



**2023-2024**  
**Parent & Student Handbook**

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# A MESSAGE TO VUSD FAMILIES

Dear VUSD Families:

Welcome to another wonderful year at Visalia Unified School District. Thank you for choosing Visalia Unified as your home for learning.

This parent and student handbook gives you one resource to find answers to your most pertinent questions. You will find educational code paired with VUSD policies and procedures to help you understand what action will be taken by VUSD and what action you can take as a parent/guardian. You will also find your rights and your responsibilities as a parent/guardian of a child in our district, information about our district and some useful resources. Within the handbook is also the student code of conduct that we encourage you to review with your child. The code of conduct outlines student rights and responsibilities and outlines the disciplinary process. Our families will also find valuable information regarding graduation requirements.

We are here to be an educational partner to our families and provide you with the most important information you will need throughout the year. Staff at our district are here everyday to help our students achieve at their highest level, and we need your support. This year, our staff and students are focusing on four priorities: (1) I am prepared to learn, to be present, and to be safe; (2) I am connected in class, in school, and in my community; (3) I am kind to myself and to others (4) I will achieve academically and socially. You can find more information about this campaign on our website at [www.vusd.org/iamvusd](http://www.vusd.org/iamvusd). We aim to work together with you to help our students be successful all year long.

Together with our board, we look forward to getting to know our new students and families and invite you to stay in touch with us by downloading our VUSD app and connecting with us on social media @visaliausd.

Sincerely,

Kirk Shrum  
Superintendent of Schools  
Visalia Unified

# BOARD OF EDUCATION

**Walta S. Gamoian**  
**Jacqueline A. Gaebe**  
**Paul Belt**  
**Megan Casebeer Soleno, Esq.**  
**Joy M. Naylor**  
**Todd Oto, Ed.D.**  
**Randy Villegas, Ph.D.**

**Board President**  
**Board Clerk**  
**Board Member**  
**Board Member**  
**Board Member**  
**Board Member**  
**Board Member**

## Board Meetings for 2023-2024:

### 2023

July 18 and 25, 2023  
August 8 and 22, 2023  
September 12, 2023  
October 17, 2023  
November 14, 2023  
December 12, 2023

### 2024

January 16, 2024  
February 13, 2024  
March 12, 2024  
April 9, 2024  
May 14, 2024  
June 11 and 18, 2024

All meetings are held in the Boardroom at the District Office, 5000 West Cypress Avenue, Visalia, CA, unless otherwise posted. Meetings start with Closed Session at 4:30 p.m. and Open Session is held at 5:30 p.m., unless otherwise posted.

### Role of the Board

The role of the trustees who sit on a locally elected school board is to ensure that school districts are responsive to the values, beliefs and priorities of their communities. The board fulfills this role by performing three major responsibilities. These are setting direction; balancing and approving a district budget; and hiring and being the direct report of their sole employee - the superintendent. Authority is granted to the board as a whole, not each member individually. Therefore, board members fulfill these responsibilities by working together as a governance team with the superintendent to make decisions that will best serve all the students in the community. (Source: California School Boards Association)

### Public Comment

It is recommended that members of the public who wish to provide public comments in-person during a board meeting complete and submit a "request to speak" form before the start of the meeting or before the item comes up on the agenda. The form is available inside the board meeting room on the day of the meeting. During the meeting, speakers who have requested to address the Board in person will be called to do so. Comments relating to a public hearing are to be made during the public hearing. Comments on items that are on the agenda are to be made when the item is called by the Board President. Comments on matters that are not on the agenda are to be made during the "General Public Comment" time when called by the Board President. Pursuant to Board Bylaw 9323, the Board may limit individual comments to no more than 3 minutes and individual topics to 20 minutes.



## *Our* Priorities

*Be* Ready  
*Be* Present  
*Be* Successful  
*Be* Connected

## *Our* Core Beliefs & Commitments

*We believe and are committed to*

**All students can achieve at high levels and demonstrate continuous growth**

- Providing high-quality learning experiences that allow all students to reach their fullest potential
- Equipping students and staff with the educational tools necessary for achievement and growth

**Family and community engagement is key to student success**

- Providing families and community members pathways of connectivity to the education system
- Facilitating timely and consistent communication to position families to participate in their students' learning experiences

**Learning environments should be safe, supportive, and innovative**

- Creating physical and social-emotional safety in all learning environments
- Providing all students the academic and social supports needed to be successful
- Designing learning environments that drive innovative practices to improve student outcomes
- Ensuring all students are known by their name, welcomed each day, and connected to meaningful activities

**I BELIEVE IN, I BELONG IN... I AM VUSD.**



# QUICK TIPS FOR FAMILIES

The purpose of these next two pages is to provide a summary of key items in this handbook. Each summary will reference the pages where you can find all of the details for that summary.

## **Parent Rights (Page 12)**

As the parent of a child in California Public Schools, California state law governs the operations of public schools. Parents and guardians have specific rights in regards to: student records; use of animals; directory information; and military and college recruiters.

## **Parent Responsibilities (Pages 14 - 15)**

Parents have a responsibility to: visit school periodically to participate in conferences with teachers, counselors, or administrators regarding the academic and behavioral status of their children; provide support at home by making sure that children have enough sleep, adequate nutrition, and appropriate clothing before coming to school; assist their children understand the academic and conduct standards of school; provide the school with current contact information which may help the school to serve their children; become familiar with District policies and regulations and school rules; and ensure their children have good attendance and arrive on time.

## **Teacher Rights (Pages 15)**

Teachers have the right to: expect and receive the attention, effort, and participation of the students attending their classes; have parental and administrative support to ensure a safe classroom for the teacher and their students; teach with minimal interruptions; enjoy respectful and courteous treatment by students and other staff; and receive coaching to help improve their skillset.

## **Student Rights (Page 14)**

Students have the right to: receive a public education; attend school in a secure academic and social climate, free of fear and violence; enjoy the full benefit of their teachers' efforts; have ready access to a designated counselor and administrator; examine personal records upon reaching the age of sixteen or completing the 10th grade; and be fully informed of school rules and regulations.

## **Student Responsibilities (pages 14)**

Students have a responsibility to: attend school and classes regularly and on time; be prepared for class with the appropriate materials and work; know and obey school rules and regulations; respect the rights of school personnel, fellow students, and the public in general; and demonstrate pride in the appearance of school buildings and grounds.

## **Teacher Responsibilities (Pages 15)**

Teachers have a responsibility to: consider the personal worth of each individual student as a single, unique, important human being; attempt to equip each learner with the knowledge, skills, attitudes, and values required for successful living; teach students about accountability for their actions using age-appropriate disciplinary measures and alternative means of correction that are tailored to correct a student's specific misbehavior; assess divergent ideas, opinions, and expressions objectively and deal with them in a balanced, unbiased, and fair manner; keep parents and students informed with timely or periodic reports about the student's school experience; be receptive to critique and welcoming of praise, with the objective of an ever growing professional stature; and manage the classroom environment consistent with District policies and school rules.



# QUICK TIPS FOR FAMILIES

## **Grounds for Discipline (Page 18)**

*See Innapropriate Student Behaviors Chart on pages 21-28*

Student conduct – whether occurring on school grounds, during lunch on or off campus, while going to or from school, at a school function, or off campus if it is reasonably likely to cause, or causes a substantial disruption of school activity – may result in a teachable moment, alternative means of correction, or formal disciplinary depending on the circumstances per a school site’s administrative investigation. Disciplinary measures may include: alternative means of correction, detention, suspension, and/or expulsion. Suspension and/or expulsion shall be imposed only when (1) other means of correction have failed to bring about proper conduct; (2) the student’s presence causes a danger to themselves or others; and/or (3) as required or permitted by law. Specific details of the procedures and due process rights following suspension and/or recommended expulsion from school are provided in Board Policy and Administrative Regulations 5144, 5144.1, and 5144.2.

## **Harassment (Pages 60-62)**

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, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

## **Bullying (Page 62)**

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. (BP 5131.2).

## **Attendance (Pages 66-69)**

The District believes that regular attendance plays an important role in student achievement. If students do not attend school, they have limited their opportunity to become mature, knowledgeable, and productive members of society. Absenteeism has a direct, negative effect on student achievement, promotion, graduation, behavior, and employment potential. It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school. Review the California laws, including education and penal codes that may come into play when students are chronically absent.

## **School Transfers (Pages 70-73)**

Each student shall be enrolled in the particular school designated by attendance area boundaries for the school; however, the Board of Education desires to provide options that meet diverse needs and interests of district students. Students who reside within district boundaries may apply for enrollment in any district school and if space permits, may be enrolled. Education Code 46660 and Board Policy 5117(a).



