



# Twin Hills School District

APPLE BLOSSOM | K-5  
ORCHARD VIEW | K-12  
SUNRIDGE | K-8  
TWIN HILLS | 6-8

700 Watertrough Rd. | Sebastopol, CA 95472 | tel (707) 823-0871 | fax (707) 823-5832 | [www.twinhillsusd.org](http://www.twinhillsusd.org)

#### Board of Trustees

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Michael Ost, Clerk  
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Barbara Bickford Ed.D.  
District Superintendent  
Laurie Mason  
Principal of Apple Blossom School  
Catherine Bosch  
Principal of Twin Hills Charter Middle School  
Cathy Stroud  
Director of Orchard View School  
Kalen Wood  
Director of SunRidge

Dear Families,

On behalf of the Board of Trustees and all District staff – Welcome to the 2018-19 School Year!

This is an exciting time in education as we embrace active and engaging opportunities for student learning, helping students gain and use 21<sup>st</sup> Century learning skills. We strive to make a positive difference in the life of every child, every day. We accomplish this by setting high expectations in a safe and secure environment that nurtures each child to positively engage in learning, with the guidance of our exceptional and highly qualified teachers.

Parents are our most important partners. Thank you to all parents who contribute to our students' success through your volunteer support in the schools and education foundation activities. Thank you to the Twin Hills Apple Blossom Educational Foundation and the SunRidge Educational Foundation for your generous support of our schools. Your contributions to the Foundations maintain important enrichment and other programs. Please consider a donation to the Foundation to help support high quality education for our children.

Our teachers and staff are prepared to help your child be successful academically, socially, in the arts, music, PE, technology and enrichment experiences. We provide research-based, engaging instructional practices and have excellent curriculum materials to support the achievement of all students. We provide a positive school culture with emphasis on social emotional learning. We are committed to a strong home and school partnership.

Again, we extend a warm welcome to all new and returning families to our wonderful school district. We have great students, parents, teachers, support staff, volunteers, and school board members. We are proud to offer another year of outstanding educational opportunities for the children of this community. Please feel free to contact me – I am here to listen to any concerns, compliments, or ideas you may have.

Sincerely,

Dr. Barbara Bickford  
District Superintendent

# The Art of Academic Excellence

## Important Information

School Lunch Program: Revolution Foods provides great tasting and healthy lunches to our students at a cost of \$4 per lunch at Apple Blossom and \$4.25 at Twin Hills Charter Middle School. For more information see School Lunch enclosed in this packet. A calendar with a menu will be provided in the Newsletter, and on our website [www.twinhillsusd.org](http://www.twinhillsusd.org).

Child Care Program: This is the twenty-eighth year of operation of our excellent program for children in grades K-8 under the direction of Kathy Sill. We will continue to offer the before school program (7:00 AM to 8:15 AM) and after school until 6:00 PM daily. This service is available for Twin Hills Charter Middle School students before and after school at the Apple Blossom campus. Transportation from Twin Hills to the Apple Blossom campus is available. Information and rates may be obtained by calling 823-3463. This program is available only to students enrolled in the district. Remember, we also operate during Winter Break, Spring Break, and offer Summer Camp.

Student Attendance: Regular daily attendance at school supports your student's participation as a class member and ensures his/her opportunity to learn and practice new skills. In addition, the district receives state funding based on the number of students in attendance each day. The state will only allow districts to count students who are present at school.

Playground Supervision: Playground supervision begins at 8:15 AM and we request that students not arrive before this time.

Immunization Requirement: All Students entering Kindergarten or transitioning from 6<sup>th</sup> to 7<sup>th</sup> grade must be up-to-date on all immunizations. Students may only be excused based on physician verified medical reasons.

Busing: Transportation is available through our consortium with the West County Transportation Agency. Because the district does not receive full reimbursement for transportation expenses, we charge a bus fee. If your child will be riding the bus, please review, complete, and return the School Transportation Pass Application Form to West County Transportation Agency no later than September 15. Students riding the bus must have a pass – this provision will be strictly enforced.

It's The Law: All students and adults have the right to learn and work in an education environment free of sexual harassment and bullying, including cyberbullying. As a district, we will continue to do our best to provide a positive learning environment for all students, employees, and volunteer workers. Also, the law requires all public school employees to report "suspected" cases of child abuse and neglect. As in the past, we will continue to report suspected child abuse and neglect to Child Protective Services. Remember, it is our obligation to report and CPS's responsibility to investigate.

Tobacco Free Schools: **All tobacco products are prohibited at all times on district property including personal vehicles.** This applies to all employees, students, visitors, and other persons at any school or non-school activity, school athletic events and all meetings held on school property. The purpose of this policy is to provide positive role models for all students. Please assist us in this endeavor by reminding others that smoking and chewing tobacco are prohibited on school property. Signs are posted at each school site as a reminder for everyone.

Common Planning Time: We implemented this program several years ago to provide an opportunity for teachers to collaborate weekly on a number of curricular topics. We will use this time to plan and enhance our instructional programs for students. On Wednesdays, Apple Blossom and Twin Hills Charter Middle School students in grades K-8 will be released one hour early. Please make arrangements for your child's early dismissal on these common planning time days.

Classroom Visits: Parents are always welcome at our schools. For safety purposes, please check in with the offices when coming to any of the campuses. If you want to visit your child's classroom, please make an appointment with the teacher in advance. Please encourage anyone interested in having their children attend our schools to contact the principals or directors.

Tree House Hollow Preschool: Information on the preschool can be obtained by contacting Megan Wilson at [www.treehousehollow.com](http://www.treehousehollow.com).

Integrated Pest Management: The Integrated Pest Management Plan (IPM) is on the district website. If you have any concerns regarding our plan or adjacent vineyard activity, please contact Barbara Bickford at 823-0871 or [bbickford@twinhillsusd.org](mailto:bbickford@twinhillsusd.org).

This packet contains important and valuable information regarding busing, immunizations, student insurance options, emergency authorization card, parent's rights and school lunches. Please review this information and return the emergency authorization card, Home and School Communication Form, Media Opt-Out Form with your child(ren) as soon as possible.

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# CALLING ALL TWIN HILLS AND APPLE BLOSSOM FAMILIES



The Twin Hills Apple Blossom Educational Foundation (THABEF) welcomes you to the 2018/2019 school year. Let's make it great for our kids!

Our all-volunteer parent group raises money for programs at both Apple Blossom and Twin Hills Middle School such as Art, Music, Zumba!, Storytelling, Garden at Apple Blossom and Music, Spanish, Culinary, Movement Arts, Computer Electives at Twin Hills.

These classes WOULD NOT be available without these funds, so our support goes directly to our kids. Electives enrich our children and help them to develop new skills, explore their creative side, stretch themselves in new directions – and they make learning fun.

THABEF makes an annual contribution of \$40,000 to the district to support these programs and any additional funds go towards teacher grants, the 5th grade weeklong trip to PEEC (Pacific Environmental Education Center and much, much more! But we have to do this all together. Our kids need you to support them in becoming better students, family and community members.

We ask you to join us and contribute \$180 per child in the district - that's just \$1 per day!! But really, any amount would greatly help us reach our goal – we aim for 100% parent participation, at any donation level.

Stay up to date with our monthly newsletter - Email [foundation@twinhillsusd.org](mailto:foundation@twinhillsusd.org) to subscribe or ask the school office managers to add you to the list.

Donate online or remove this portion and return to the school office with your check attached.

Parent Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_

Please make checks payable to "THABEF" or PayPal on our website [www.twinhillsusd.org](http://www.twinhillsusd.org) under the "Foundation" tab. Every child benefits so please do your part and give as generously as you can!



## Home and School Communication

If you would like to receive communication, such as newsletters, by email please update the following information. Please return this form if your information has changed since last school year or you are new to the school.

Return this form to your child's teacher or the school office.

Parent/Guardian \_\_\_\_\_

Student/s \_\_\_\_\_

Email \_\_\_\_\_

I wish to receive newsletters and information via email:  Yes  No

You may share my email address with Education Foundation:  Yes  No

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

## **STUDENT INSURANCE**

The school district does **not** carry medical or dental insurance for your child should he/she be injured on school premises while under school jurisdiction or through school-sponsored activities. For this reason, the district has approved a low cost medical/dental plan for your consideration. Information regarding this plan is included in this packet. Please take the time to review this low cost medical/dental insurance option and enroll your child(ren) if interested.

## **EMERGENCY-TRANSPORTATION CARD**

The attached **Student Emergency Form, Permission to Transport Student Emergency Authorization and Epi-Pen Authorization Card** **MUST** be completed by each parent/guardian at the beginning of every school year. (See letter included in this packet from our school nurse regarding use of the Epi-Pen.) **Please complete all lines on the front and back. This is very important information and your time, neatness and detail are appreciated.**

If you do not have a telephone, please give us the name and number of a neighbor or relative through whom you can be reached and be sure to give us a number to call if you should be away from home during the school day. If your child goes to a sitter, please provide this information also.

By law, we cannot transport your child by school bus unless you complete and sign the **Permission to Transport Student** side of the card.

## **ANNUAL NOTICE TO PARENTS 2018-2019**

The information explaining your "rights and responsibilities under the provisions of Education Code 48980" is included at the end of this school year packet entitled **ANNUAL NOTICE TO PARENTS**. Please review this information and return the **Parental Annual Notice signature page**.

