,120
4	\$35,535	\$68,495	\$35,535 - \$100,400
5	\$41,635	\$80,253	\$41,635 - \$117,680
6	\$47,735	\$92,010	\$47,735 - \$134,960
▶	Adults may be eligible for Medi-Cal	Children may be eligible for Medi-Cal	May be eligible for financial help to purchase insurance through Covered California

For more information go to:  
[www.allinforhealth.org](http://www.allinforhealth.org)  
 March 2019





# Enterprise Elementary School District SCHOOL REOPENING PLAN 2020-2021

## Addressing the Challenges of COVID-19

\*This plan is subject to change based on updated information.

Last update 9/11/20



# INTRODUCTION

At Enterprise Elementary School District, our highest priority is the health and safety of our students and staff. Following that, it is our goal to provide high-quality instruction with the highest degree of face-to-face interaction possible while adhering to state and local public health directives. This guide will serve as a supplement to the district handbook for the 2020/21 school year and supersedes any information that appears to be in conflict with the handbook.

There are 4 different phases of school operation for 2020/21 that could be applied. The district will begin the 2020/21 school year in Phase 1, or Distance Learning.

**Phase 4:** All students return to school with no restrictions.

**Phase 3:** All students return to school every day with restrictions (i.e., spacing, face coverings, cohorts).

**Phase 2:** Hybrid Learning, a combination of in-person and distance learning, with reduced numbers of students on campus.

**Phase 1:** Full Distance Learning with limited in-person instruction in small groups

In Phases 1 and 2, the district's primary digital platforms are Google Classroom and Google Meet to deliver remote instruction. As a result of what we have learned from distance learning in the spring, we have adopted more rigorous expectations going forward that include daily live interaction with a teacher and peers, grade-level content, and taking attendance. The district is committed to removing barriers to student engagement and progress, including access to connectivity and devices, so that students can fully participate in distance learning if needed.

The district has developed best practices for safety and health based on public health's most recent guidance. High standards for cleaning are included for your review. The best ways to protect oneself from infection include frequent handwashing, social distancing, wearing face coverings, and not intermingling with different groups. As a result, these will be practiced on campus for as long as is necessary. In order to minimize the potential risk of spread, we will not hold assemblies and field trips, nor have visitors or volunteers on campus for the time being. Extra curricular activities are on hold until further notice.

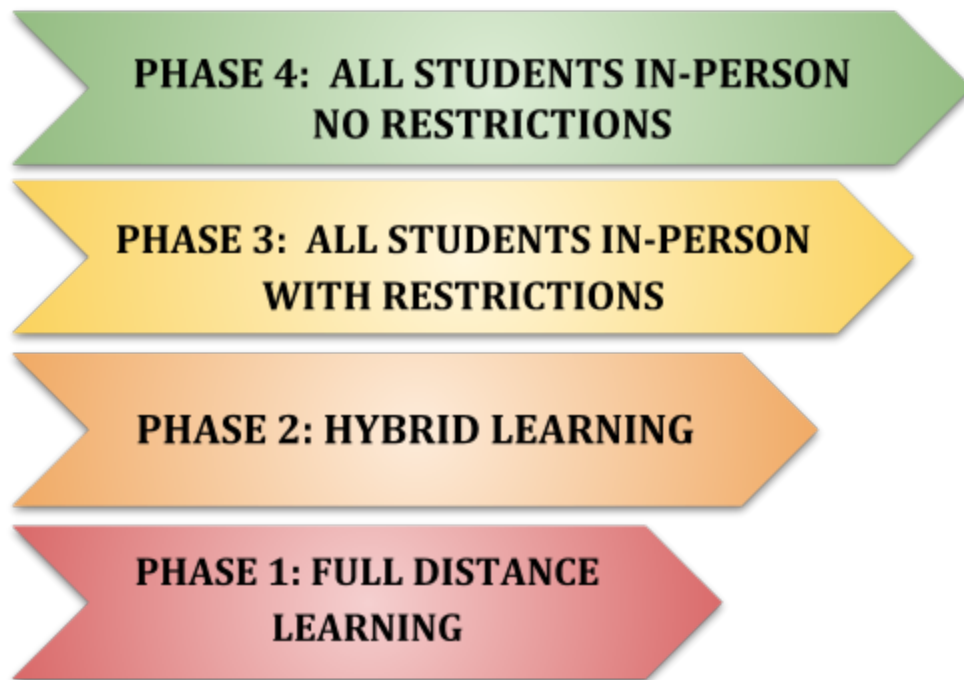
You can help prepare your children by teaching them about face coverings and proper hand-washing. To help protect everyone, families should be familiar with the symptoms of COVID-19 (included at the end of this document), and any students or staff members should stay home if they are feeling ill or experiencing symptoms. [Talking to your students about Coronavirus.](#)