# DISTRICT INFORMATION

Superintendent, Kirk Shrum  
Assistant Superintendent of Human Resources Development  
Assistant Superintendent of Educational Services  
Assistant Superintendent of Learning and Leadership  
Chief Business Officer  
Chief Operations Officer  
Administrator, Communications, Strategy, and Outreach  
Administrator of School Leadership  
Administrator of School Leadership  
Administrator of School Leadership  
Administrator of School Leadership  
Administrator, Teaching and Learning  
Administrator, Human Resources  
Administrator, Special Education  
Administrator, Family & Community Services  
Administrator, Equity and Student Services  
Administrator, Instructional Technology  
Director, Expanded Learning  
Director, Expanded Learning  
Director, Business Services  
Director, Business Services  
Director, Business Services  
Director, Facilities  
Director, Athletic Programs  
Director, College and Career Readiness  
Director, Teaching and Learning  
Director, Teaching and Learning  
Director, Equity and Student Services  
Director, Equity and Student Services  
Director, Visual and Performing Arts  
Director, Early Childhood  
Director, Advanced Learning and Library Media Services  
Director, Human Resources  
Director, Human Resources  
Director, Human Resources  
Director, Maintenance  
Director, Custodial & Grounds  
Director, Nutritional Services  
Director, Sequoia Adult Ed Consortium  
Director, Special Education  
Director, Special Education  
Director, Technological Services  
Director, Transportation  
Manager, Family & Community Services

Kirk Shrum  
Ben Dhillon  
Andy Di Meo  
Mark Thompson  
Nathan Hernandez  
Erik Kehrer  
Andre Pecina  
Alma Navarro  
Natali Garza  
Liz Serrato  
Matt Shin  
Breanne Phillips  
Judy Burges  
Carrie Stephens  
Jim Sullivan  
Brandon Gridiron  
Rick Hamilton  
Michele Reid  
Jeff Hohne  
Kyla Johnson  
Gerry Lemus  
Jessica Villarreal  
Steve Pena  
John Perez  
Vicki Leoni  
Claudia Ardon-Diaz  
Jim Billingsley  
Terri Martindale  
Krista Taylor  
Daniel Bishop  
Leticia Trevino  
Valarie Seita  
Kevin Mayes  
Robyn Narahara-Correia  
Serena Arias  
Michael Doria  
Jose Llamas  
Regina G. Ocampo  
John Werner  
Tina Shirley  
Cyndi Yoshida  
Chuck Boone  
Luis Espinoza  
Vanessa Alvarado

# DISTRICT INFORMATION

Coordinator, Family & Community Services	Sandra Polk
Coordinator, Family & Community Services	Brian Stagg
Coordinator, Health Services	Tiffani, Walkowiak
Coordinator, Adult LVN Program	Joyce Glaspie
Coordinator, Human Resources	Brittney Valencia
Coordinator, Human Resources	Elissa Cotta
Coordinator, Human Resources	Jessica Cruz
Coordinator, Human Resources	Vanessa Shearer
Coordinator, Business Services	Heidi Gonzalez
Coordinator, Special Education	Christina Ruddy
Coordinator, Special Education	Taylor George
Coordinator, Expanded Learning	Christi Mayberry
Coordinator, Expanded Learning	Stephanie Estrada
Coordinator, Athletic Programs	Jacob Hutchison
Coordinator, College and Career Readiness	Drew Hernandez
Coordinator, STEM	Laurie Duerksen
Coordinator, Literacy	Michael Derosa
Coordinator, Equity and Student Services	Frank Escobar
Coordinator, Equity and Student Services	Stephen Amundson
Coordinator, Visual and Performing Arts	Destiney Nutt
Coordinator, School Safety and Security	Luis Jaramillo
Coordinator, Student Conduct and Prevention	Erika Gonzalez-Delacruz
Coordinator, Technological Services	Adam Brown
Coordinator, Maintenance	Shawn McDonald
Coordinator, Maintenance	Josh Creech
Coordinator, Maintenance	Tony Brasil
Coordinator, Business Services	Angel Garcia
Coordinator, Business Services	La Lambert
Coordinator, Communications / Public Information Officer	Cristina Gutierrez

For additional information, please call your child's school or:

Administrator, School Leadership.....730-7515	Drug/Alcohol Program.....730-7573
Peer Assistance Review.....735-8181	Child Welfare.....730-7566
Social Emotional Wellness.....730-7588	Expulsion Information.....730-7584
State & Federal Projects.....730-7566	Visalia Learning Center.....730-7688
Special Education.....730-7581	Health Services.....730-7580
SST/504.....730-7588	Proyouth Programs.....754-4184
Teaching and Learning.....730-7555	Family & Community Resource Center.....730-7566
Student Services/ Records.....730-7584	Expanded Learning Opportunities.....931-8062
Student Services/Transfers.....730-7573	

# VUSD SCHOOLS

## Elementary Schools

Annie R. Mitchell	2121 E. Laura St., Visalia, CA 93292	622-3195	Natalie Taylor, Principal
Conyer	814 S. Sowell, Visalia, CA 93277	730-7751	Blanca Martinez-Ramirez, Principal
Cottonwood Creek	4222 S. Dans St. Visalia, CA 93277	735-3539	Sonya Joyner, Principal
Crestwood	3001 W. Whitendale, Visalia, CA 93277	730-7754	Denise Crabtree, Principal
Crowley	214 E. Ferguson, Visalia, CA 93291	730-7758	Bo Yang, Principal
Denton	2231 N. Denton, Visalia, Ca 93291		Stephanie Gendron, Principal
Elbow creek	32747 Road 138, Visalia, CA 93292	730-7766	Kimberly Hale, Principal
Four creeks	1844 N. Burke, Visalia, CA 93292	622-3115	Carrie Kears, Principal
Golden oak	1700 N. Lovers Ln., Visalia, CA 93292	730-7851	Brooke Schilling, Principal
Goshen	6505 Ave. 308 Goshen, CA 93277	730-7847	Angelina Gonzales Thomas, Principal
Global Learning Charter	1051 Robin Drive, Visalia, CA 93291	730-7768	Jessica Wynn, Principal
Highland	701 N. Stevenson, Visalia, CA 93291	730-7769	Jessica Peredo, Principal
Houston	1200 N. Giddings, Visalia, CA 93291	730-7772	Monica Saenz, Principal
Hurley	6600 W. Hurley, Visalia, CA 93291	730-7905	Keri Montoya, Principal
Ivanhoe	16030 Ave. 332, Ivanhoe, CA 93235	730-7849	Sandra Aguilera, Principal
Linwood	3129 S. Linwood Visalia, CA 93277	730-7776	Michal Yates, Principal
Manuel F. Hernandez	2133 N. Leila St. Visalia, CA 93291	622-3199	Adrian Leal, Principal
Mineral King	3333 E. Kaweah Ave. Visalia, CA 93291	730-7779	Silvia Duvall, Principal
Mountain View	2021 S. Encina, Visalia, CA 93277	730-7783	Kathleen Cifuentes, Principal
Oak Grove	4445 W. Ferguson Visalia, CA 93291	622-3105	Travis Hambleton, Principal
Pinkham	2200 E. Tulare Ave. Visalia, CA 93292	730-7853	Michelle Standlee, Principal
Riverway	1341 Glendale Ave. Visalia , CA 93291	622-3350	Heather Jorgensen, Principal
Royal Oaks	1323 Clover Drive Visalia, CA 93277	730-7787	Lisa Majarian, Principal
Shannon Ranch	3637 N. Ranch, Visalia, CA 93291	622-3258	Dori Bingaman, Principal
Veva Blunt	1119 S. Chinowth Rd., Visalia, CA 93277	730-7793	Megan Pezzi, Principal
Washington	500 S. Garden, Visalia, CA 93277	730-7795	Brittney Guerrero, Principal
Willow Glen	310 N. Akers Rd. Visalia, CA 93291	730-7798	Sandra Ochoa, Principal

## Middle Schools (7-8)

Divisadero	1200 S. Divisadero, Visalia, CA 93277	730-7661	Alex Marroquin, Principal
Green Acres	1147 N. Mooney Blvd. Visalia, CA 93291	730-7671	Cristin Corliss, Principal
La Joya	4711 W. La Vida, Visalia, CA 93277	730-7921	Andrew Bishop, Principal
Valley Oak	2000 N. Lovers Ln., Visalia, CA 93292	730-7681	Jose Franco Gonzalez, Principal
Ridgeview	3315 N. Akers, Visalia, CA 93291	622-3308	Jesus Gonzalez, Principal

## High Schools (9-12)

El Diamante			
Golden West	1040 N Woodland St, Visalia, CA 93291	730-7649	Kim Nelson, Principal
Mt. Whitney	1717 N. McAuliff, Visalia, CA 93292	730-7801	Michel Lambert, Principal
Redwood	900 S. Conyer, Visalia, CA 93277	730-7602	Robert Aguilar, Principal
	1001 W. Main St, Visalia, CA 93291	730-7701	Amanda Richard, Principal

## Alternative Programs

Visalia Technical Early College	2049 S. Linwood, Visalia, CA 93277	622-3212	Scott Braun, Principal
Sequoia High School	1040 N Woodland St, Visalia, CA	730-7649	Adolfo Reyes, Principal
Visalia Adult School	3110 E. Houston	730-7655	Tami Olson, Principal
Charter Home School Academy	211 W. Tulare Ave., Visalia, CA 93277	622-3273	Rebekah Moor, Principal
Visalia Charter Independent Study	1821 W. Meadow Lane, 93277	735-8055	Carli Hawkins, Principal
Creskide Community day School	901 N. Mooney	730-7491	Niels Burgess, Principal

**For the most accurate information, please visit your school's website: <http://www.vusd.org>**

# PARENT & STUDENT RIGHTS

## YOUR RIGHTS AND RESPONSIBILITIES

As the parent of a child in California Public Schools, California state law governs the operations of public schools. The State Legislature passes new laws affecting public education, as well as laws directing local school districts to undertake new responsibilities. These laws often require that school districts inform parents of the opportunities and protections to which they are entitled. The following is a summary of state law provisions with which parents should be familiar. In most cases, the laws have been summarized with the California Education Code number provided if additional information is needed. (The symbol "E.C." stands for Education Code, which is the area of the state law that affects public schools.)