**PLEASE RETURN CARD BELOW PLUS PARENTAL ANNUAL NOTICE SIGNATURE PAGE  
TO SCHOOL AS SOON AS POSSIBLE. THANK YOU.**



Dear Parent/Guardian:

As the new school year begins, we would like to take this opportunity to explain our nursing services, and enlist your support for a healthy, happy school experience for your child.

The role of school nurse covers many areas, much of the time is spent screening and assessing students as mandated by the State and as requested by parents, physicians, and school staff. The State mandates that all students be screened annually in kindergarten, grades 2<sup>nd</sup>, 5<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup>, for vision, hearing, dental and general health. In addition students in grades 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> are screened for scoliosis. We will contact you if your child fails screening and needs a referral for further evaluation by your medical provider.

Please make sure your child's Emergency Card is completed and kept up to date.  
When an emergency arises, reaching you and getting immediate care is vital.

We ask you to give your consent on the emergency card for administering an Epi-pen (adrenalin injection) by trained staff should your child have a severe life-threatening allergic reaction to an insect sting or substances. The Epi-pen can be life saving if used immediately while waiting for 911 to respond.

If your child requires prescription medication (e.g. inhalers) to be administered at school, a completed consent form including parent and physician signatures must accompany the labeled prescription container of medication, in order to be given by school personnel. Some schools have a policy requiring non-prescription medication (e.g. Tylenol) have parent and physician signatures. Please check with your school.

Please notify the school if your child has lice. Your child will need to be checked in the office before returning to school.

Please keep your child home if he/she has any of the following:

- Vomiting or diarrhea
- Earache or draining ear
- Suspicious rash
- Persistent cough
- Red, draining eyes
- Temp. over 100 degrees
- Severe headache
- Wheezing, difficulty breathing
- Stomach ache

(Students must be fever free for 24 hours before returning to school.)

Please alert the staff and school nurse if your child develops or is diagnosed with a new health condition so we may be aware of their needs and assist in any special care required. Please feel free to contact us with any concerns regarding resources and the health of your child.

FOR ALL 7<sup>TH</sup> GRADERS AND OLDER, PLEASE REMEMBER THAT PROOF OF A T-DAP BOOSTER IS REQUIRED TO START SCHOOL.

# Twin Hills Union School District

## Internet Permission Form

Dear Parents and Guardians:

We are pleased to offer students of Twin Hills Union School District access to the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the school office.

Access to the Internet enables students to explore thousands of libraries, databases, and websites. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other material as well.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Twin Hills School District supports and respects each family's right to decide whether or not to apply for access.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The Internet is provided for students to conduct research and communicate with other. Access to Internet through our network is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that user will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Within reason, freedom of speech and access to information will be honored. We have filters in place to block inappropriate websites and images on all of our computers. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

(Please fill out form on other side and return to school)



As outlined in Board Policy 6163.4 and procedures on student's rights and responsibilities, copies of which are available in school offices, the following are not permitted:

- ❖ Sending or displaying offensive messages or pictures - For this reason cell phones and cameras are restricted on campus
- ❖ Using obscene language
- ❖ Harassing, insulting, bullying or attacking others
- ❖ Damaging computers, computer systems or computer networks
- ❖ Violating copyright laws
- ❖ Using another's password
- ❖ Trespassing in another's folders, work or files
- ❖ Intentionally wasting limited resources
- ❖ Employing the network for commercial purpose

Violators may result in a loss of access as well as other disciplinary or legal action. We appreciate our families continued support of technology in the classroom.

-----Cut here-----

User Agreement and Parent Permission Form \*

As a user of Twin Hills Union School District computer network, I hereby agree to comply with the above stated rules – communicating over the network in a responsible fashion while honoring all relevant laws and restrictions.

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

As the legal guardian of the minor student signing above:

I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet at school. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of internet use including the setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

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

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....

I **DO NOT** grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet at school.

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\* This form is mandatory and must be returned to your school*

# Media Opt-Out Form

## Request to prohibit use and/or release of photographs, video and audio recordings, comments, and/or name of student

Twin Hills Union School District's policy is to allow photographs, video and audio recordings, comments, and/or names of students to be used in print and electronic materials produced by the District and/or Sonoma County Office of Education, including but not limited to websites, printed publications, and video productions, unless notified of an objection by a parent/guardian.

The District may also release this content to media organizations, including newspaper, radio, and television outlets. Students may be identified by name to provide them with recognition opportunities when appropriate.

Parents and guardians may request that photographs, video and audio recordings, comments, and/or names of students not be used by completing this form and returning it to the student's school office.

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

School: \_\_\_\_\_

I hereby request that Twin Hills Union School District NOT use photographs, video and audio recordings, comments, and/or the name of this student in print or electronic materials. I further request that the District NOT release this student's photograph, video or audio recording, comments, and/or name to media organizations.

I understand that this request will remain in effect for the 2018-19 school year and that it can be rescinded at any time. I also understand that this request will not prohibit use of photos, videos, and/or the name of the above-named student in student-produced materials such as yearbooks and newspapers.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

This form will be kept on file at the school of the above-named student.

## **Nondiscrimination/Harassment Students.**

BP 5145.3

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics;

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program.

He/she shall report his/her findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to

appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

## Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

## Legal Reference:

### EDUCATION CODE

200-262.4 Prohibition of discrimination  
48900.3 Suspension or expulsion for act of hate violence  
48900.4 Suspension or expulsion for threats or harassment  
48904 Liability of parent/guardian for willful student misconduct  
48907 Student exercise of :free expression  
48950 Freedom of speech  
48985 Translation of notices  
49020-49023 Athletic programs  
51500 Prohibited instruction or activity  
51501 Prohibited means of instruction  
60044 Prohibited instructional materials  
CNIL CODE  
1714.1 Liability of parents/guardians for willful misconduct of minor

### PENAL CODE

422.55 Definition of hate crime  
422.6 Crimes, harassment

### CODE OF REGULATIONS, TITLE 5

432 Student record.  
4600-4687 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs

### UNITED STATES CODE, TITLE.20

1681-1688 Title IX of the Education Amendments of 1972  
12101-12213 Title II equal opportunity for individuals with disabilities

### UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

### UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
6101-6107 Age Discrimination Act of 1975

### CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

### CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information  
100.3 Prohibition of discrimination on basis of race, color or national origin  
104.7 Designation of responsible employee for Section 504  
106.8 Designation of responsible employee for Title IX  
106.9 Notification of nondiscrimination on basis of sex

### COURTDECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567  
Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief-; February 2014

Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014 Safe Schools: Strategies for Governing Boards to Ensure Student Success,2011

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004 .

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Transgender Students, May 2016

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999 WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://WWW.V.cde.ca.gov>

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendm.entcenter.org>

National School Boards Association: <http://www.nsba.org>

U.S. Department of Education, Office for Civil Rights: <http://www.e4.gov/about/offices/list/ocr>

(2/17, 10/14) 9/16

Approved 2/16/2017

## **2018-19 ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)**

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties

The Twin Hills Union School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

The Twin Hills Union School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Adult Education, Consolidated Categorical Aid Programs, Migrant Education, Career Technical and Technical Education and Training Programs, Child Care And Developmental Programs, Child Nutrition Programs, Special Education Programs, and Safety Planning Requirements.

Complaints must be filed in writing with the following compliance officer:

Name and/or Title of Compliance Officer: Barbara Bickford, Ed.D, Superintendent

Address: 700 Watertrough Road, Sebastopol CA 95472

Telephone Number: (707) 823-0871

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the LEA's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Twin Hills Union School District UCP policy and complaint procedures shall be available free of charge.

**ANNUAL NOTICE TO PARENTS  
2018-2019**

DEAR PARENT/GUARDIAN:

Section 48980 of the Education Code of California requires that notice be given at the beginning of the first semester or quarter of the regular school term to the parent or guardian of the minor pupils in the school district regarding the rights of the parent or guardian under sections 32390, 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, 51938, Chapter 2.3 (commencing with section 32255) of Part 19, and notice of the availability of the program prescribed by Article 9 (commencing with section 49510) of Chapter 9 and of the availability of individualized instruction under section 48206.3. Section 48982 requires that this Notice be signed and returned by the parent or guardian to the school. Signature and return of the attached form is acknowledgement by the parent or guardian that he or she has been informed of his or her rights but does not indicate that consent to participate in any particular program has either been given or withheld. Pursuant to parent request, the annual notification may be provided to the parent or guardian in electronic format by providing access to the notice electronically. If the notice is provided in electronic format, the parent or guardian must submit to the school a signed acknowledgment of receipt of this notice.

Some legislation requires additional notification to the parents or guardians during the school term or at least 15 days prior to a specific activity. (A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or guardians file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are spelled out in this form.

Accordingly, you are hereby notified as follows (when used in this notification "parent" includes a parent or legal guardian):

**STUDENT DISCIPLINE**

**RULES AND PROCEDURES ON SCHOOL DISCIPLINE (EC §35291):**

Rules pertaining to student discipline, including those that govern suspension or expulsion, are set forth in Education Code Sections 48900 and following, and are available upon request from the school. In addition, the following disciplinary information is provided to parents:

**DUTY CONCERNING CONDUCT OF PUPILS (EC §44807):** Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.

**DUTIES OF PUPILS (5 CCR §300):** 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.

**HAZING PROHIBITION (EC §48900(q)):** Pupils and other persons in attendance are prohibited from engaging or attempting to engage in hazing.