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# INSTRUCTION: 4 PHASES

There are 4 phases of instruction that could be in place during the school year. Regardless of the phase, teachers will be responsible for assessing not only academic needs but also determining any social-emotional support needed. Grade level essential learning content standards will be taught while addressing the needs of the whole child, including social-emotional skills, anti-bullying, and health and safety. Teachers will continue to attend staff meetings and collaboration and will be on campus during regular school hours in all phases, unless under shelter in place and not permitted to be on campus. Detailed description of [4 Phases](#).



## **PHASE 4: ALL STUDENTS IN-PERSON EVERY DAY WITH NO RESTRICTIONS**

When all restrictions are lifted in Shasta County, school can resume with no restrictions. This is not likely to happen until there is a Coronavirus vaccine or viable treatment.

## **PHASE 3: ALL STUDENTS IN-PERSON EVERY DAY WITH RESTRICTIONS**

Students could return to in-person instruction when the county is in the “widespread” tier. Safety practices include, but are not limited to, maximizing space and minimizing contact between students



to the greatest degree possible; having students remain in the same cohort (group) with the same teacher for the day to the greatest degree possible; regular hand-washing; and wearing of face coverings (grades 3 and up). Students will be taught how to access online platforms, such as Google Classroom and Meet, so that they are familiar with those tools in the event of a return to distance learning. Families will have an option for at-home learning if requested. Students will return in Phase 3 on September 21, 2020.

## **PHASE 2: TEACHER-LED HYBRID LEARNING**

The hybrid model could be applied in order to allow for additional physical distancing, particularly in grades 4 and up, while the county is not in the “widespread” tier. During hybrid learning, the in-person learning opportunities will look and be different. When students come to school, they will receive instruction that is most effectively delivered in an in-person environment while still accessing online resources through Google Classroom. In-person time with students will include focused instruction that is directly connected to student needs and the expertise of professional educators. Some examples include group instruction in specific subject areas, hands-on application of learning, and teacher-led assessments. Students will be provided live interaction and assignments to support their learning on the days in which they do not report to school which may include paper/pencil materials. The district will provide pupils access to connectivity and devices when needed.

## **PHASE 1: TEACHER-LED FULL DISTANCE LEARNING**

Distance Learning is defined as instruction in which the student and teacher are in different locations but students are under the supervision of the teacher. If Shasta County moves to the “widespread” tier, schools will be in Distance Learning unless otherwise directed by public health or the governor. The district will provide pupils access to connectivity and devices when needed in order for them to be able to participate. Distance learning will include daily live interaction with a teacher and peers, grade-level content, and taking attendance. Some limited, in-person instruction will be included. Instruction (combination of live/synchronous and asynchronous assignments) will be equivalent to a typical school day in time, challenge, and quality. Teachers will be on campus during typical school hours. EESD will begin 2020/21 in Distance Learning.

# DISTANCE LEARNING EXPECTATIONS

## ATTENDANCE

- Attendance will be taken daily during live class session.
- Attendance records will be updated in PowerSchool by the following morning to allow the opportunity for any students who couldn't attend a live session to complete assigned tasks to demonstrate attendance.
- Jr high students will follow their regular bell schedule.
- If a student misses 3 days in a week (60%), re-engagement strategies will be followed:
  - Teachers will attempt contact
  - Absence letter will be sent to the family
  - Verify contact information
  - Daily notification of any further absences
  - Administrators will contact family if absences persist and an in-person appointment may be scheduled for the student
  - SART/SST meeting may be scheduled to address concerns and offer additional support
- Families can view attendance record in the PowerSchool Parent Portal

## DIGITAL TOOLS & CONNECTIVITY

- Every student will have opportunity to check out a Chromebook for use at home (parent consent form required)
- The district will work with families who lack Internet connectivity (contact your school).
- The primary platforms of the district are:
  - **Google Classroom** for posting information and assignments
  - **Google Meet** for live interaction.
  - Other common programs include i-Ready, Accelerated Reader (AR), MyOn (e-books), Learning A-Z, and Keyboarding Without Tears (K-2).