## NOTIFICATION OF RIGHTS

School boards must notify parents of their rights to service and programs offered by public schools. Signature of the notice is an acknowledgment 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. (E.C. 48982)

## PARENT'S/GUARDIAN'S RIGHTS NOTIFICATION ACCESSING STUDENT RECORDS

### **(Ed. Code Section 49063)**

You are hereby notified of your rights and responsibilities as a parent/guardian of a child enrolled in Visalia Unified School District (Ed. Code Section 48980).

Pupil records maintained by the Visalia Unified School District consist of personal identifying information, subjects taken, grades received, standardized test results, attendance records, and health records. Pupil records are maintained at each school where the pupil is attending. The school principal or his/her designee is responsible for maintaining each type of pupil records and the information contained therein. The green folder containing special education information and the red folder containing 504 information is kept in the cum folder. The confidential file containing psychological information is also kept in the Student Services Department in a locked file.

Pupil records are accessible only to parents or legal guardians, a pupil 16 years or older or having completed the 10th grade, and school officials who have a legitimate educational interest in the pupil. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as a youth services officer, an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A legitimate educational interest is one held by officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records in order to fulfill his or her professional responsibility to the school district. Officials of other public school systems or post-secondary institutions where a student intends or is directed to enroll may request records of the enrolling student from our school district for the purposes of enrollment or transfer.

Section 4155 of the Elementary and Secondary Education Act of 1965 requires that each school has in place a procedure to facilitate the transfer of disciplinary records with respect to a suspension or expulsion. Parents/Guardians have a right to review and challenge the contents of their child's records. (Ed. Code Sections 49069-49070)

Regarding student records, parents have the right to file a complaint with the family Policy Compliance Office, US Department of Education, 400 Maryland Ave., Southwest, Washington, D.C. 20202(1-800-872-5327)

# PARENT & STUDENT RIGHTS

## RIGHTS TO REFRAIN FROM THE HARMFUL OR DESTRUCTIVE USE OF ANIMALS

Each teacher of a course that uses live or dead animals or animal parts, except for agricultural classes, shall inform students of their right to refrain from harmful or destructive use of animals. Students may then notify the teacher of their objection. If a student's objection is substantiated by a note from the parent/guardian and if the teacher believes an adequate alternative educational project is possible, the teacher may work with the student to develop and agree upon an alternative project which would provide the knowledge, information or experience required by the course of study. The alternative project shall involve time and effort comparable to that required by the original project.

A teacher's decision in determining if a student may pursue an alternative project or be excused from the project must not be arbitrary or capricious. Students who choose alternative projects shall pass all examinations in order to receive course credit. The students may seek alternative tests to any tests requiring the harmful or destructive use of animals. (Ed. Code. Sections 32255-32255.6)

## RELEASE OF DIRECTORY INFORMATION

The Superintendent or designee may authorize the release of student directory information to representatives of the news media, employers, prospective employers or nonprofit organizations as provided by law.

Colleges and military recruiters shall have access to a secondary student's name, address and telephone number upon request, unless the parent/ guardian or the secondary student has specified in writing that the information shall not be released without prior written parent consent.

Under no circumstances shall directory information be disclosed to a private profit-making entity, except for employers, prospective employers, and representatives of the news media in accordance with Board Policy. Private schools and colleges may be given the names and addresses of 12th grade students and students who are no longer enrolled provided that they use this information only for purposes directly related to the institution's academic or professional goals.

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy disclosed. Such student information includes: name, address, date and place of birth, dates of attendance, degrees and awards received, and most recent previous school attended.

The district shall not release directory information regarding any student whose parent/guardian has notified the district in writing that such information shall not be released without the parent/guardian's prior consent. Forms are available in each high school office, page 17 of this directory and on the Visalia Unified School District website, <http://www.vusd.org>, under Student Services, Directory Information.

### MILITARY AND COLLEGE RECRUITERS

The district shall not release to Military or College recruiters the name, address, and telephone number of any secondary student who has, or whose parent /guardian has, requested in writing that this information not be released without prior written parent consent. Forms are available in each high school office, page 17 of this directory and on the Visalia Unified School District website, under Student Services, Directory Information. <http://www.vusd.org>.

# STUDENT CODE OF CONDUCT

## CONFIDENTIAL HOTLINE



Say Something Anonymous Reporting System (SS-ARS) is a system that enables students to anonymously report any issue 24/7/365 through an app, hotline, or website. Nationally, in four out of five school shootings, the attacker told people of their plans ahead of time. SS-ARS teaches middle and high school students to recognize the warning signs of someone at-risk of hurting themselves or others and how to say something. SS-ARS aligns seamlessly with our existing social-emotional learning curriculum, instruction, and programming.

## How To Submit An Anonymous Tip



### Submit A Tip

Submit A Tip Through Our  
[Secure Website](https://www.sandyhookpromise.org/say-something-tips/)



### Call Hotline

Call Our 24/7 Crisis Hotline  
Counselors At [1-844-5-SayNow](tel:1-844-5-SayNow)



### Get The App

Download Our Mobile App At  
[Google Play](#) Or [Apple Store](#)



### Follow Up

Request [Follow Up](#) Information On  
The Tip You Submitted

<https://www.sandyhookpromise.org/say-something-tips/>

## RIGHTS & RESPONSIBILITIES

The District expects students to make good use of learning opportunities by demonstrating regular attendance, appropriate conduct and respect for others. The District also respects the rights of students to express themselves and engage with the curriculum in a manner that is not disruptive to the learning environment or infringes on the rights of others. The following is a non-exhaustive list of the rights and responsibilities that are evident on school campuses:

### RIGHTS OF STUDENTS

- To receive a public education.
- To attend school in a secure academic and social climate, free of fear and violence.
- To enjoy the full benefit of their teachers' efforts.
- To have ready access to a designated counselor and administrator.
- To examine personal records upon reaching the age of sixteen or completing the 10th grade.
- To be fully informed of school rules and regulations.

### RESPONSIBILITIES OF STUDENTS

- To attend school and classes regularly and on time.
- To be prepared for class with the appropriate materials and work.
- To know and obey school rules and regulations.
- To respect the rights of school personnel, fellow students, and the public in general.
- To demonstrate pride in the appearance of school buildings and grounds.

### RIGHTS OF PARENTS

- To expect that their children will spend their time at school in a safe, inclusive, and stimulating atmosphere engaged in productive activity under the care and direction of dedicated staff.
- To have assurance that school personnel will work with them in a mutually supportive and respectful partnership.
- To be informed of District policies and regulations and school rules.
- To review their child's records.



## **RESPONSIBILITIES OF PARENTS**

- To visit school periodically to participate in conferences with teachers, counselors, or administrators regarding the academic and behavioral status of their children.
- To provide support at home by making sure that children have enough sleep, adequate nutrition, and appropriate clothing before coming to school.
- To assist their children understand the academic and conduct standards of school.
- To offer productive feedback on District and school policies, regulations, and programs.
- To provide the school with current contact information which may help the school to serve their children.
- To become familiar with District policies and regulations and school rules.
- Ensure their children have good attendance and arrive on time.

## **RIGHTS OF TEACHERS**

- To expect and receive the attention, effort, and participation of the students attending their classes.
- To have parental and administrative support to ensure a safe classroom for the teacher and their students.
- To teach with minimal interruptions.
- To enjoy respectful and courteous treatment by students and other staff.
- To receive professional coaching that will help improve their skill sets.

## **RESPONSIBILITIES OF TEACHERS**

- To consider the personal worth of each individual student as a single, unique, important human being.
- To attempt to equip each learner with the knowledge, skills, attitudes, and values required for successful living. • To teach students about accountability for their actions using age-appropriate disciplinary measures and alternative means of correction that are tailored to correct a student's specific misbehavior.
- To assess divergent ideas, opinions, and expressions objectively and deal with them in a balanced, unbiased, and fair manner.
- To keep parents and students informed with timely or periodic reports about the student's school experience.
- To be receptive to critique and welcoming of praise, with the objective of an ever growing professional stature.
- To manage the classroom environment consistent with District policies and school rules.