**DRESS CODE/GANG APPAREL (EC §35183):** The district is authorized to adopt a reasonable dress code.

**ATTENDANCE OF SUSPENDED PUPIL'S PARENT (EC §48900.1; LC §230.7):** If a teacher suspends a student, the teacher may require the child's parent to attend a portion of the school day in his or her child's class. Employers may not discriminate against parents who are required to comply with this requirement.

**SCHOOL ACCOUNTABILITY REPORT CARD (EC §35256, 35258):**

Districts are to make a concerted effort to notify parents of the purpose of school accountability report cards, and ensure that all parents have access to a copy.

**SAFE PLACE TO LEARN ACT (EC §234.1):** The district is committed to maintaining a learning and working environment that is free from bullying, as defined in EC §48900(r). Any student who engages in bullying of anyone in or from the district may be subject to disciplinary action up to and including expulsion. The district's policies and process for filing a complaint should be publicized to pupils, parents, employees and agents of the governing board. The notice shall be in English and in the primary language of the recipient. For a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to report incidences of bullying please contact the district office. These policies shall be posted in schools and offices.

**SCHOOL RECORDS AND ACHIEVEMENT**

**PUPIL RECORDS/NOTICE OF PRIVACY RIGHTS OF PARENTS AND STUDENTS (EC §49063 et seq., §49069, §49073, 34 CFR 99.30, 34 CFR 99.34, and the federal Family Educational Rights and Privacy Act):**

Federal and state laws concerning student records grant certain rights of privacy and right of access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to: (1) Parents of students 17 and younger; (2) Parents of students age 18 and older if the student is a dependent for tax purposes and the records are needed for a legitimate educational purpose; (3) Students age 18 and older, or students who are enrolled in an institution of postsecondary instruction (called "eligible students"); (4) Pupils age 14 and over who are identified as both homeless and an unaccompanied youth; (5) Individuals who have completed and signed a Caregiver's Authorization Affidavit.

Parents, or an eligible student, may review individual records by making a request to the principal. Districts must respond to a pupil record request by providing access no later than five business days following the date of the request. The principal will see that explanation and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page. District policies and procedures relating to: location of, and types of records; kinds of information retained; availability of certificated personnel to interpret records if requested; 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 within ten school days. 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 (20 USC §1232g).

You have the right to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable program.

**RELEASE OF PUPIL DIRECTORY INFORMATION (EC §49073, 34 CFR 99.37):** The district also makes student directory information available in accordance with state and federal laws. This means that each student's name, birth date, 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. In addition, height and weight of athletes may be made available. 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). Names and addresses of seniors or terminating students may be given to public or private schools and colleges. Parents and eligible students will be notified prior to the destruction of any special education records. 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. If the student is 18 or older or enrolled in an institution of postsecondary instruction and makes a written request, the student's request to deny access to directory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification. (See attached form.) Additionally, directory information related to homeless or unaccompanied youths will not be released without the express written consent for its release by the eligible pupil or guardian.*

**RELEASE OF INFO TO MILITARY SERVICES REPS / RELEASE OF TELEPHONE NUMBERS (EC §49073.5; 20 USC §7908):** Parents of secondary students may request in writing that the student's name, address, and telephone listing not be released to armed forces recruiters without prior written parental consent.

**PARTICIPATION IN STATE ASSESSMENTS AND OPTION TO REQUEST EXEMPTION (EC § 60615, 5 CCR § 852):** Pupils in applicable grade levels will participate in the California Assessment of Student Performance and Progress (CAASPP) except as exempted by law. Each year, a parent may submit a written request to excuse his or her child from any or all parts of the CAASPP assessments for that school year. If the parent submits the exemption request after testing begins, any test(s) completed before the request is submitted will be scored; the results will be included in the pupil's records and reported to the parent. School district employees will not solicit or encourage any exemption request on behalf of a pupil or group of pupils.

**HIGH SCHOOL CURRICULUM: NOTIFICATION REGARDING COLLEGE PREPARATORY COURSES (EC §51229):** Districts are required to provide parents of each minor pupil enrolled in grades 9 to 12 written notice of college admission requirements and career technical education courses.

**RELEASE OF STUDENT RECORDS/COMPLIANCE WITH SUBPOENA OR COURT ORDER (EC §§49076 and 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(a)(1) and 49064(d)):** 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.

## HEALTH SERVICES

**CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM (H&SC §124085):** Physical examinations are required as a prerequisite for enrollment in the first grade. Free health screening may be available

through the local health department. Failure to comply with this requirement or sign an appropriate waiver may result in exclusion of your child from school for up to five days.

**PHYSICAL EXAMINATION; PARENT REFUSAL TO CONSENT (EC §49451):** A child may be exempt from physical examination whenever the parents file, annually, a written statement with the school principal stating that they will not consent to routine physical exam of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.

**VISION APPRAISAL (EC §49455):** The district is required to appraise each student's vision during kindergarten, upon initial enrollment, and in grades 2, 5, and 8. Appraisal in the year immediately following a student's first enrollment in grades 4 or 7 shall not be required. The appraisal shall include tests for visual acuity, near vision, 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. This appraisal is not required if a parent files a written objection based on a religious belief with the principal.

**SCOLIOSIS SCREENING NOTICE (EC §§49451 and 49452.5):** In addition to the physical examinations required pursuant to Sections 100275, 124035 and 124090 of the Health and Safety Code, the district may provide for the screening of every female student in grade 7 and every male student in grade 8 for the condition known as scoliosis.

**DENTAL FLUORIDE TREATMENT (H&SC §104830 et seq.):** Pupils will be provided the opportunity to receive the topical application of fluoride or other decay-inhibiting agent to each pupil's teeth if the parent, or eligible pupil submits a letter stating that the treatment is desired.

**PUPIL NUTRITION/NOTICE OF FREE AND REDUCED PRICE MEALS (EC §§48980(b), 49510, 49520 and 49558):** Needy children may be eligible for free or reduced price meals. Details, eligibility criteria, and applications to participate in a free or reduced price meal program if it is available are available at your child's school. Individual records pertaining to student participation in any free or reduced-price meal program may, under appropriate circumstances, be used by school district employees to identify students eligible for public school choice and services pursuant to the federal Every Student Succeeds Act. When a household is selected for verification of eligibility for free and reduced meals, the District must notify the parent that their child(ren)'s eligibility is being verified.

**COMMUNICABLE DISEASES (EC §48216 and 49403):** The district is authorized to administer immunizing agents to pupils whose parents have consented in writing to the administration of such immunizing agent. The district is required to exclude pupils who have not been properly immunized pursuant to Health and Safety Code 120325 and 120335. The district must notify parents that they have two weeks to supply evidence either that the pupil has been properly immunized or is exempted from the requirement. All students entering kindergarten, advancing from sixth to seventh grade in the district, or prior to his or her first admission to the district, will be required to comply with the immunization requirements of Health and Safety Code section 120335, unless the student provides the district with a valid exemption from a licensed physician. No new personal belief exemptions will be accepted. Students with personal-belief exemptions on file with the district as of January 1, 2016, shall be allowed to continue enrollment until entering the next grade span in the district. Grade spans are defined as birth through preschool, K-6, including transitional kindergarten, and 7-12. Students qualified for an individualized education program may access special education and related services as required by his or her individualized educational program.

**MEDICATION (EC §49423, §49423.1):** Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the



physician and a parental request for assistance in administering the medication. Students may also carry and self-administer prescription auto-injectable epinephrine and prescription inhaled asthma medication upon the school's receipt of specified written confirmation with instructions for self-administration and authorization from the student's parent and physician or surgeon. The parent must release the school district and personnel from liability for any harm resulting from the self-administered medication, and provide a release for authorized school personnel to consult with the physician or surgeon.

**MEDICAL AND HOSPITAL SERVICES FOR PUPILS (EC §§49471 and 49472):** The district is required to notify parents in writing if it does not provide or make available medical and hospital services for students injured while participating in athletic activities. The district is also authorized to provide medical or hospital services through non-profit membership corporations or insurance policies for student injuries arising out of school-related activities.

**AVAILABILITY OF INDIVIDUALIZED INSTRUCTION/PRESENCE OF PUPIL WITH TEMPORARY DISABILITY IN HOSPITAL (EC §§48206.3, 48207-48208):** Individualized instruction 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 shall notify the school district where the student receives care if an individualized instruction program is desired.

**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. (*See attached form.*) 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.

**SUN PROTECTIVE CLOTHING/USE OF SUNSCREEN (EC §35183.5):** School sites must allow for outdoor use of sun-protective clothing and must allow students to use sunscreen, without a prescription or physician's note, during the school day.

**ASBESTOS (40 CFR 763.84, 40 CFR 763.93):** 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. At least once each year, the district will notify parents of inspections, response actions, and post-response action activities that are planned or in progress.

**USE OF PESTICIDES (EC §§17611.5, 17612 and 48980.3):** School districts are required to inform parents about the use of pesticides on school grounds and provide access to the integrated pest management plan when certain pesticides are used. (*See attached.*)

**COMPREHENSIVE SCHOOL SAFETY PLAN (EC §§32280 et seq.):** Each school is required to report on the status of its school safety plan, including a description of its key elements, in the annual school accountability report card (SARC). The planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. The planning committee shall notify specified persons and entities in writing.

**NOTICE OF COMPLIANCE (EC §32289):** A complaint of noncompliance with the school safety planning requirements may be filed with the State Department of Education under the Uniform Complaint Procedures (5 CCR 4600 et seq.).