## INSTRUCTION

- Daily class meeting of 10-15 minutes that includes teacher & peer interaction.
- Live (or "synchronous") instruction with the teacher may include pre-recorded components but allows for real-time responses between students and teacher. Tuesday through Friday:
  - Four 45-minute sessions in language arts and in math for 1st-5th (30 min. each for Kindergarten)

- Small group and ELD instruction in addition to the above of at least 20 minutes (may include some in-person)
- 6-8 instruction follows the bell schedule. PE/Elective classes may be used to offer additional student support.
- Mondays: flex day
  - 10-15 minute class meeting will be held.
  - 90-minute time period for small groups with priority on students performing below grade level
  - Remainder of instructional time will be asynchronous
  - Time devoted to teacher professional development, preparation for online instruction, and family communication
- The balance of instructional time (non-live) is made up of assignments and activities that students can complete on their own time (“asynchronous”). Teachers will provide oral or written feedback on student work.
- It is highly recommended that i-Ready lessons do not exceed 45 minutes a week in reading and 45 minutes a week in math.
- Total daily instructional time should equal: kindergarten - 180 min; 1st-3rd - 230 min; 4th and up - 240 minutes.
- Instructional content is aligned to grade level essential standards and district adopted curriculum.
- Consistent schedule will be provided which may vary by school or grade level.
- Any in-person small group (3-6 students) sessions must adhere to guidelines for face coverings, hand-washing, and a minimum of 6ft distancing.
- Designated English Language Development instruction will be provided for a minimum of 20 minutes, 4 times a week, for English Language Learners. Integrated ELD is incorporated during daily class instruction.
- Assignments will be recorded in PowerSchool and accessible to parents through the Parent Portal.
- Students in 6th-8th grade will earn traditional letter grades with opportunity for extended time and the opportunity to resubmit work or retake tests for a better grade. Grades should be updated weekly and are accessible to parents through the PowerSchool Parent Portal.
- Schools may offer some small group after-school tutoring.

# SOCIAL EMOTIONAL SUPPORT

All students deserve an equal opportunity to succeed at school in a safe and healthy atmosphere of supportive, caring relationships. Social-emotional needs are met through embedded practices within the school day, instruction in interpersonal skills and self-management, and with support services for students with greater needs.

- All staff will focus on supporting a positive climate and culture that practices Capturing Kids' Hearts principles: Social Contract, Greeting, Good Things, Launch.
- Teachers will strive to foster a sense of belonging within the class.
- Students will have access to ongoing social-emotional lessons, such as Second Step.
- Survey will be provided for students in 4-8 upon returning to school to assess well-being.
- School counselors are accessible for students in need of additional support. Counselors may meet with individuals or small groups virtually or in person as needed. Parent consent is required for ongoing support.
- [Restorative Practices](#), proactive approach to repair harm, will be utilized whenever possible.
- Classrooms will practice [predictable and consistent routines](#).
- All staff will strive to model calm, healthy responses, acknowledge feelings, and act consistently.

## LIBRARY

- Watch for information from your school on availability to check out books or receive drop-in assistance.

## MEALS

- Meals are available for purchase, or through the free/reduced lunch program, via pick-up or bus drop-off. Please be sure to fill out your yellow lunch form and return to the school office.

# ON-CAMPUS EXPECTATIONS

(when not in Distance Learning)

## FACE COVERINGS

- [Face coverings](#) must be worn by students in grade 3-12 and all adults on campus, unless previous school medical records or a provider's note exempts a student from wearing a mask due to:
  - A medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing.
  - A hearing impairment, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- 2-year olds through 2nd grade students are highly encouraged to wear face coverings.
- ALL students must wear face coverings on the bus and at arrival and dismissal, including PreK-2nd.
- Exceptions to the wearing of face masks include when eating/drinking, engaging in physical activity, and outdoors when 6 feet of physical distancing is possible.
- When a cloth face covering is temporarily removed, it will be placed in a clean paper/plastic bag (marked with the student's name) until it needs to be put on again.
- [Proper use, removal, and washing of cloth face coverings.](#)
- [Video: face coverings](#)
- [Talking to kids about face coverings.](#)

## WATER BOTTLES & FOUNTAINS

- Shared water fountains will be closed.
- Students should bring reusable water bottles to school.
- Water bottles can be refilled at sinks or water bottle stations.