## **RIGHTS OF SUPPORT STAFF**

- To expect and receive the attention, effort, and participation of the students they are supporting.
- To have parental and administrative support to ensure a safe classroom for the teacher, support staff and students.
- To support learning with minimal interruptions.
- To enjoy respectful and courteous treatment by students and other staff.

## **RESPONSIBILITIES OF SUPPORT STAFF**

- To consider the personal worth of each individual student as a single, unique, important human being.
- To attempt to equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To support students in accountability for their actions using age-appropriate disciplinary measures and alternative means of correction that are tailored to correct a student's specific misbehavior.
- To be receptive to critique and welcoming of praise, with the objective of an ever growing professional stature.
- To support the classroom environment consistent with District policies and school rules.

## **RIGHTS OF ADMINISTRATORS**

- To initiate actions necessary to maintain a productive, healthy, safe, and inclusive environment in which optimum learning and teaching conditions prevail.
- To make decisions on all issues confronting schools, primarily on the basis of what is best for the students.
- To manage the operations of District schools with input and cooperation from students, parents, and teachers.
- To expect that all school teachers recognize and fulfill their role as educators and other employees provide support and enhance the educational program.
- To receive professional coaching that will help improve their skill sets.

## **RESPONSIBILITIES OF ADMINISTRATORS**

- To provide leadership that will establish, encourage, and promote good teaching and effective learning.
- To establish, publicize, and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship and civil discourse among the students.
- To request assistance from the District's support services, community agencies, and other relevant resources to assist students access their education.
- To assess divergent ideas, opinions, and expressions from students, staff, and parents objectively and deal with them in a balanced, unbiased, and fair manner.



# DRESS CODE

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations.

It is the responsibility of students and parents/guardians, with the cooperation of the school, to maintain an acceptable standard of dress. General campus and classroom dress should be neat, clean and not disruptive to the learning environment. All students should be able to dress appropriately and comfortably for school without fear of unnecessary discipline or fear of displaying their body in front of others when the dress code is enforced. An individual student's clothing should not be regulated based on another student or staff member's personal perspective or discomfort but should instead be regulated to prevent a student's attire from interfering with their or any other student's health or safety, and to ensure that student attire does not contribute to a hostile or intimidating atmosphere for any student.

*(cf. 0420 - School Plans/Site Councils)*

The following guidelines shall apply to all regular school activities for grades K- 12, and includes clothing and where applicable, jewelry and other personal items (e.g., backpacks, fanny packs, gym bags, water bottles, etc.):

1. Students must wear appropriate bottoms, tops, and shoes must be worn at all times. Students may wear pants; fitted pants, including leggings, yoga pants, and "skinny jeans"; sweatpants; ripped jeans, as long as underwear is not exposed; athletic attire; shorts; skirts; and dresses. Tops must reach the waistband of bottoms, regardless of arm position (tops that reveal midriff is a violation). When students are sitting or standing, clothing must cover underwear, genitals, buttocks, and areolae/ nipples with opaque material. Shoulders must be covered with at least a non-undergarment strap of clothing (strapless/ backless tops are in violation of dress code), unless it is formal attire for a school-sponsored event. (Visible waistbands or straps on undergarments worn under other clothing are not a violation.)
2. Students cannot have clothing or personal items on campus, including brands that promote any of the following:
  - a. Violent language or images.
  - b. Images or language depicting vaping, drugs, or alcohol (or any illegal item or activity) or the use of same
  - c. Clothing, jewelry, personal items (backpacks, fanny packs, gym bags, water bottles etc.), shall be free of writing, pictures or any other insignia which is vulgar, lewd, obscene, profane or sexually suggestive, or which promotes the use of drugs, alcohol, tobacco, violence, illegal activity, which advocate racial, ethnic, religious or sexual orientation prejudice, or which constitute hate speech as defined in BP 5145.9 – Hate-Motivated Behavior.
  - d. Profanity
  - e. Pornography
  - f. Images and/or language that creates a hostile or intimidating environment based on any protective class. Religious messages may not be singled out for suppression, but shall be subject to the same rules that apply to comparable \ non-religious messages. Students with any tattoo in violation of this regulation that creates a hostile or intimidating environment based on a protective class may be required to wear clothing or other types of coverings over the tattoo to ensure an appropriate and safe learning environment for all students.
  - g. Helmets, hoods, or other headgear that obscures the face (except as a religious observance) (cf. 5145.9 – Hate-Motivated Behavior)
3. Students may wear sun-protective clothing, including hats, caps, beanies, durags, and other head coverings shall not be worn indoors/outdoors. Students shall be allowed to wear sun- protective clothing, including but not limited to hats and hats with the school logo, for outdoor use during the school day. (Education Code 35183.5) Students without religious accommodations must remove headwear when indoors in the classroom. Helmets, hoods, headphones, or other headgear that obscures the face or ears (except as a religious observance) are not allowed except as required by law, including religious observance and disability accommodation, or as necessary for the educational or athletic activity.
4. Clothes shall be sufficient to conceal undergarments at all times and worn in a manner that does not disrupt the learning environment. See-through tops, bare abdomens, and pants worn in a manner so they sag to show underwear are prohibited. Leggings are permitted as long as no part of the leggings are see-through.
5. Attire or accessories, that could be considered dangerous or which may be used as a weapon, are not allowed. This includes, but is not limited to chains, wallet chains, and items with spikes or studs.
6. Sunglasses shall not be worn in school buildings unless there is a physician's letter on file specifying the need or the need is specified in a student IEP.

Students shall be provided, as necessary, access to alternative clothing when their dress and grooming violates the above regulations.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. When wearing particular attire, such as yarmulkes, head scarves, hijabs, patkas, or other clothing or jewelry associated with their religion or containing a religious message during the school day, schools generally may not prohibit the wearing of such items, unless it is likely to cause a substantial disruption of, or interference with, the orderly operation of the school. Students desiring to attend school with a kirpan should consult with school officials to ensure that the wearing of a kirpan complies with applicable laws restricting knives on school grounds while also accommodating as best as possible the student's sincerely held religious belief. If a student's religious attire could cause a safety hazard in a particular activity, an alternative activity shall be substituted for that student.

### **GANG-RELATED APPAREL**

At individual schools that have a board approved dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed periodically. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

### **Dress Code Enforcement**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined above. Students in violation of the dress code will be provided three (3) options to be dressed more to code during the school day:
  - ↳ Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - ↳ Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  - ↳ If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be required to display their body in front of others (students, parents, or staff) in school during dress code enforcement by staff. This includes, but is not limited to, staff instructing students to:
  - ↳ Kneel or bend over to check attire fit;
  - ↳ Measure straps or skirt length;
  - ↳ Answer questions to account for their attire in the classroom or in hallways in front of others;

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Administrator of Equity & Student Services or file a report using the District's Student Reporting System.

## **STUDENT BEHAVIOR AND DISCIPLINE**

(Ed. Code §§ 35291, 48980)

The District is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and will help prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The District believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

Discipline (i.e. teaching and responding to student behavior) occurs along a continuum in schools; beginning with universal school-wide preventative strategies to ensure daily civility to best practices for alternative means of correction to formal school/district consequences. When misconduct occurs, staff shall attempt to identify the root cause(s) of the student's behavior and implement age-appropriate disciplinary strategies. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and their opportunity to learn. Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the District's nondiscrimination policies.

**NOTE:** Individual schools may have their own unique rules governing certain student behavior due to the age of students present, and other factors necessary to protect the health and safety of the school's students. These unique school rules must be designed in cooperation with teachers, students, and parents/guardians and approved by the Board. In particular, dress code policies may be modified by each school site but shall still be consistent with Board Policy and Administrative Regulation 5132 and reviewed by the Board. We expect further changes to these policies and school site rules over the course of the 2023-2024 school year as various task forces are being conducted to consider implementation of existing dress code rules and possible modifications. Parents and students will be notified as soon as the changes become effective.

## GROUNDS FOR DISCIPLINE

Student conduct – whether occurring on school grounds, during lunch on or off campus, while going to or from school, at a school function, or off campus if it is reasonably likely to cause, or causes a substantial disruption of school activity – may result in a teachable moment, alternative means of correction, or formal disciplinary depending on the circumstances per a school site's administrative investigation. Disciplinary measures may include: alternative means of correction, detention, suspension, and/or expulsion. Suspension and/or expulsion shall be imposed only when (1) other means of correction have failed to bring about proper conduct; (2) the student's presence causes a danger to themselves or others; and/or (3) as required or permitted by law. Specific details of the procedures and due process rights following suspension and/or recommended expulsion from school are provided in Board Policy and Administrative Regulations 5144, 5144.1, and 5144.2.