**TOBACCO FREE SCHOOLS (HS §104420):** Use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in

district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic cigarettes that can deliver nicotine and nonnicotine vaporized solutions. Exceptions may be made for the use or possession of prescription nicotine products. Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

### STUDENT SERVICES

**MINIMUM AGE OF ADMISSION TO KINDERGARTEN (EC §48000):** A child shall be eligible for enrollment in kindergarten at the beginning of the school year or at a later time in the same year, if the child has his or her fifth birthday, respectively, on or before September 1. Any child who will have his/her birthday between September 2 for the applicable school year and December 2 shall be offered a transitional kindergarten program in accordance with law and district policy. On a case-by-case basis, a child who has reached age five after the date listed above but before the end of the applicable school year, may be admitted to kindergarten with the approval of the child's parent and subject to board approval in accordance with EC §48000.

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

**MULTILINGUAL EDUCATION (EC §310):** If the district implements a language acquisition program pursuant to EC §310, information on the types of language programs available and a description of each program will be made available with this notice or upon enrollment.

**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 are available upon request.

**SPECIAL EDUCATION; CHILD FIND SYSTEM (EC §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 pursuant to EC §56300.

**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 (Section 504 of the Rehabilitation Act of 1973):** Federal law requires the district to annually notify disabled pupils and their parents of the district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act.

**STATEMENT OF NONDISCRIMINATION (Title VI of the Civil Rights Act of 1964; Title IX of the U.S. Education Amendments of 1972; Americans with Disabilities Act; Section 504 of the Vocational Rehabilitation Act of 1973; EC §200 et seq.):** The district does not discriminate on the basis of gender, gender identity, gender expression,

sex, race, color, religion, national origin, ethnic group identification, age, genetic information, mental or physical disability, sexual orientation, immigration status, or the perception of one or more of such characteristics. The district's policy of nondiscrimination requires notification in native language if the district's service area contains a community of minority persons with limited English language skills. Notification must state that the district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent. A copy of the district's nondiscrimination policy is available upon request.

**EDUCATIONAL EQUITY REGARDLESS OF IMMIGRATION STATUS, CITIZENSHIP, OR RELIGION (EC §234.7):** Children have a right to a free public education, regardless of immigration status, citizenship status, or religious beliefs. When enrolling a child, schools must accept a variety of documents from the student's parent to demonstrate proof of child's age or residency. No information about citizenship/immigration status or Social Security number is required to enroll in school. Parents have the option to provide a school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for a minor student in the event the parent is detained or deported. Parents have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for a minor student. Students have the right to report a hate crime or file a complaint to the school district if they are discriminated against, harassed, intimidated, or bullied on the basis of actual or perceived nationality, ethnicity, or immigration status. The California Attorney General's website provides "know your rights" resources for immigrant students and family members online at <https://oag.ca.gov/immigrant/rights>.

**FINGERPRINTING PROGRAM (EC §32390):** Districts are authorized to offer fingerprinting programs for children enrolled in kindergarten or newly enrolled in the district. If the district has adopted such a program, you will be notified of procedures, applicable fee and your right to decline your child's participation upon your child's initial enrollment.

**CHILDREN IN HOMELESS SITUATIONS (42 USC §11431-11435):** Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations.

### SEX/ HIV EDUCATION

**INSTRUCTION IN COMPREHENSIVE SEXUAL HEALTH EDUCATION AND HIV PREVENTION (EC §51938):** The district shall annually notify parents about instruction in comprehensive sexual health education and HIV prevention education and research on student health behaviors and risks planned for the school year. Written and audiovisual educational materials used in such education are available for inspection. If arrangement for the instruction is made after the beginning of the school year, parents will be notified no fewer than 14 days prior to the commencement of any such instruction if the district elects to provide the instruction by outside consultants in class or during an assembly. The notice must include the date of instruction, the name of the organization or affiliation of each guest speaker and information stating that the parent has the right to request a copy of the law pertaining to such instruction. Parents have the right to excuse his or her child from all or part of the comprehensive sexual health and HIV prevention education by submitting a written request to the district. Those students whose parents do not submit a written request to excuse them will receive such instruction. The law also authorizes the district, without prior parental consent, to use anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests,

questionnaires, and surveys containing age appropriate questions in grades 7 to 12 about the student's attitudes concerning or practices relating to sex. The district must notify parents in writing before any such test, questionnaire, or survey is administered and provide them with an opportunity to review the materials. Parents have the right to excuse his or her child from such participation by submitting a written request to the school district.

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

### SCHOOL ATTENDANCE/ATTENDANCE ALTERNATIVES

California law (EC §48980(g)) requires all school boards to inform each student's parent at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students who attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district which the parent lives (intradistrict transfer), and potentially three separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described as follows:

#### **Choosing a School Within District in Which Parent Lives:**

The law (EC §35160.5(b)) requires the school board of each district to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The law limits choice within a school district as follows:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
- A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions.
- If a transfer is denied, a parent does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents to appeal a decision.

#### **Choosing a School Outside District in Which Parent Lives:**

Parents have three different options for choosing a school outside the district in which they live. The three options are:

**Option 1: Districts of Choice (EC §§48300 through 48315):** The law allows, but does not require, each school district to become a "district of choice" – that is, a district that accepts transfer students from outside the district under the terms of the referenced Education Code sections. If the school board of a district decides to become a "district of choice" it must determine the number of students it is willing to accept in this category each year and accept all pupils who apply to transfer until the

school district is at maximum capacity. The school district of choice shall ensure that pupils admitted under this article are selected through an unbiased process, that prohibits consideration of factors such as academic or athletic performance, physical conditions, or proficiency in English. If the district chooses not to become a "district of choice," a parent may not request a transfer under these provisions. Other provisions of the "district of choice" option include:

- Either the district a student would transfer to or the district a student would transfer from may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. A district of choice cannot deny a transfer request on the basis that the costs to provide services exceeds the revenue received, but it may reject a request if doing so would require the creation of a new program. However, the district of choice may not deny the transfer of any special needs student, including an individual with exceptional needs, or an English Learner student even if the cost to educate the student exceeds the revenue received or the creation of a new program is required. The district a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
- Communications to parents by a school district of choice shall be factually accurate and shall not target students based upon academic ability, athletic performance, or other personal characteristics.
- The district of choice must post transfer application information on its website, including any applicable forms, the timeline for a transfer, and an explanation of the selection process.
- All communications from a school district of choice regarding transfer opportunities must be available in all languages for which translations are required in the school district of residence under EC §48985.
- No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.
- Entrance priority must be given as follows:
  - Siblings of students already attending school in the "district of choice" must be given first priority.
  - Pupils eligible for free or reduced-price meals must be given second priority.
  - Children of military personnel must be given third priority.
- A parent may request transportation assistance within the boundaries of the "district of choice." The district is required to provide transportation only to the extent it already does so.
- A school district in which an active military duty parent of a student resides shall not deny the transfer of that student to a school in any district, if the school district to which the parent of the student applies approves the application for transfer.

**Option 2: Other Interdistrict Transfers (EC §46600 et seq.):** The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. Districts of residence may not deny a transfer of a student whose parent is active duty military where the district of proposed enrollment approves the application. The law on interdistrict transfers also provides for the following:

- If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.

**Option 3: Parental Employment in Lieu of Residency Transfers (EC §48204(b)):** If at least one parent of a student is physically employed in the boundaries of a school district other than the one in which they live

for a minimum of 10 hours during the school week, the student may be considered a resident of the school district in which his/her parents work. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race, ethnicity, sex, parental income, academic achievement, or any other "arbitrary" consideration. Other provisions of EC §48204(b) include:

- Either the district in which the parent lives or the district in which the parent works may prohibit the student's transfer if it negatively impacts a desegregation plan.
- The district in which the parent works may reject a transfer if it determines that the cost of educating the student would be more than the amount of government funds the district would receive for educating the student.
- There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent the specific reasons for denying the transfer.

#### **Open Enrollment Act (EC §48350 et seq.)**

Whenever a student is attending a district school on the Open Enrollment List, as identified by the Superintendent of Public Instruction, he/she may apply to transfer to another school within or outside of the district, if the school to which he/she is transferring has a higher Academic Performance Index. Districts with a school on the List must notify the parents at that school on or before the first day of the school year of their option to transfer to another public school. Information regarding the application process and applicable deadlines can be obtained from the district office.

*This summary provides an overview of the laws applicable to school attendance for each alternative. Additional information is available upon request.*

**NOTICE OF ALTERNATIVE SCHOOLS (EC §58501):** State law authorizes all school districts to provide for alternative schools. Education Code section 58500 defines an alternative school as a school or separate class group within a school that is operated in a manner designed to:

- (1) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (2) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- (3) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- (4) 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.
- (5) 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, student, 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 area shall have copies of the law available for your information. This law particularly authorizes interested persons to request that the governing board of the district to establish alternative school programs.

**GRADE REDUCTION/LOSS OF ACADEMIC CREDIT (EC §48980(f)):** No student shall have his/her grade reduced or lose academic credit for any

excused absence pursuant to EC §48205 for missed assignments/tests that can reasonably be provided/completed.

**ABSENCES FOR CONFIDENTIAL MEDICAL SERVICES (EC §46010.1):** Students in grades 7-12 and their parents are notified that the law permits schools to excuse students for the purpose of obtaining confidential medical services without parental consent. District policy regarding excusing such absences is available upon request.