# ARRIVAL

- Establish one-way entry routes and keep gates open.
- Start times will be staggered.
- Parents/Guardians are expected to check their child's temperature and screen for COVID-19 symptoms prior to coming to school (see wellness section).
- Students will go directly to their classroom or otherwise designated area when they arrive at school. Classrooms will be open 15 minutes prior to the start of the school day.
- Playgrounds and cafeterias will not be open before school. Parents should drop students as close to start time as possible (grace period for taking attendance to accommodate).
- Teachers will conduct an informal visual wellness check as students enter class and will refer any students who report not feeling well, or appear as though they may be ill, to the health office.
- Students should wash hands upon arriving in the classroom.
- Kindergarten parents who walk students to class will drop students off outside the classroom. Families should physically distance from others and wear face coverings. Otherwise, parents should not come on campus with their students.

# DISMISSAL

- Stagger dismissal times by grade level & family members to avoid congregating.
- Establish one-way exit routes and keep gates open.
- Bus riders will have an early dismissal to avoid congestion. Hand sanitizer will be administered before they leave the classroom, and students must wear face coverings.
- Students and staff will wear face coverings at dismissal.
- Teachers will provide 15 minutes of dismissal duty with their class.
- Radios may be used to facilitate pick-up.
- Kindergarten parents who pick up students outside their classroom should wear face coverings and physically distance from others.



# BUSES

- All students are required to wear masks while waiting for and riding on the bus, including PreK-2nd.
- If parents are able to transport their children to school this year, we encourage them to do so.
- Fill up the back of the bus first as students enter; unload in reverse order. (\*There may be exceptions based on student need.)
- There should be 6' between the driver and riders.
- All individuals must sanitize hands as they enter buses.
- Windows should be kept open as much as possible.
- Buses will be cleaned after use.



# FOOD SERVICES

- Breakfast may be sent home with students at the end of the day to be eaten at home in order to avoid use of the cafeteria in the morning.
- Establish one-way entry and exit routes in the cafeteria.
- Staff will escort students to the cafeteria.
- Students will eat lunch in their classroom cohort at a table clearly designated by class. Outdoor areas or classrooms may also be utilized for lunch.
- Allergy-free tables must maintain 6' distance between students from different cohorts.
- No buffet style food service. .
- Tables will be cleaned in between use.
- Students will be dismissed on a class-by-class basis to their designated area for any remaining recess time.
- Food service workers will wear face coverings and gloves.





# CLASSROOM

- Maximize space between students and minimize contact in the classroom to the greatest extent possible. This may involve removing unnecessary furniture.
- Students will remain in their cohort and with the same teacher during the day to the greatest extent possible.
- Teachers' desks must be 6' away from student desks.
- Avoid sharing of materials when possible. Any shared materials should be cleaned in between use. Chromebooks should be assigned to one student where there is 1:1 capability.
- Students should have a separate space to keep their belongings.
- Desks should not face or touch each other whenever possible.
- Doors and windows should be kept open as much as possible unless weather or student health conditions prohibit it.
- Students in grades 3 and up must wear face coverings except while eating/drinking or engaging in physical activity (i.e., recess, lunch, PE)
- Middle School
  - Students will remain in the same cohort during the school day to the greatest extent possible.
  - Minimize transitions during the day (i.e., may include block schedules, teachers changing rooms and students remaining in the same room to reduce sharing of materials and mingling).
  - Students may assist in wiping down desks if changing classrooms.
  - Electives
    - Choir and band are not currently permitted. Any singing activities must take place outdoors.
    - Electives should be held in the same class cohorts and may be push-in.
    - Elective periods may be used to provide additional academic support to help mitigate learning loss.