### INDIVIDUAL SEARCHES

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, and/or other rules of the school or the district. Board Policy 5145.12 (a) – Search and Seizure/Administrative Regulation 5145.12(b) – Search and Seizure.

## DISCIPLINARY STRATEGIES

Disciplinary strategies include informal classroom management techniques to keep students engaged in the task at hand. However, more extensive disciplinary strategies may be required such as, but not limited to, the following:

1. Discussion or conference between school staff and the student and their parent(s)/guardian(s);
2. Referral of the student to the school counselor or other school support service personnel for case management and counseling;
3. Convening of a study team, guidance team, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians;
4. When applicable, referral for a comprehensive psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan;
5. Enrollment in a program for teaching prosocial behavior or anger management;
6. Participation in a restorative justice program;
7. A positive behavior support approach with tiered interventions that occur during the school day on campus;
8. Participation in a social and emotional learning program that teaches students (and/or parents) the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations appropriately;
9. Participation in a program that is sensitive to the trauma experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner;
10. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups;
11. Recess/Unstructured time (i.e., breaks, passing period, etc.) restrictions, subject to the following conditions:
  - a. The teacher shall have tried other disciplinary measures first;
  - b. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate;
  - c. The student shall remain under a certificated employee's supervision during the period of restriction;

- d. Teachers shall inform the principal of any recess restrictions they impose;
12. Detention after school hours, up to one hour after the close of the maximum school day, or until the departure of school transportation to which the student has been assigned unless the principal has provided parents/guardians with at least one day advance notice so alternative transportation arrangements may be made;
13. Community service during non-school hours on school grounds or, with written permission of the student's parent/guardian, off school grounds;
14. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities;
15. Reassignment (temporarily) to an alternative educational environment; and,
16. Suspension and expulsion in accordance with law, Board policy, and administrative regulation.

## SUSPENSION

Except when a student's act violates Education Code 48900(a)-(e), or when their presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6) Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

"Suspension" means removal of a pupil from ongoing instruction for adjustment purposes. Suspensions may be made by a teacher, the Superintendent, principal or principal's designee.

Reinstatement meetings will be held for any suspension. Students must meet with administration (or administrative designee) prior to their return to their normal school schedule. During this meeting, the student, parents and administrator (or administrator design) will review the student's completed reflection packet. An intervention plan will be developed to support the student and emailed to all necessary stakeholders (intervention plans are informal plans for success, which may include Tier II support). Follow up meeting to be held 4-6 weeks following the original reinstatement meeting.

### **Suspension by Teacher**

A teacher may suspend a student, including grades K-3, from class for the remainder of the day and the following day for disruption, willful defiance, or any of the other acts specified in Education Code 48900 listed under the "Grounds for Suspension" section below. (Education Code 48910) However, before suspending the student from the classroom, the teacher must implement alternative means of correction unless the student has committed an offense of Education Code section 48900, subdivisions (a) through (e). If the student has been suspended before, or if after alternative means of correction have been previously attempted and the student commits another disciplinable offense, the teacher must answer the following questions:

1. Have other interventions failed to bring about proper conduct/change behavior?
2. Does the student's presence in class create a major disruption?
3. Is the student unwilling to comply with alternative interventions?

If the answer is yes to 1 or more of these questions, then the violation may warrant a suspension from class, and evidence of the "yes" answer must be noted.

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been suspended. The duration of the suspension shall not last more than 2 days, or if sooner, until an intervention is put in place to address the identified area(s) of concern.

A reinstatement meeting will be attempted for all suspensions by a teacher. As soon as possible following the suspension by the teacher, the teacher shall ask the parent/guardian of the pupil to attend a parent/teacher conference regarding the suspension. If an in-person conference cannot be arranged, a telephone conference may be substituted. A school administrator shall attend the conference if the teacher or parent/guardian so requests. During this meeting, the student, teacher and administrator will review the student's completed reflection packet, and discuss a plan for success (possible Tier II Supports). Follow up meeting to be held 4-6 weeks following the original reinstatement meeting.

The student shall not be returned to the class during the period of suspension by the teacher without the concurrence of the teacher and the principal/designee. A student suspended from a class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which he/she was suspended. The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal.

A teacher's suspension under Education Code section 48910 shall count towards the restrictions on days of suspension under Education 48903, and should be considered by IEP teams and 504 teams when determining whether a "change in placement" should be considered and whether a manifestation determination review is needed. (34 CFR 300. 536; 34 CFR 300.530)

### **SUSPENSION BY SUPERINTENDENT, PRINCIPAL, PRINCIPAL'S DESIGNEE**

Students suspended by administrators or the Board from school shall not report to school during the period of suspension, unless by prior arrangement with a school administrator. A suspended student is expected to be under the supervision of a parent during school hours when serving suspension days at home. (7:00 a.m. - 4:30 p.m.) Additionally, during this time, the student is not to attend any school event or be on any school campus during suspension.

The responsibility of obtaining and doing classwork during a suspension lies with the student. (Parents may contact the teacher to obtain classwork.) The teacher may require the student to complete any assignments and tests missed during the suspension. The student shall not be denied the opportunity to make up work. (Grades 9-12) For 1 to 2 scheduled days of removal from his/her educational schedule, the student should communicate with the teacher regarding class work. For 3 to 5 scheduled days of removal from his/her educational schedule, the school will coordinate and communicate regarding class work.

1. Does the student's attendance at school present an imminent endangerment to the physical, emotional or mental safety of specific students(s)/staff?
  - a. Did the student express credible intent to harm a specific student(s) or staff member(s)?
  - b. Did the student cause bodily injury to another individual(s)?
  - c. Did the student cause mental or emotional distress to another individual(s) that interfered with the targeted individual(s)'s ability to participate in school activities?
  - d. Does the conflict/issue remain unresolved?
  - e. Are drugs and/or weapons involved?
  - f. Does the targeted individual(s) express an ongoing fear of intimidation by the student?
  - g. Are there other means of correction that will address the behavior?
2. Has the student caused chronic or extreme interruption to other students' participation in school activities, and were prior interventions attempted?
  - a. Does the student's behavior disrupt school activities for a considerable number of students?
  - b. Did the interruption prevent the routine functioning of school activities for a significant amount of time?
  - c. Is it likely that the student will continue to severely disrupt other students?
  - d. Does the issue remain unresolved?
  - e. Have reasonable interventions been attempted with fidelity by multiple staff members (i.e., restorative practices and de escalation strategies)?
  - f. Are there other means of correction that will address the behavior?

### **INAPPROPRIATE STUDENT BEHAVIORS/CONDUCT VIOLATIONS**

All students are expected to follow the student code of conduct, when students do not, the manner in which their inappropriate behavior is addressed, corrected and processed occurs along a continuum and is progressive in nature, focusing on being restorative, reflective and instructional. Progressive discipline procedures range from behaviors that are ineffective or inappropriate and best addressed within the classroom setting by teachers and other staff; to procedures that address illegal, dangerous, and/or seriously disruptive behaviors that require the removal of a student from the learning environment and more formal administrative consequences. Behaviors are listed in six groups, according to the degree of disruption or potential danger posed in the learning environment.

The levels below are a general guide for processing student discipline, but may be adapted on a case-by-case basis depending on the circumstances:

**Progressive discipline levels may be skipped for serious acts of misconduct at the discretion of the site administrator and/or the administrative designee.**

### **Infraction and Likely Disciplinary Actions By Group**

The section below specifies the types of inappropriate student behaviors that warrant both interventions that align with restorative, reflective and/or instructional (re-teaching) practices and more serious short- or long-term consequences.