**ABSENCE FOR RELIGIOUS INSTRUCTION (EC §46014):** Districts may allow pupils with parent consent to be excused to participate in religious exercises/instruction.

**NOTICE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS (EC §48980(c)):** The district is required to annually notify parents of its schedule(s) of minimum days and student-free staff development days at the beginning of the year or as early as possible, but no later than one month prior to the scheduled minimum or student-free day. (See attached.)

### MISCELLANEOUS

**NON-MANDATORY PROGRAMS FOR PARENTAL/PUPIL PARTICIPATION (EC §49091.18):** Schools may not require a student or student's family to submit to or participate in any assessment, analysis, evaluation, or monitoring of the quality or character of student home life, parental screening or testing, nonacademic home-based counseling program, parent training, or prescribed family educational service plan.

**SEX EQUITY IN CAREER PLANNING (EC §221.5(d)):** Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions.

**SEXUAL HARASSMENT POLICY (EC §231.5; 5 CCR §4917):** Each district is required to have adopted a written policy on sexual harassment, and shall provide a copy of such policy, as it pertains to students, with the annual notification. (See attached.) Districts are also required to display such policies in a prominent location and include it in orientation for employees and students.

**DRUG FREE CAMPUS (Alcohol and Other Drug Use Prevention Education):** Possession, use or sale of narcotics, alcohol, or other controlled substances is prohibited and strictly enforced at all school activities. Records will be forwarded to local law enforcement, and district sanctions will result from violations.

**RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS (EC §32255 et seq.):** Pupils may choose to refrain from participating in educational projects involving the harmful or destructive use of animals.

**EVERY STUDENT SUCCEEDS ACT (20 USC §6301 et seq.):** Under ESSA, parents have the following rights:

• **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:** 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 she/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 she/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. The district 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.

• **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.

• **Limited English Proficient Students:** The Act requires prior notice be given to parents of English learners regarding limited English proficiency programs, including the reasons for the identification of the student as an English learner, the need of placement in a language instruction educational program, the student's level of English proficiency, how such 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 English learners.

• **Program Improvement Schools:** Parents shall be notified when their child's school is identified as a "program improvement" school and the opportunities for school choice.

*The information provided above is available upon request from your child's school or the district office. Additional notices that may be required under the Every Student Succeeds Act shall be sent separately.*

**UNIFORM COMPLAINT PROCEDURES (5 CCR §4622):** The district is required to annually notify parents, pupils, employees, district and school advisory committees and other interested parties in writing of its required Uniform Complaint Procedures. (See attached.)

**SCHOOL BUSES/PASSENGER SAFETY (EC §39831.5):** Districts are required to provide safety regulations to all new students and students who have not previously been transported by school bus.

**MEGAN'S LAW NOTIFICATION (PENAL CODE §290.4):** Parents and members of the public have the right to review information regarding registered sex offenders at the main office of the local law enforcement agency for this school district.

### **EXCUSED ABSENCES (EC §48205)**

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to the pupil's 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 the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at 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 and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Elections Code.
- (9) 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 a 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.

(10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

(b) 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.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "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."

**INVESTING FOR FUTURE EDUCATION (EC §48980(d)):**

Parents are advised of the importance of investing for higher education for their children and of considering appropriate investment options, including, but not limited to, United States savings bonds.

**COMPLAINTS CONCERNING DEFICIENCIES RELATED TO**

**INSTRUCTIONAL MATERIALS, ETC. (EC §35186):** A Uniform Complaint process is available to help identify and resolve deficiencies related to instructional materials, emergency or urgent facility conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancy or misassignment. Notice of the complaint process and location at which to obtain a complaint form should be posted in the classrooms.

**SCHOOL ACCREDITATION (EC §35178.4):** Districts are required to notify each parent of a pupil in a school that has lost its accreditation status and the potential consequences of the school's loss of status, in writing or by posting the information on the school district's or school's Internet Website, or by any combination of these methods.

**PUPIL FEES (EC §49010 et seq.):** The district is required to establish policies concerning the provision of a free education to pupils. The district is also required to establish policies for filing a complaint of noncompliance under this section using the Uniform Complaint Procedures. Notice of the district's fee policies and complaint process shall be provided to pupils, parents, and employees on an annual basis.

**LOCAL CONTROL AND ACCOUNTABILITY PLAN (EC §§52060-52077):**

The district is required to adopt a three-year Local Control and Accountability Plan (LCAP) and to update the LCAP on or before July 1 of each subsequent year. The LCAP is required to identify annual goals, specific actions geared toward implementing those goals, and must measure progress for student subgroups across multiple performance indicators based on eight priorities set by the State. The priorities must be aligned to the district's spending plan. The LCAP must be approved before the annual district budget can be adopted. Once the budget and LCAP are adopted at the local level, the plan will be reviewed by the county superintendent to ensure alignment of projected spending toward goals and services. The following are the State priorities:

1. Providing all students access to fully credentialed teachers, instructional materials that align with state standards, and safe facilities;

2. Implementation of and student access to state academic content and performance standards;
3. Parent involvement and participation;
4. Improving student achievement and outcomes along multiple measures;
5. Supporting student engagement;
6. Highlighting school climate and connectedness;
7. Ensuring all students have access to a broad course of study;
8. Measuring other important student outcomes related to required areas of study;
9. Coordinating instruction for expelled students; and
10. Coordinating services for foster children.

The Board of Education is required to establish a parent advisory committee (PAC) and English learner parent advisory committee (ELPAC) to provide advice to the Board of Education and the superintendent regarding the LCAP. (ELPACs are required if enrollment in the school district includes at least 15% English learners and the district enrolls at least 50 pupils who are English learners. Districts are not required to establish a new ELPAC if an English learner parent committee has already been established). PACs shall include parents of low income students, English learner students, and foster youth.

Each district is required to consult with its teachers, principals, administrators, other school personnel, local bargaining units, parents, and pupils in developing the LCAP. As part of this consultation process, districts must present their proposed plans to the PAC and ELPAC. The advisory committees can review and comment on the proposed plan. Districts must respond in writing to the comments of the PAC and ELPAC. Districts are also required to notify members of the public that they may submit written comments regarding the specific actions and expenditures proposed in the LCAP.

Districts must hold at least two public hearings to discuss and adopt (or update) their LCAPs. The district must first hold at least one hearing to solicit recommendations and comments from the public regarding expenditures proposed in the plan, and then adopt (or officially update) the LCAP at a subsequent hearing.

Districts are required to post on the school district website the LCAP approved by the Board of Education and any updates or revisions to the LCAP, and establish policies for filing a complaint of noncompliance under EC §52075 using the Uniform Complaint Procedures. Information regarding the requirements for a Local Control and Accountability Plan and the complaint process shall be provided to pupils, parents, and employees on an annual basis.

**ACKNOWLEDGEMENT OF PARENT OR GUARDIAN OF ANNUAL RIGHTS NOTIFICATION**

*Detach, sign, and return this page to your child's school indicating that you have been notified of the specified activities and whether you have a child on continuing medication.*

This annual notification is also available in an electronic format and can be provided to you upon request. If the notice is provided in an electronic format, the parent or guardian shall submit to the school this signed acknowledgement of receipt of the notice.

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

I hereby acknowledge receipt of information regarding my rights, responsibilities, and protections.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING IF APPLICABLE:**

1. Student is on a continuing medication program as prescribed by a physician: (Please check one) YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, you have my permission to contact student's physician:

Physician's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

2. If you do not wish directory information released, please sign where indicated below and ensure receipt of this form by the school office **within the next 30 days**. Note that this will prohibit the district from providing the student's name and other information to the news media, interested schools, parent-teacher associations, interested employers, and similar parties.

Do NOT release directory information regarding \_\_\_\_\_  
(Pupil's Name) (Date of Birth)

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Check if an exception may be made to include student information and photos in the yearbook.

Signature of Parent or Guardian: \_\_\_\_\_ (Date)

3. By signing below, you give the district **permission to have photographs of your student in the yearbook** and other school related publications.

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Parent/Guardian:

The **Twin Hills Union School District** takes part in the National School Lunch Program by offering healthy meals every school day. Students may buy lunch at **Apple Blossom for \$4** and at **Twin Hills CMS for \$4.25**. Your children may qualify for free or reduced-price meals. Eligible students may receive free meals or meals at the reduced-price rate of **\$.40** per lunch. You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals. This packet includes an Application for Free and Reduced-Price Meals and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN RECEIVE FREE OR REDUCED-PRICE MEALS?

- All children in households receiving benefits from CalFresh, CalWORKs, or FDPIR are eligible for free meals.
- Foster children under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children participating in Kinship Guardianship Assistance Payment (Kin-GAP) are eligible for free meals.
- Children who meet the definition of homeless, migrant, or runaway are eligible for free meals.
- Children may receive free or reduced-price meals if your household's income is within the limits of the Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart.