# HAND WASHING & HYGIENE

- Teachers will teach and reinforce proper [handwashing](#)/hygiene and ways to prevent the spread of germs:
  - Cover a [cough/sneeze](#) with a tissue or elbow
  - Avoid touching face
  - Avoid close, prolonged contact with others outside of your home.
- Corresponding signage should be posted in or near classrooms or other areas where students may wash their hands.
- Use of soap and water is preferred.
- If using hand sanitizer, it should contain 60% alcohol and be unscented.
  - Do not use hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed.
  - Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- Class time and procedures to wash/sanitize hands should be practiced during, but not limited to, the following times:
  - Upon arriving to class
  - Before/after recess or PE
  - Before/after lunch
  - After using the bathroom
  - After coughing/sneezing
  - Before boarding the bus

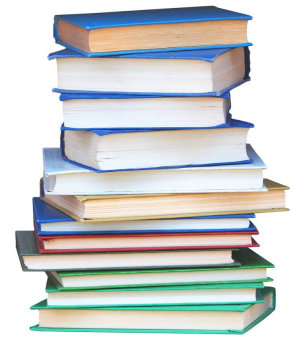


# INTERVENTIONS & PULL-OUT SERVICES

- Push-in services are preferred to minimize intermingling.
- Push-in staff should wash/sanitize hands when entering a classroom.
- Staff conducting pull-out services should maintain 6' distance between themselves and students to the greatest extent possible.
- Pull-out services should keep students from the same cohort together whenever possible.
- Intervention groups may be held virtually in Phase 1 or 2.

## LIBRARY

- Classroom cohorts may visit the library to check out books only.
- Counters, door knobs or any other touchpoints should be cleaned in between classes.
- Books may sit for 1-3 days before reshelving.



## RECESS

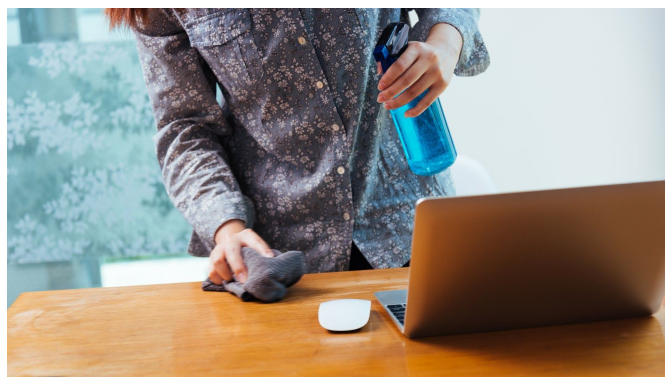
- Students must remain in their cohort; masks not required during physical activity.
- No personal equipment may be shared.
- Classroom equipment (i.e., playground balls) may be used only by the same cohort.
- Classes will access playground equipment on a daily rotating schedule.
- Multiple groups may be out at the same time as long as they are in clearly designated areas that allow for separation & supervision (i.e., playground structure, blacktop, field).
- Students should wash/sanitize hands before/after.
- Stagger times to prevent intermingling of groups.
- Establish entry and exit routes to avoid intermingling.
- Use water bottles & water bottle filling stations instead of drinking fountains.
- Plan for and practice transitions with students to and from the recess area.

# PHYSICAL EDUCATION

- Students will attend PE in their cohort
- Masks must be worn during indoor physical conditioning but are not required during outdoor physical activity with adequate distancing.
- Hold activities outdoors as much as possible or in a large, well-ventilated area.
- Students should physically distance 6 feet apart to the greatest extent possible.
- Avoid sharing equipment and clean and disinfect equipment in between use.
- Stagger transitions to avoid mixing of participants in jr high.
- No personal items/equipment may be shared.

# FRONT OFFICE & STAFF ROOMS

- Plexiglass barrier will be in place whenever practical.
- Face coverings to be worn by anyone entering the office.
- Maintain physical distancing of 6' between office staff as much as possible.
- Office staff must wear face coverings when unable to maintain 6' distancing.
- Doors are locked to limit number of people who can enter at one time.
- Make appointments with parents/guardians for paperwork, etc.
- No visitors or volunteers on campus; service providers still check in.
- Consider early check-out of students by phone or at outside table.
- Provide physical distancing markers outside of office and related signage on outside door.
- Tardy students will report to the classroom; teacher will indicate in PowerSchool accordingly (teachers may have tardy passes on hand to help with tracking).
- Staff rooms will eliminate or reduce seating. Social distancing of 6' is required.
- Conduct all staff meetings and professional development training or other staff activities, with 6' physical distancing measures in place, or virtually, where physical distancing is a challenge.