**Group 1 list behaviors that are inappropriate/class-managed**

<b>Local Code</b>	<b>Behavioral Definition</b>	<b>First, Second, and Third Offense</b>
Cutting Class	Student leaves or fails to report to a designated school campus location (i.e., classroom); and does so without permission and/or staff consent.	<p><b>Interventions &amp; Consequences should always facilitate appropriate reflective, restorative and instructional response and prevent reoccurrence, but suspension can be considered for repeated offenses:</b></p> <p>Teacher and/or other classroom staff reviews and re-teaches (instructional approach) the class and school expectations and provides the student with an opportunity to reflect and restore any harmed relationships their behavior may have caused.</p> <p>Teacher communicates with the student's parent/guardian regarding the inappropriate behavior and actions taken with the student (i.e., reviewing class/school expectations and rules, re-teaching/instructional support, reflection activities, restorative conversations and any other appropriate in-school consequences given by the teacher/staff).</p> <p><b>Per district documentation protocols, enter in PowerSchool as a classroom managed incident, using appropriate local code.</b></p> <p><b>Teacher Action</b> (Assign appropriate reflective, restorative and instructional response)</p> <p><u>Discipline Progression Levels</u> Parent Conference, Lunch Intervention/ After School Intervention and or Saturday School</p>
Defiance/ Non-Compliance	Student engages in brief, low intensity, and/or low frequency failure to follow directions or school/classroom expectations.	
Disrespect	Student delivers brief, low intensity, and/or infrequent socially rude or dismissive verbal and/or nonverbal messages to adults or students.	
Disruption	Student engages in brief, low intensity or infrequent verbal or physical disruption of the learning environment or school activity. Dress Code Violation: Student wears clothing that does not adhere to the dress code guidelines defined by the District Code of Conduct.	
Electronic Device Violation	Student engages in brief, low intensity or infrequent inappropriate use of cell phone, music/video players, camera, and/or computer.	
Inappropriate Language/Gesture	Student engages in brief, low intensity or infrequent use of inappropriate language and/or nonverbal gesture.	
Inappropriate Social Interaction	Student engages in brief, low intensity or infrequent inappropriate verbal or non-verbal behavior, including but not limited to: intimidation, teasing, taunting, threats, and/or exclusion; which results in limited and/or brief physical, social, emotional, and/or academic harm to another individual(s).	
Academic Dishonesty/Lying	Student is dishonest in their words or actions; or the student has signed a person's name without that person's permission, claims someone else's work as their own, or is dishonest in the work they produce.	
Off Task/Refusal to Participate	Student continues to engage in behavior unrelated to currently assigned learning activities and/or refuses to engage in expected and required tasks and learning activities.	
Physical Contact	Student engages in brief, low intensity or infrequent inappropriate physical contact that results in little to no physical harm to another individual(s).	
Property Misuse	Student engages in brief, low intensity or infrequent misuse of property that results in limited damage or needed repair, if any.	
Property Misconduct	Student takes an item that does not belong to them (possible first offense, low value item that can be returned).	

**Group 2 lists behaviors that are disruptive, but likely not dangerous.**

CA Ed./Local Code	Behavioral Definition	First, Second, and Third Offense
<p>Willful Defiance or Disruption of School Activities {E.C. 48900(k)(1)}** (State Code 511)</p> <p>Note: With the exception of classroom suspensions imposed by a teacher under Education Code 48910, no student K-12 may be suspended for violation of Education Code 48900(k)(1).</p> <p>Additionally, no student enrolled in kindergarten through grade twelve, regardless of age, may be recommended for expulsion for violation of Education Code 48900(k)(1). [E.C. 48900(k)(2)]</p>	<p>When a student's conduct, presence or actions disrupts or threatens to disrupt normal district or school operations, threatens the health or safety of anyone on district or school property, or causes or threatens to cause damage to district property or to any property on school grounds and/or when a student defies the valid authority of a district or school official or district or school staff in a manner that has an impact on the effective or safe functioning of district or school operations.</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Classroom behavior that impedes a teacher's ability to teach and other students' ability to learn.</li> <li>When students are expected to be silent and attentive.</li> <li>The intentional activation of the fire alarm causing the temporary evacuation of the school and/or causing emergency personnel to respond.</li> <li>Continuing to remain at the scene of a fight or other violent disturbance despite specific directions to leave the area by administrators or other school staff attempting to break up the fight or mitigate the disturbance caused by the fight.</li> <li>One-time or first-time disobedience to or defiance of school personnel that has an impact on the effective or safe functioning of district or school operations.</li> <li>Repeated episodes of misbehavior, despite multiple efforts and/or directives by a classroom teacher or other district staff intended to change and correct the student's misbehavior.</li> <li>Failure to follow conduct code for school bus passengers.</li> </ul>	<p>Interventions &amp; Consequences should always facilitate appropriate reflective, restorative and instructional response and prevent reoccurrence, but suspension can be considered for repeated offenses:</p> <p>Teacher and/or other classroom staff use other means of correction (i.e., student-teacher-parent/guardian conference, referral to a school support service provider for case management and counseling, request for assistance to the site student study team or other intervention related teams, enrollment in a prosocial behavior or anger management group, or other positive behavior support approach with tiered interventions that occur during the school day on campus, etc.) to bring about proper and appropriate student behavior.</p> <p>Teacher continues to document and personally communicate with the student's parent/guardian regarding the behavioral incident and concern and/or student's progress.</p> <p>Teacher continues to communicate incidents and concerns to the school support service providers/ intervention teams and site administrative team regarding the inappropriate behavior and the teacher's actions taken with the student.</p> <p>Teacher, parent/guardian and student support service providers monitor student's progress in appropriately matched interventions for 4-8 weeks to determine the appropriate timeframe to fade/graduate the student from the intervention(s) once proper and adaptive conduct has resulted from behavior skill development activities either individually or in small groups.</p> <p><b>Per district documentation protocols, enter in PowerSchool as a classroom managed incident, using appropriate local code.</b></p> <p>Alternative Means (Assign appropriate reflective, restorative and instructional response) Discipline Progression Levels Parent conference, Lunch Intervention/After School Intervention and or Saturday School</p>

(\*NOTE\* students should be assigned to OCI with progressive terms, term 1 = 3 days, term 2 = 4 days, term 3 = 5 days, total terms assigned should not exceed 3 terms total; Any student assigned to OCI in excess of 14 days or more than 3 terms, should have an SST scheduled along with at least one follow up meeting 6-8 weeks after the initial SST meeting.)



**Group 3 lists behaviors that are seriously disruptive, and/or possibly dangerous.**

“Suspension” means removal of a pupil from on-going instruction for adjustment purposes. Reinstatement meetings must be held for all students who are returning from any formal suspensions. Students must meet with administration (and/or administrative designee) prior to their return to their normal school schedule.

During this meeting, the student and administrator will review the student’s completed reflection packet. An intervention plan will be developed to support the student and emailed to all necessary stakeholders. Follow up meeting to be held 4-6 weeks following the original reinstatement meeting.

CA Ed./Local Code	Behavioral Definition	First, Second, and Third Offense
Acts of Violence {E.C. 48900(a)} (State Code 501)	Caused, attempted to cause, or threatened to cause physical injury to another person.	<p><b>Interventions &amp; Consequences should always facilitate appropriate reflective, restorative and instructional response and prevent reoccurrence, but suspension can be considered for repeated offenses:</b></p> <p>If actions taken at levels 1 and 2 have not corrected the inappropriate behavior or if the student engages in a serious act(s) of misconduct for their grade level, the site administrator or administrative designee may suspend the student from school. *NOTE: total days suspended not to exceed 5 consecutive school days. (20 days in a school year)</p> <p>Additionally, the teacher, parent/guardian and student support service providers monitor student’s progress in appropriately matched interventions for 4-8 weeks to reconvene with teacher, parent/guardian and student support service providers/teams to reconsider the student’s behavioral root cause or function, validate intervention fidelity, determine if the student is responding to the intervention – if the student is not responding to the intervention, the team should continue to evaluate student data and the intervention must be adapted and the team continues to progress monitor the student’s response to the newly adapted intervention.</p>
Damage to Property {E.C. 48900(f)} (State Code 512)	Caused, or attempted to cause damage to school or private property.	
Theft or Stealing {E.C. 48900(g)} (State Code 601)	Stealing, or attempting to steal school or private property.	
Possessed or used tobacco, or products containing tobacco or nicotine products {E.C. 48900(h)}	Including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil’s own prescription products.	
Profanity, Obscene Acts, Vulgarity {E.C. 48900(i)} (State Code 510)	Directed at peers. Directed at school personnel.	
Drug Paraphernalia {E.C. 48900(j)} (State Code 204)	Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.	
Possession of Stolen Property {E.C. 48900(l)} (State Code 602)	Knowingly received stolen school property or private property.	
Harassment of a Student Witness {E.C. 48900(o)} (State Code 507)	Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliation.	
Prescription Drug Soma {E.C. 48900(p)} (State Code 205) **Law enforcement MUST be notified	Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	

**Group 3 lists behaviors continued.**

<b>CA Ed./Local Code</b>	<b>Behavioral Definition</b>	<b>First, Second, and Third Offense</b>
Hazing {E.C. 48900(q)} (State Code 509)	Engaged or attempted to engage in hazing.	<p>Interventions &amp; Consequences should always facilitate appropriate reflective, restorative and instructional response and prevent reoccurrence, but suspension can be considered for repeated offenses:</p> <p>If actions taken at levels 1 and 2 have not corrected the inappropriate behavior or if the student engages in a serious act(s) of misconduct for their grade level, the site administrator or administrative designee may suspend the student from school. *NOTE: total days suspended not to exceed 5 consecutive school days.(20 days in a school year)</p> <p>Additionally, the teacher, parent/guardian and student support service providers monitor student's progress in appropriately matched interventions for 4-8 weeks to reconvene with teacher, parent/guardian and student support service providers/teams to reconsider the student's behavioral root cause or function, validate intervention fidelity, determine if the student is responding to the intervention – if the student is not responding to the intervention, the team should continue to evaluate student data and the intervention must be adapted and the team continues to progress monitor the student's response to the newly adapted intervention.</p>
Bullying and Bullying by Electronic Act {E.C. 48900(r)} (State Code 513)	Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil.	
Aided or Abetted to Inflict Physical Injury {E.C. 48900(t)} (State Code 502)	Aided or abetted in the infliction or attempted infliction of physical injury to another student.	
Sexual Harassment {E.C. 48900.2} (State Code 403)	Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Applies to grades 4-12.	
Acts of Hate Violence {E.C. 48900.3} (State Code 505)	Students in grades 4-12 may be suspended or recommended for expulsion for causing, threatening, or attempting to cause, or participating in an act of hate violence defined as willfully interfering with or threatening another person's person or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence.	
Other Harassment {E.C. 48900.4} (State Code 506)	Students in grades 4-12 may be suspended or recommended for expulsion for intentionally engaging in harassment, threats, or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment.	
Terrorist Threats {E.C. 48900.7}	Making terrorist threats against school officials and/or property.	