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, RUNAWAY, OR HEAD START? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will qualify for free meals, please contact

**Barbara Bickford, Superintendent, 707-823-0871 / [bbickford@twinhillsusd.org](mailto:bbickford@twinhillsusd.org)**

3. DO I NEED TO COMPLETE AN APPLICATION FOR EACH CHILD? No. **Use one Application for Free and Reduced-Price Meals for all children in your household.** We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to:

**THUSD District Office, 700 Watertrough Road, Sebastopol, CA 95472.**

4. SHOULD I COMPLETE AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you received carefully and follow any instructions. If any children in your household were missing from your eligibility notification, please contact: **THUSD District Office, 700 Watertrough Road, Sebastopol, CA 95472.**

5. CAN I APPLY ONLINE? No

6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes, if you want to participate in the meal program. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

7. I RECEIVE WOMEN, INFANTS AND CHILDREN (WIC) BENEFITS. CAN MY CHILDREN RECEIVE FREE MEALS? Children in households participating in WIC **may** be eligible for free or reduced-price meals. Please complete an application and return it for processing.
8. WILL THE INFORMATION I PROVIDE BE CHECKED? School officials may check the information on the application at any time during the school year. You may be asked to send information to prove your income, or current eligibility for CalFresh, CalWORKS, FDPIR, or Kin-GAP.
9. IF I DO NOT QUALIFY NOW, MAY I APPLY LATER? Yes, you can apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may be eligible for free and reduced-price meals if the household income drops below the income limit.
10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION REGARDING MY APPLICATION? You should talk to the school officials. You may also ask for a hearing by calling or writing to THUSD District Office, 700 Watertrough Road, Sebastopol, CA 95472, 707-823-0871, [bbickford@twinhillsusd.org](mailto:bbickford@twinhillsusd.org)
11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you **normally** receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, state on the application that you made \$1,000 per month. If you normally receive overtime, include it, but do not include it if you only occasionally work overtime. If you have lost your job or had your hours or wages reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a "0" in the income field. However, if any income fields are left empty or blank, those will be counted as zeros. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact Twin Hills Union School District at 707-823-0871 to receive a second application.
16. MY FAMILY NEEDS ADDITIONAL FINANCIAL ASSISTANCE. ARE THERE OTHER PROGRAMS WE CAN APPLY FOR? To find out how to apply for CalFresh or other assistance programs, contact your local assistance office or call **1-844-538-8766**.





## School Lunches

School lunches will be served beginning August 16th. We provide the opportunity for students to purchase a nutritious lunch every day. The lunch includes a main dish, two or three portions of seasonal fruit and/or vegetable and/or a half pint of milk (1% or fat free).

### Purchasing lunch

At Apple Blossom, lunches are purchased in the cafeteria before school or in the school office. Individual lunches are \$4.00 / Packets of 10 lunch tickets are \$40.00 / Packets of 20 are \$80.00.

At Twin Hills Middle School, lunches are purchased at break in the cafeteria or in the school office. Individual lunches are \$4.25 / Packets of 10 lunch tickets \$42.50 / Packets of 20 are \$85.00.

### Ordering Lunch

Lunch is ordered daily in the classroom during the first hour at both sites.

The weekly school lunch menu, as well as other school information, is available on a recorded message on the TWIN HILLS INFORMATION LINE 523-9550, on our website [www.twinhillsusd.org](http://www.twinhillsusd.org), and is posted in the school office.

### Milk

Half pints of milk may be purchased at break or lunch time for 50 cents. Packets of 20 milk tickets may be purchased for \$10.00

Books of tickets will be maintained by cafeteria personnel. All tickets must be used by May 31, 2018. Unused tickets will not be refunded.

## Twin Hills Union School District Lunch Program Food Service Policy

The goal of the Apple Blossom Elementary and Twin Hills Charter Middle School food service program is to provide students with healthy snacks and a lunch meal each day. Our policy is to never let a child go hungry. While the USDA Child Nutrition Program does not require that we serve meals without payments, our schools will feed a student if they forget or lost their lunch money or if they have no money on their prepaid account. Annually this district pays over \$35,000 to support the lunch program. Unpaid charges place a large financial burden on our schools.

The National School Lunch Program is a federally regulated program. While the purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, we believe it's important to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout our schools.

**Please see side 2**

## **Payments**

This district operates on a pre-paid system for all food purchases from the school cafeterias.

Parents/guardians must deposit money into their child(ren)'s account in the form of cash or check written to their child(ren)'s school. Cash and/or check should be given to the school office or to the cafeteria personnel and the student's name(s) must be indicated.

Full Priced Lunch – Students pay for meals at each school's standard rate. Students will be allowed to charge a maximum of three (3) meals to their account after their account balance reaches zero. Once a student has charged those three meals, he/she will not be allowed to purchase snacks or drinks until the debt is paid. Children with accounts past due may be offered an alternate lunch. This alternate meal will be charged to the child's meal account at the standard school rate.

Reduced Price Meal Benefit – Reduced Price status students will be allowed to receive lunch for \$0.40 each day. A student will be allowed to charge a maximum of six (6) meals to their account after the balance reaches zero. Once a student has charged those meals, he/she will not be allowed to purchase snacks or drinks, however he/she will be offered lunch. This lunch will be charged to the child's meal account at the reduced rate. Snack and drink purchases must be prepaid.

Free Meal Benefit – Free status students will be allowed to receive free lunch each day. Snacks and drinks must be prepaid.

## **Balances**

Parents/Guardians are responsible for meal payment to the food service program. Notices of deficit balance will be sent to parents/guardians at regular intervals during the school year. Prompt payment is required. If a student is without meal money on a consistent basis, the administration will confidentially investigate the situation and take further action as needed.

If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child(ren). However, the cost for all meals incurred before a Free and Reduced-Price application is processed, are still the responsibility of the parent/guardian and must be paid.

Applications for Free and Reduced-Price meals are in all First Day Packets and available every day of the year in school offices and in the district office.

Both school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited. Records of spending are available by request. Any remaining funds for a particular student will be carried over to the next school year.

## **NSF Checks**

Any fees generated for non-sufficient checks returned to the district will be charged to the student's account.

## **Refunds**

The unused portion of prepaid meals/snacks may be refunded but limited to 1) change of eligibility status, 2) student withdrawing from district, 3) special circumstances with a parent request. We do not encourage refunds and a request in writing must be made to the business manager. Refund checks will be issued to parent or legal guardian from the food service bank account. Under no circumstances will refunds be issued from daily cash registers. Unclaimed funds are the property of the Twin Hills Union School District.

**Twin Hills Union School District: School Year 2018-19  
Public Media Release for Free and Reduced-Price Meals**

Twin Hills Union School District announces its policy to serve nutritious meals every school day under the National School Lunch Program at Apple Blossom Elementary and Twin Hills Charter Middle School. Effective July 1, 2017 through June 30, 2018, children are eligible for free or reduced-price meals if the household income is less than or equal to the federal guidelines.

Household size	Free Eligibility Scale for Lunch, Breakfast, and Milk					Reduced-Price Eligibility Scale for Lunch and Breakfast				
	Year	Month	Twice Per Month	Every Two Weeks	Week	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$15,782	\$1,316	\$658	\$607	\$304	\$22,459	\$1,872	\$936	\$864	\$432
2	\$21,398	\$1,784	\$892	\$823	\$412	\$30,451	\$2,538	\$1,269	\$1,172	\$586
3	\$27,014	\$2,252	\$1,126	\$1,039	\$520	\$38,443	\$3,204	\$1,602	\$1,479	\$740
4	\$32,630	\$2,720	\$1,360	\$1,255	\$628	\$46,435	\$3,870	\$1,935	\$1,786	\$893
5	\$38,246	\$3,188	\$1,594	\$1,471	\$736	\$54,427	\$4,536	\$2,268	\$2,094	\$1,047
6	\$43,862	\$3,656	\$1,828	\$1,687	\$844	\$62,419	\$5,202	\$2,601	\$2,401	\$1,201
7	\$49,478	\$4,124	\$2,062	\$1,903	\$952	\$70,411	\$5,868	\$2,934	\$2,709	\$1,355
8	\$55,094	\$4,592	\$2,296	\$2,119	\$1,060	\$78,403	\$6,534	\$3,267	\$3,016	\$1,508
<b>For each additional family member, add:</b>										
	\$5,616	\$468	\$234	\$216	\$108	\$7,992	\$666	\$333	\$308	\$154

Households do not need to turn in an application when the household receives a notification letter saying that all children automatically qualify for free meals when any household member receives benefits from CalFresh, CalWORKs, or FDPIR. Children who meet the definition of foster, homeless, migrant, or runaway are eligible for free meals. Contact school officials if any child in the household is not on the notification letter. The household must let school officials know if they do not want to receive free or reduced-price meals.

Applications will be included in the first day packet along with a letter and additional information about the free and reduced-price meal program. Households that want to apply for meal benefits, must fill out one application for all children in the household and give it to the district office at 700 Watertrough Rd. or your school office. Contact the Twin Hills District Office at (707)823-0871 for help filling out the application. The district office will let you know if your application is approved or denied for free or reduced-price meals.

Households may turn in an application at any time during the school year. If you are not eligible now, but your household income goes down, household size goes up, or a household member starts receiving CalFresh, CalWORKs, or FDPIR, you may turn in an application at that time. Information given on the application will be used to determine eligibility and may be verified at any time during the school year by school officials. The last four digits of the Social Security number from any adult household or checking that you do not have a Social Security number is required if you include income on the application.

Households that receive Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) benefits, may be eligible for free or reduced-price meals by filling out an application.

Foster children are eligible for free meals and may be included as a household member if the foster family chooses to also apply for the non-foster children on the same application. Including foster children as a household member may help the non-foster children qualify for free or reduced-price meals. If the non-foster children are not eligible, this does not keep foster children from receiving free meals.

Your child's eligibility status from last school year will continue into the new school year for up to 30 school days or until the school processes your new application, or your child is otherwise certified for free or reduced-price meals. After the 30 school days, your child will have to pay full price for meals, unless the household receives a notification letter for free or reduced-price meals. School officials do not have to send reminder or expired eligibility notices.