# HEALTH OFFICE

- Plexiglass barrier when practical.
- Isolation area & mask for students with symptoms until picked up.
- Fever above 100.4 is a criterion for sending a student home.
- Staff must use face coverings/shields.
- Maintain physical distancing as much as possible.
- Parents must pick sick students up promptly.

# WELLNESS CHECK

- Parents/guardians are to conduct a temperature and [symptom check](#) before bringing their student(s) to school; if ill or a fever is present of 100.4 or higher, stay home.
- Teachers will conduct an informal visual [wellness check](#) as students enter.
- Students will be referred to the office/health office if the student reports not feeling well or appears to not be feeling well.
- Staff should [self-screen](#) before reporting to school.
- Students or staff experiencing symptoms should stay home for 10 days unless they can provide a negative COVID-19 test result or a note from a provider releasing them.

# CA PUBLIC HEALTH & CDC GUIDANCE

[CA Public Health: School Guidance 8-3-20](#)

[CA Public Health Schools Reopening 7-17-20](#)



# MITIGATING LEARNING LOSS

Recognizing that students will return to school with varying degrees of learning loss, school practices may include but are not limited to:

- Increase the number of minutes in Language Arts and Math instruction.
- Integrate Social Studies and Science content into Language Arts at the elementary level, wherever possible.
- At the middle school level, Social Studies and Science teachers will integrate reading and writing instruction.
- Instruction will be focused on essential learning at the grade level, teaching any missing prerequisite skills “just in time.”
- Small group intervention before, during, and after school may be available on a limited basis.
- Elective classes may be used to offer additional academic support.

# AFTER-SCHOOL PROGRAM

- Students should remain in the same cohort with the same adult to the greatest extent possible.
- Maximize space and minimize contact between students.
- Same face covering and distancing rules for staff and students apply as during the school day.
- Sign-out should be outside or in a manner that eliminates contact between families and staff.

# EXTRA CURRICULAR

These activities, including sports, will be delayed until further notice.



# CLEANING STANDARDS

Trained custodial staff will clean and disinfect frequently touched surfaces at least daily (i.e., door handles, light switches, sink handles, bathrooms, tables, desks).

## **Initial Cleaning Procedures for Classrooms, Buses, and Cafeteria Eating Areas**

### **STEP 1 - CLEAN**

Wipe down ALL Touch Point Surfaces\* with Multi-Task Probiotic Biosurfactant Cleaning Solution with a clean microfiber cloth. Shake gallon jug of concentrate before diluting. Dilute Multi-Task Cleaner 2 oz per gallon (1:64)

Use 'Spray and Wipe' protocols.

\* Touch Point Surfaces are defined as ALL surfaces within the area or zone ranging between 2' up from the floor and 2' down from the ceiling. In classrooms where the standard ceiling is often only 8', the Touch Point Surface zone is the 4' between the 2' above the floor, and the 2' below the ceiling. For a cafeteria with a greater than 10' ceiling, Touch Point Surfaces are all tables where students eat.

**STEP 2 - DISINFECT** Once all the Touch Point Surfaces have been wiped down, apply an appropriate Disinfectant:

- Spartan HDQ (10 minute dwell time) EPA registration # 10324-155-5741
- SC Johnson Tru-shot (5 minute dwell time) EPA registration # 6836-348-89900

Ensure all required / recommended Personal Protection Equipment (PPE) is used.

Apply Disinfectant to all Touch Point Surfaces within the Touch Point Zone in full accordance with manufacturer's instructions, paying particular attention to:

- Mandated surface dwell time; (ranging between 5 and 10 minutes).
- Maintaining the product in a wet state for the entire duration of the mandated surface dwell time

## **B. Continual Cleaning Procedure for Classrooms, Buses, and Cafeteria Eating Areas**

### **STEP 1 - CLEAN**

The Multi-Task Probiotic Biosurfactant Cleaning Solution provides protection of the surface from pathogens for up to 3 days. Re-applying of the cleaning solution should then occur. Wipe down ALL Touch Point Surfaces\* with the Multi-Task Probiotic Biosurfactant Cleaning Solution with a clean microfiber cloth using 'Spray and Wipe' protocols.

### **STEP 2 - PROTECT Once Per Week**

Applying Enviro Mist Probiotic Mist using a ULV fogger set to between 5 and 10 microns, to re-treat the Touch Point Surfaces with Enviro Mist.