**Group 4 lists behaviors that are very seriously disruptive and/or dangerous.**

CA Ed./Local Code	Behavioral Definition	First, Second, and Third Offense
Acts of Violence {E.C. 48900(a)}	(1) Caused, attempted to cause, or threatened to cause physical injury to another person.	<p><b>Interventions &amp; Consequences should always facilitate appropriate reflective, restorative and instructional response and prevent reoccurrence, but suspension can be considered for repeated offenses:</b></p> <p>Teacher and/or other classroom staff reviews and re-teaches (instructional approach) the class and school expectations and provides the student with an opportunity to reflect and restore any harmed relationships their behavior may have caused.</p> <p>Teacher communicates with the student's parent/guardian regarding the inappropriate behavior and actions taken with the student (i.e., reviewing class/school expectations and rules, re-teaching/instructional support, reflection activities, restorative conversations and any other appropriate in-school consequences given by the teacher/staff).</p> <p><b>Per district documentation protocols, enter in PowerSchool as a classroom managed incident, using appropriate local code.</b></p> <p><b>Teacher Action</b> (Assign appropriate reflective, restorative and instructional response)</p> <p><u>Discipline Progression Levels</u> Parent Conference, Lunch Intervention/After School Intervention and or Saturday School</p>
Weapons and Dangerous Objects {E.C. 48900(b)}	(1) Possession, sale, or furnishing of weapons (knife, gun, sharp object, club, or an object that could inflict injury) or explosive. (2) Explosives, use or possession. **Law enforcement MUST be notified	
Drugs and Alcohol {E.C. 48900(c)}	(1) Possession, use, sale, or furnishing, or otherwise being under the influence of alcohol, controlled substances, or an intoxicant. **Law enforcement MUST be notified	
Sale of "Look-Alike" Controlled Substance or Alcohol {E.C. 48900(d)}	Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol, or an intoxicant. **Law enforcement MUST be notified	
Robbery or Extortion {E.C. 48900(e)}	Committed or attempted to commit robbery or extortion.	
Damage to Property {E.C. 48900(f)}	Caused, or attempted to cause damage to school or private property.	
Theft or Stealing {E.C. 48900(g)}	Stealing, or attempting to steal school or private property.	
Profanity, Obscene Acts, Vulgarity {E.C. 48900(i)}	(1) Directed at peers. (2) Directed at school personnel.	
Drug Paraphernalia & Possession of Stolen Property {E.C. 48900(j)}, {E.C. 48900(l)}	{E.C. 48900(j)}: Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.  {E.C. 48900(l)}: Knowingly received stolen school property or private property.	
Imitation Firearm {E.C. 48900(m)}	Possession of an imitation firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.	
Sexual Assault or Sexual Battery {E.C. 48900(n)}	Committed or attempted to commit a sexual assault or battery. **Law enforcement MUST be notified	
Harassment of a Student Witness {E.C. 48900(o)}	Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliation.	

**Group 4 lists behaviors that are very seriously disruptive and/or dangerous.**

CA Ed./Local Code	Behavioral Definition	First, Second, and Third Offense
Prescription Drug Soma {E.C. 48900(p)}	Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.**Law enforcement MUST be notified	<p><b>Interventions &amp; Consequences should always facilitate appropriate reflective, restorative and instructional response and prevent reoccurrence, but suspension can be considered for repeated offenses:</b></p> <p>Teacher and/or other classroom staff reviews and re-teaches (instructional approach) the class and school expectations and provides the student with an opportunity to reflect and restore any harmed relationships their behavior may have caused.</p> <p>Teacher communicates with the student's parent/guardian regarding the inappropriate behavior and actions taken with the student (i.e., reviewing class/school expectations and rules, re-teaching/instructional support, reflection activities, restorative conversations and any other appropriate in-school consequences given by the teacher/staff).</p> <p><b>Per district documentation protocols, enter in PowerSchool as a classroom managed incident, using appropriate local code.</b></p> <p><b>Teacher Action</b> (Assign appropriate reflective, restorative and instructional response)</p> <p><u>Discipline Progression Levels</u> Parent Conference, Lunch Intervention/After School Intervention and or Saturday School</p>
Hazing {E.C. 48900(q)}	Engaged or attempted to engage in hazing.	
Bullying and Bullying by Electronic Act {E.C. 48900(r)}	Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil.	
Aided or Abetted to Inflict Physical Injury {E.C. 48900(t)}	Aided or abetted in the infliction or attempted infliction of physical injury to another student.	
Sexual Harassment {E.C. 48900.2}	Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Applies to grades 4-12.	
Acts of Hate Violence {E.C. 48900.3}:	Students in grades 4-12 may be suspended or recommended for expulsion for causing, threatening, or attempting to cause, or participating in an act of hate violence defined as willfully interfering with or threatening another person's person or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence.	
Other Harassment {E.C. 48900.4}	Students in grades 4-12 may be suspended or recommended for expulsion for intentionally engaging in harassment, threats, or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment.	
Terrorist Threats {E.C. 48900.7}	Making terrorist threats against school officials and/or property.	

**Group 5 lists behaviors that are most seriously disruptive and/or dangerous.**

<b>CA Ed./Local Code</b>	<b>Behavioral Definition</b>	<b>First, Second, and Third Offense</b>
Causing serious physical injury	to another person except in self-defense	<p><b>Interventions &amp; Consequences should always facilitate appropriate reflective, restorative and instructional response and prevent reoccurrence, but suspension can be considered for repeated offenses:</b></p> <ul style="list-style-type: none"> <li>• 3-5 day suspension and/or consideration of expulsion recommendation (required)</li> </ul> <p><b>Note: 5 day suspension required for all recommended expulsions</b></p> <p><b>Per district documentation protocols, enter in PowerSchool as an office/admin managed incident, using appropriate state code.</b></p> <p>The recommendations for expulsion shall be based on one or all of the following:</p> <ol style="list-style-type: none"> <li><b>1. Other means of correction are not feasible.</b></li> <li><b>2. Other means of correction have repeatedly failed to bring about proper conduct.</b></li> <li><b>3. Due to the nature of the act, the presence of the student causes a continuous danger to the pupil and/or others.</b></li> </ol> <p><b>E.C. 48915(a)(1) states than administrator (e.g. superintendent, superintendent's designee, principal or principal's designee) shall recommend expulsion for the following violations unless the administrator determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct.</b></p>
Possession of any knife, or other dangerous object	of no reasonable use to the pupil	
Unlawful possession of any drug	except for: 1) the first offense of possession of not more than one ounce of marijuana, or 2) for the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician	
Robbery or extortion	committed or attempted to commit robbery or extortion	
Assault or battery	upon a school employee	

**Group 6 lists behaviors that are illegal and most seriously disruptive and dangerous.**

CA Ed./Local Code {E.C. 48915(c)}	Behavioral Definition	First, Second, and Third Offense
Firearm	Possession, selling, or otherwise furnishing a firearm.	<p><b>“Expulsion” means the loss of opportunity for a student to attend any regular school program in the Visalia Unified School District for a specific period of time.</b></p> <p>A conduct violation involving any of these five (5) offenses requires a mandatory expulsion hearing without exception.</p> <p>Parents will be notified when a student is being considered for expulsion. These are serious offenses and notification of appropriate law enforcement agency is required. The term of the expulsion can be considered for up to 1 year from the date of the expulsion.</p> <p><b>The recommendations for expulsion shall be based on one or all of the following:</b></p> <ol style="list-style-type: none"> <li><b>1. Other means of correction are not feasible.</b></li> <li><b>2. Other means of correction have repeatedly failed to bring about proper conduct.</b></li> <li><b>3. Due to the nature of the act, the presence of the student causes a continuous danger to the pupil and/or others.</b></li> </ol> <p><i>*However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.</i></p>
Knife	Brandishing a knife.	
Controlled Substance	Unlawfully selling a controlled substance.	
Sexual assault or battery	Committing or attempting to commit sexual assault or battery.	
Explosive (federal definition)	Possession of an explosive	

**SPECIAL NOTES:**

**Academic Progress**

Poor academic achievement is not an inappropriate behavior. The student conduct code and school rules may not be used to discipline students for poor academic progress or failure to complete in-class and homework assignments. Instead, struggling students should be considered for academic or behavioral interventions to help them improve. Also, students must not be disciplined for the parents/guardians’ refusal to consent to the administration of medication.