If you do not agree with the decision or results of verification, you may discuss it with school officials. You also have the right to a fair hearing, which may be requested by calling or writing the hearing official: Dr. Barbara Bickford, Superintendent, 700 Watertrough Rd, Sebastopol, CA 95472: (707)823-0871.

This institution is an equal opportunity provider.



**TO: ALL PARENTS, GUARDIANS, FAMILIES, AND STUDENTS**

**FROM: WEST COUNTY TRANSPORTATION AGENCY**

**RE: REGULAR EDUCATION BUS SERVICE AND SAFETY INFORMATION**

West County Transportation Agency is a public, Joint Powers Agreement or Agency formed by your school district or contracted by your district to provide safe, economical, coordinated and child-centered school transportation service for you. This Agency has been in operation since July 1988 and has saved its member school districts thousands of dollars over operating their own transportation program. The information in the following paragraphs should be useful to you regarding the regular home-to-school transportation program of your district.

## **BUS ROUTES**

Your bus route schedule may be attached to this packet of information. Bus routes and stops remain rather constant over time. You are urged, however, to check the schedule, identify your route identification number and become familiar with the bus stop location. Students need to have a designated school bus stop, and any student who wishes to ride another bus must have a signed permission note from a parent. Students without such a note will be allowed to leave the bus at their regular stop only, or will be returned to school. We are most concerned about providing the most reasonable protection for your child, and will do everything possible to do so. If you are unsure of your bus stop, please call West County Transportation Agency at 206-9988 x219. A number posted near the entrance door identifies the route.

Your child is urged to get to the bus stop at least five minutes prior to the posted stop time. Bus stop times may change or vary depending on ridership changes made in the first couple of weeks. Drivers make a point to notify students and parents of any changes.

Students must remain orderly at the bus stop, must remain at least twelve feet back of the main traveled portion of the roadway and should be visible to the driver.

## **BUS PASSES AND REGISTERING FOR TRANSPORTATION**

For districts that charge fees for school transportation, a cover letter and bus pass application may be attached and a supply of the applications is available at your school office. Drivers can also get the application to your child. Passes will need to be carried with students and will be required to board the bus. The passes have an imbedded RFID chip in them that identifies your child. The passes will have to be carried with students and will be required to board the bus.

There will be an electronic device that will record when students board the bus in the morning and depart at the home bus stop in the afternoon.

## **WALKING TO AND FROM SCHOOL BUS STOPS**

Students should be particularly careful when walking to and from school bus stops. Parents should accompany young children to the bus stop and assist in keeping order while waiting for the bus. Children should be instructed to keep on sidewalks or on the shoulder, and far away from the main traveled portion of the roadway. Children should pay close attention to traffic, weather conditions, and visibility conditions. Visible clothing, or clothing and backpacks with reflective material should be worn at all times. Children should remain orderly at all times and refrain from boisterous conduct or horseplay while walking to and from the school bus stop. Children should not engage in conversation with strangers or accept rides from passing motorists. When walking to or from a bus stop, children should face traffic.

## **GENERAL RULES OF CONDUCT AT SCHOOL BUS LOADING ZONES**

Students should wait in an orderly fashion while at the bus stop in the morning. They should be at the bus stop at least five minutes prior to the posted stop time. Students should be at least twelve feet back from the main traveled portion of the roadway and visible to the driver. Pushing, shoving or horseplay is not allowed at the bus stop. Students should be mindful of the bus stop location. Many are in driveways and on private property. Students are not allowed to throw rocks or other objects, play around, cause excessive noise, touch or tamper with the other private property or vehicles nearby. Once the bus arrives students shall wait for the driver to come to a complete stop and the door of the bus to open before they begin to move forward to the bus. Students should board the bus one-at-a-time, using the available handrails, and move quickly to an open seat. If a student drops papers or other objects while boarding the bus, he/she should get the attention of the driver. NEVER GO UNDER OR NEAR THE BUS TO RETRIEVE PAPERS OR OTHER OBJECTS. The driver may not be able to see you!

In the afternoon, students should wait for the bus to come to a complete stop, the brakes are set and the door is open before they stand up to exit the bus. Students should have all of their clothes and supplies together in preparation for their bus stop. Students should use handrails when leaving the bus and shall walk away from the bus to the shoulder or sidewalk and walk directly home. If a student drops papers or other objects while he/she is leaving the bus, please get the attention of the driver. NEVER GO UNDER OR NEAR THE BUS TO RETRIEVE PAPERS OR OTHER OBJECTS. The driver may not be able to see you!

## **SCHOOL BUS DANGER ZONES**

The areas closest to the perimeter of the bus are called the danger zones. Students are directed to be no closer than twelve feet to the bus, except when loading and unloading. The vast majority of school bus accidents and injuries to students occur outside of the bus in this danger zone. If students drop papers, lunch boxes or other objects while loading or unloading from the bus the student must get the attention of the driver. NEVER GO UNDER OR NEAR THE BUS TO RETRIEVE PAPERS OR OTHER OBJECTS. The driver may not be able to see you!

## **SAFE RIDING PRACTICES**

Safe riding rules are attached. Students are oriented by their regular driver in the first couple of days regarding basic expectations. Within the first two months of school students receive training in safe riding practices and evacuation of a school bus which may be supplemented by classroom activities. Classroom behavior is expected on all school buses. By law, students must remain seated at all times, must keep all body parts and objects inside the windows of the bus, and must follow all directions of the driver. As you can see, the driver must be responsible for the safe transportation of as many as 84 passengers so the fewer the distractions, the safer the ride will be. Students are not allowed to transport animals or insects of any sort, or glass containers on the bus. If your child has a school project that requires the transportation of these objects, please arrange to transport your child yourself.

## **RED LIGHT CROSSINGS**

Whenever the red, alternate flashing lights (near the top of the bus) are illuminated all traffic must stop in both directions, as students are loading and unloading and may be crossing the road. With kindergarten through eighth grade the driver must get out and physically escort the students. Even though not required, we perform the same procedure for all high school students. Please be exceedingly aware of school buses that are stopped. Students that are exiting the bus at their stop must be extra cautious to walk away from the bus as quickly as possible. Please instruct your child that if he or she drops papers or books, to walk away far from the bus and get the driver's attention. Never go under the bus to retrieve papers and stand back away from the bus a fare distance.

California's procedure for crossing students at bus stops is vastly different and safer than the procedure of any other state in the nation. When a student needs to cross the road and the stop is designated as a "red light crossing", the driver sets the parking brake, secures the bus, turns on the red lights, takes the key, opens the door and exits the bus with a hand-held stop sign to "escort" the students across the road. The student should follow all of the directions of the driver, and not cross the road until the driver verbally tells the student to proceed. This crossing maneuver is considered most dangerous and students must be aware, alert and follow all directions of the driver.

After September 1, 1992, Federal and State law requires all new school buses in California to be equipped with a stop sign on the side of the bus near the rear that will be extended at red light crossings. In addition, drivers that escort students will be required to use a hand-held stop sign. Some of the older buses may not be equipped as such, so please be aware of buses with and without stop signs on them. Look for the red lights.

Some of our newest buses will also have amber flashing lights next to the red ones that will be illuminated approximately 200 feet prior to the bus stop to warn motorists of the impending red light stop.

After January 1, 1998, school buses are required to use the red flashing lights every time they load and unload students, not just when students cross the road. There is a dramatic increase in the number of times you will encounter school buses with their red lights flashing. As a passing or following motorist, you are required to stop until the lights are extinguished to protect the students. As you know students may act in an unpredictable fashion. Stopping for the red lights prevents a potential tragedy. Citations for passing a stopped school bus with red lights flashing in

Sonoma County are about \$300 for the first violation and close to \$1,000 for subsequent violations.

## **CLOTHING HAZARDS**

In the last few years, there have been several serious student injuries or fatalities in other states due to clothing or backpacks that have drawstrings. In addition, student backpacks with multiple keychains could also get caught in the bus handrail or doors. The drawstrings or keychains could get caught in handrails or the door of the bus, without the driver's knowledge. Please inspect your child's clothing and backpack to ensure there are no drawstrings or other hanging objects that could get caught as they exit the bus.

## **FEES FOR HOME-TO-SCHOOL TRANSPORTATION**

If your school district has adopted a fee for school transportation, they will have an application for the bus pass included in this packet (or perhaps sent by separate cover). Please make haste in sending your check so that we may process your child's pass as quickly as possible.

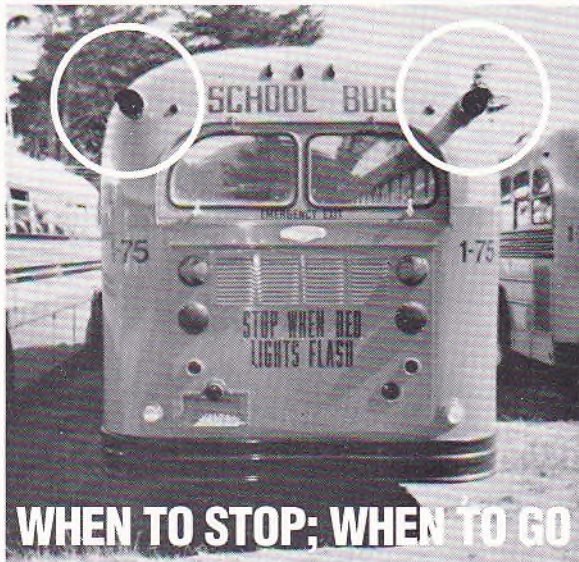
Fees for home-to-school transportation have been legal for 23 years. In the Spring of 1992, the Supreme Court of the State of California heard a challenge to that law and upheld the legality of charging fees for school transportation.