## **C. Continual Cleaning Procedure for Rest Rooms**

### **STEP 1 - CLEAN Every Day**

Thorough cleaning of all restrooms using the Kaivac Cleaning process and disinfectant KaiBosh

[https://kaivac.com/vid\\_34-Restroom-Cleaning-Training-Overview](https://kaivac.com/vid_34-Restroom-Cleaning-Training-Overview)

## **D. Continual Random testing**

Daily random site and surface testing and documenting using the Adenosine Triphosphate unit (ATP)

### **ATP Levels of Clean**

Ultra-Clean	0-10
Very Clean	11-30
Good Clean	31-80
Somewhat Dirty	81-200
Dirty	201-500
Very Dirty	501-1000
Filthy	> 1000



# COVID-19

## HOW IS COVID-19 SPREAD?

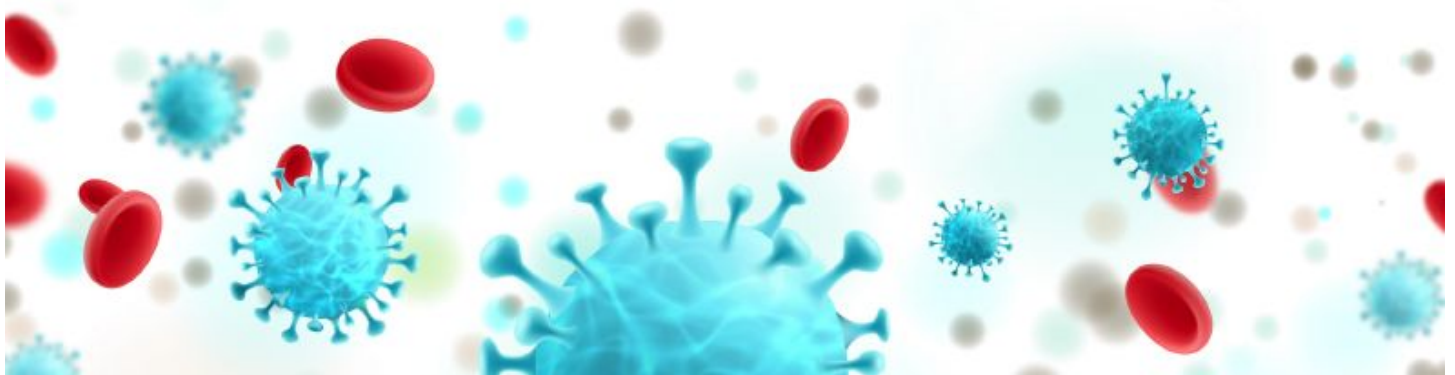
COVID-19 is spread mainly from person-to-person, via air droplets that contain the virus. For example; when a person sneezes, coughs, or talks, the virus is exhaled by the infected person and then inhaled by a nearby person. Some people do not show any signs or symptoms of being ill but can still spread the virus. The virus can also spread when a person touches objects and surfaces that have the virus on it and then touches their eyes, nose, or mouth.

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## HOW CAN WE PREVENT TRANSMISSION?

This virus can spread easily from person-to-person so taking necessary precautions is an important way to keep you, your family, friends, and community safe. The best way to prevent illness is to avoid being exposed to this virus. Key prevention practices also include:

- Physical distancing to the maximum extent possible.
- Washing hands with soap and water, frequently, for at least 20 seconds. If soap and water are not available then use hand sanitizer (at least 60% alcohol).
- Using a cloth face cover for your nose and mouth, unless under the age of 2 or anyone who has trouble breathing.
- Covering your coughs and sneezes. If you use a tissue, throw it away immediately and wash your hands.
- Cleaning and disinfecting frequently touched surfaces.
- Monitoring you and your family's health by taking temperatures and watching for signs and symptoms of COVID-19.



# CORONAVIRUS

## SYMPTOMS

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.



SYMPTOMS MAY APPEAR 2-14 DAYS AFTER EXPOSURE TO THE VIRUS. PEOPLE WITH THESE SYMPTOMS MAY HAVE COVID-19:



# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.



## WASH

Wash your hands with soap and water often, and for at least 20 seconds.

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## COVER

Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.

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## DO NOT TOUCH

Do not touch your eyes, nose, or mouth.

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## SOCIAL DISTANCE

Stay at least 6 feet (about 2 arm's length) from other people.