State funding for school transportation covers, on a statewide average, only about 35% of the total cost of providing school transportation for your child. The remainder must be paid out of the general operating funds of the school district---money that is coming out of classroom programs and the like. In an effort to reduce the impact, and in these tentative financial times, your district may have adopted fees. The fees offset less than 10% of the total cost of transporting your child. These fees are intended to keep the school transportation service your child receives intact, not to enhance the service level. In addition, students are expected to behave properly at all times on the bus. Refunds of the fee will not be considered if the student has experienced a suspension from the bus for behavioral reasons.

## **Attachments**

7/93; rev. 12/94; rev. 7/95; rev. 7/98; rev. 7/00, rev. 7/01, rev.7/04, rev. 7/07, rev.7/09  
rev: 7/11, rev: 7/12, rev. 7/13, rev. 7/14, rev. 7/15, rev 7/16, 7/17

# SCHOOL BUS SAFETY



## WHEN TO STOP; WHEN TO GO

Red lights flashing on a stopped school bus mean that children will be crossing the street and drivers approaching the bus from either direction must come to a complete stop (see diagram on the back). These flashing lights are on the **FRONT** and **REAR TOP** of the bus. Drivers may pass the bus only when the flashing red lights go off. But even when these top lights are not flashing, drivers should slow down and use extra caution whenever driving in the vicinity of a school bus or school bus loading zone, or passing near school grounds.



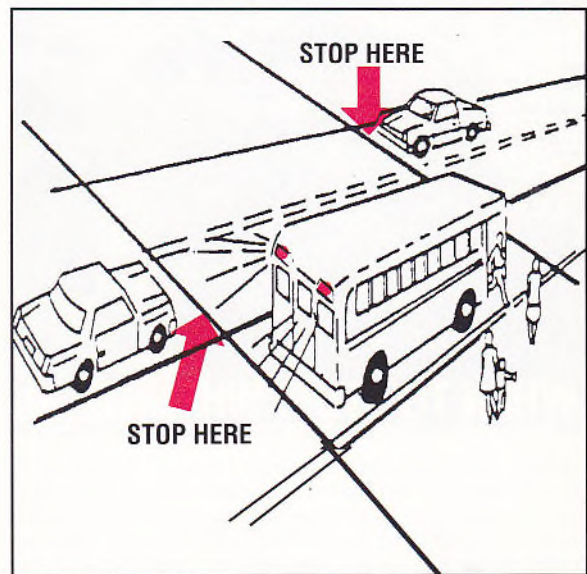
California State  
Automobile Association



California Association of  
School Transportation Officials

# STOP • WHEN

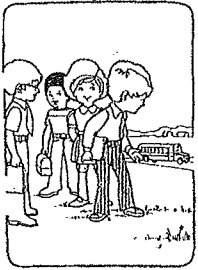
# RED LIGHTS FLASH



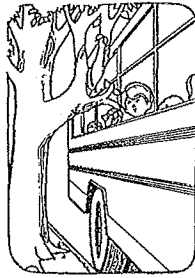
When you see these flashing lights, always come to a complete stop **BEFORE** you reach them. They are always located at the **TOP FRONT** and **REAR** of the school bus. They mean that children are loading, or unloading, and crossing the street.



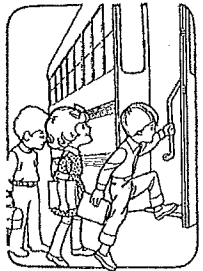
# INSIDE & OUT



Wait for your school bus in a safe place.



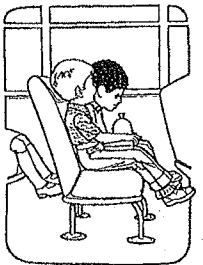
Keep your head, arms and feet inside the bus at all times.



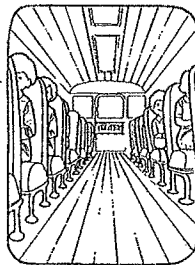
Get on the bus in an orderly manner, use the handrail.



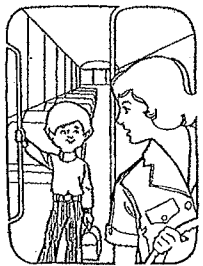
Never throw things in the bus. Help keep your bus clean and in good condition.



Take your seat, face forward, and remain seated at all times on the bus.



Learn emergency exits and drill procedures.



Follow the instructions of the bus driver, who is in charge at all times.



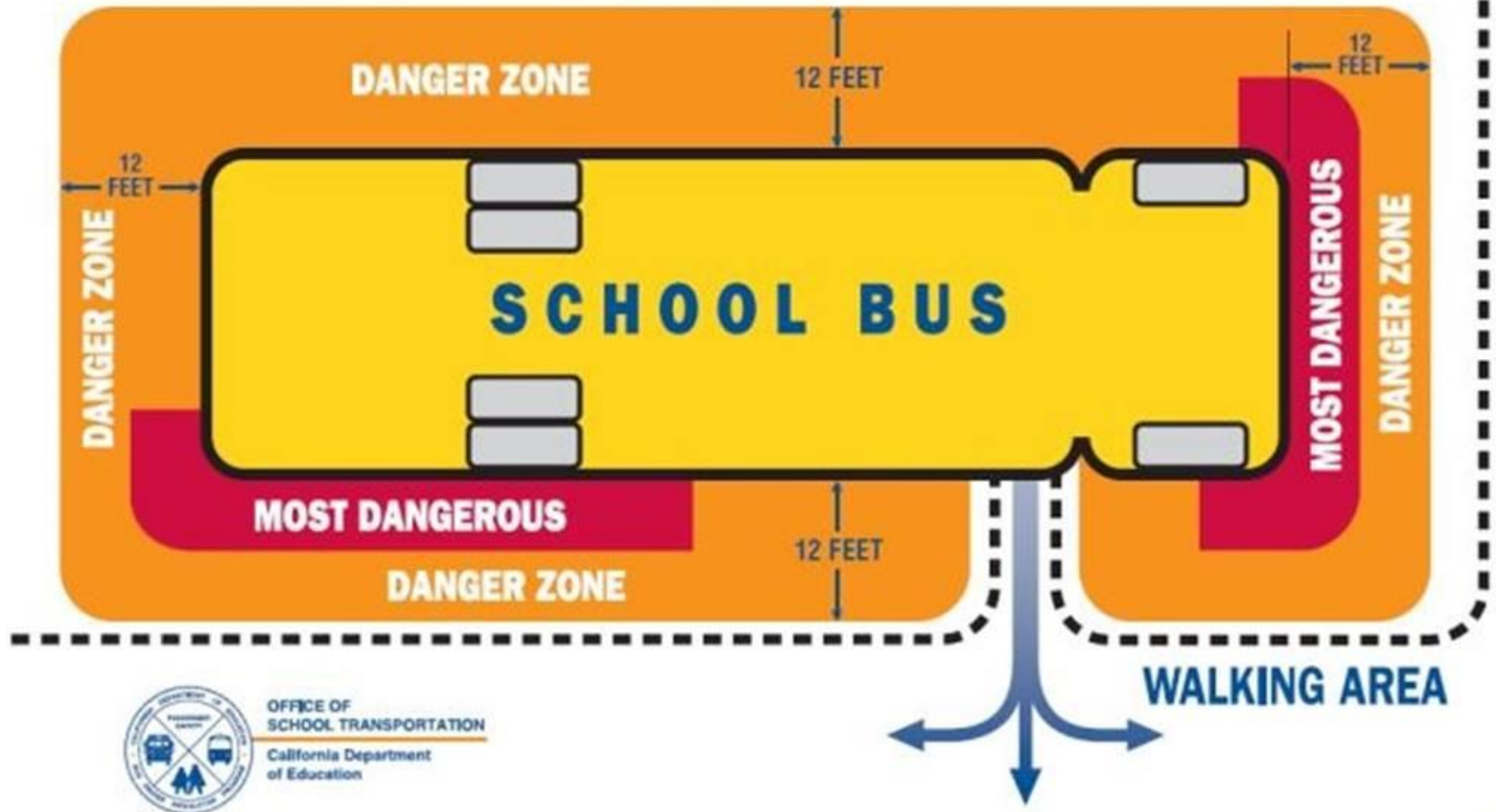
When leaving the bus, stay out of the DANGER ZONE.

# & REMEMBER

- 1** Leave home early enough to arrive at your school bus stop on time.
- 2** Form lines facing the direction from which the bus will approach the bus stop.
- 3** Wait back at least 6 feet from the edge of the roadway until the bus has come to a complete stop and the front door has opened.
- 4** Remain silent at all railroad grade crossings.
- 5** Be courteous to your school bus driver and to fellow passengers.
- 6** Get off the bus only at the designated stop.
- 7** Observe safety procedures and be alert for traffic after leaving the school bus.
- 8** Go directly home after getting off the bus. Do not talk to strangers and do not accept rides from strangers.

# DANGER ZONES

DANGER FROM PASSING CARS



OFFICE OF  
SCHOOL TRANSPORTATION  
California Department  
of Education