**Dating Violence Statement**

Any school employee who is notified by a parent, guardian or student, or who reasonably suspects that a student has been the victim of dating violence shall immediately report that information to the principal/designee. Dating violence is defined as violent, controlling, or intimidating behavior that an individual uses against a current or former dating partner. It can include emotional, physical and sexual abuse, stalking, yelling, harassing, threatening, name-calling, threats of suicide, obsessive phone calling or text messaging, extreme jealousy and possessiveness. These allegations or suspicions should be reported to the Office of Equity and Student Services immediately.

The principal shall ensure that the student victim of dating violence receives appropriate support services in accordance with the U.S. Department of Education <https://www2.ed.gov/about/offices/list/oese/oshs/teendatingviolence-factsheet.html>



# EXPULSIONS

1. Possession of any knife or other dangerous objects of no reasonable use to the student;
2. Possession of drugs (except for first offense of possession of not more than one ounce of marijuana) means removal of a student from the immediate supervision and control or the general supervision of school personnel at any regular school or program in the Visalia Unified School District for a specific period of time. This is different from an involuntary student transfer, which is governed by Board Policy 5116.2.

With the exception of mandatory recommendations for expulsions noted below, the following questions will be reviewed when considering expulsion:

1. Does the student's presence on campus pose a continuous danger to himself or others?
2. Have other interventions failed to bring about proper conduct/behavior change?
3. No other alternative means of correction are feasible, other than expulsion?

If the answer is yes to 1 or more of these questions, then the violation may warrant a recommendation for expulsion from school. Note a student may not be recommended for expulsion for a 48900 k infraction K-12. Evidence should be provided to support the reason for your decisions.

While a student is out on suspension, the District will notify parents/guardians if their student is being recommended for expulsion. Parents/ guardians will then be notified of a meeting to consider whether the student's suspension will be extended pending an expulsion hearing. If the recommendation for expulsion is upheld, and an expulsion hearing is pursued, the parent/guard and student shall be notified at least ten (10) days in advance of an expulsion hearing from the District office. An expulsion hearing is conducted to determine whether expulsion is warranted.

## MANDATORY EXPULSION RECOMMENDATIONS

The principal or Superintendent shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a student that he or she determines has committed any of the following acts whether occurring on school grounds, during lunch on or off campus, while going to or from school, at a school function, or off campus if it is likely to cause a substantial disruption of school activity:

1. Possessing, selling, or furnishing a firearm;
2. Brandishing a knife at another person. "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade (E.C. 48915(g));
3. Unlawfully selling a specified controlled substance;
4. Committing or attempting to commit sexual assault or committed sexual battery; or
5. Possessing an explosive (federal definition).

A conduct violation involving any of these five (5) offenses requires a mandatory recommendation of an expulsion hearing without exception. (E.C. 48915(c).)

## Discretionary Expulsion Recommendations

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts whether occurring on school grounds, during lunch on or off campus, while going to or from school, at a school function, or off campus if it is likely to cause a substantial disruption of school activity:

1. Causing serious physical injury (except in self-defense);
2. Marijuana or the possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician);
3. Robbery or extortion; or,
4. Assault or battery upon a school employee.

(E.C. 48915(a).)

Upon recommendation by the principal or the Superintendent, or by a hearing officer or administrative panel appointed pursuant



to subdivision (d) of Section 48918, the governing board of a school district may order a student expelled upon finding that the student, whether the act occurred on school grounds, during lunch on or off campus, while going to or from school, at a school function, or off campus if it is likely to cause a substantial disruption of school activity, violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

(E.C. 48915(e).)

## PROCEDURES FOR SUSPENSION/EXPULSION HEARING

Suspensions shall be imposed in accordance with the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension, if any, as required pursuant to Education Code 48900.5, and the evidence against him/her, and shall be given the opportunity to present his/her version and evidence in support of his/her defense. (E.C. 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (E.C. 48911)

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (E.C. 48911)
3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (E.C. 48911)

This notice shall state the specific offense committed by the student. (E.C. 48900.8)

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program, such as requiring the student to enroll in a program that teaches prosocial behavior or anger management, even while the student is suspended

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (E.C. 48914)

If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement because the parent/guardian failed to attend the conference. (E.C. 48911)

5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (E.C. 48911)

- a. Parents/guardians will be notified in advance that the District intends to hold a conference concerning the

recommendation that the District pursue an expulsion against the student, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.

- b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process, then the suspension is extended pending the Board's decision in the action. (E.C. 48911)
  - c. If the student involved is a foster youth, the Superintendent or designee shall notify the District liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (E.C. 48853.5, 48911, 48918.1)
  - d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the District liaison for homeless students. (E.C. 48918.1)
6. Expulsion Hearing: Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation, unless otherwise allowed by law to hold the hearing at a later time. Parents may choose to waive the expulsion hearing. Due process will be accorded to the student with all rights to a hearing and is entitled to a fair process (E.C. 48918(a))
- a. Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (E.C. 48918(a)) An Administrative Panel shall conduct a hearing to consider the expulsion of a pupil in a session closed to the public unless the pupil or the pupil's parent or guardian request, in writing at least five (5) days prior to the date of the hearing, that the hearing be a public meeting. (E.C. 48918, subsections c, d) Within three (3) school days following the hearing, the Administrative Panel shall determine whether to recommend expulsion of the pupil to the Governing Board. (E.C. 48918, subsection e) The Governing Board shall make its decision about a pupil's expulsion within forty (40) school days after the date of the pupil's removal from his/her school of attendance for the incident for which the recommendation for expulsion is made by the principal or the Superintendent unless the pupil requests in writing that the decision be postponed. (E.C. 48918, subdivision (a).)
  - b. Written notice of any decision of the Governing Board to expel or to suspend the enforcement of the expulsion order during a period of probation shall be sent by the Superintendent or designee to the student or the student's parents/guardians. The notice shall include notification of the right to appeal the expulsion to the county board of education, the education alternative placement to be provided during the time of expulsion, and the obligation of the parent, guardian, or student if emancipated or otherwise legally of age, upon the student's enrollment in a new school district, to inform that school district of the student's expulsion. (E.C. 48918, subsection j)

## STUDENT HARASSMENT, DISCRIMINATION, AND BULLYING

**(Prohibited by Law and by District Board Policy 5131.2, 5145.3, 5145.7 and 5145.9)**

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, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

### Examples Of Harassment

Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. When such harassment is based on an actual or perceived protected characteristic, it rises to the level of discriminatory harassment.

Forms of harassment (BP 5145.3) include, but are not limited to, the following:

1. Verbal Harassment – Derogatory comments, jokes, or slurs; graphic verbal abuse of a racial or sexual nature; comments about an individual's body/dress, sexual preferences, sexual conduct, sexual orientation, or gender preference; racial/sexual degrading words used to demean, label, or describe an individual; or spreading sexual rumors.
2. Physical Harassment – Unnecessary or offensive touching, or impeding or blocking movement.
3. Visual Harassment – Derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures; suggestive or obscene letters, notes, or invitations; the display in the educational environment of or sexually suggestive objects or racially derogatory pictures.

4. Sexual Favors – Unwelcome sexual advances, requests for sexual favors, unwelcome sexual flirtations, or propositions.
5. Retaliation – The District prohibits retaliatory behavior against any complainant.
6. Electronic Harassment – The use of text messages, email, internet postings such as on social media to make libelous, degrading, hateful, hurtful, or any type of derogatory remark about a student or staff member.

### **Hate Speech**

The governing board is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other immutable physical or cultural characteristic (BP 5145.9).

Hate speech is defined as abusive, threatening, insulting or intimidating speech, writing or symbols directed or targeted at another individual or group of individuals, which (1) infringes on their right to be secure or left alone at school; and, (2) which expresses prejudice against a particular group motivated by hostility towards the other individual's real or perceived characteristics, including, but not limited to, race, religion, ethnicity, national origin, sex, disability, sexual orientation, or gender identity.

A student's use of hate speech shall be considered prohibited discrimination and a hate-motivated act, communicating a message of hate, intolerance, and discrimination due to the tension these words create, the actual or reasonably foreseeable substantial disruption they cause to the educational environment, and the negative psychological impact they have on other students. Any student who uses hate speech should first be counseled about the use of hate speech, the history and social ramifications of the speech, and warned that messages of hate, intolerance, and discrimination are unacceptable at school and, if continued, could lead to further discipline, including possible suspension or expulsion.

### **Bullying**

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a priority and shall not tolerate bullying of any student. No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. (BP 5131.2) School personnel receiving and investigating complaints of bullying, including those based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics, must adhere to the following guidelines:

- School Personnel who witness such acts take immediate steps to intervene when safe to do so;
- Coordinate assistance with the investigation of the incident and interim measures with the school's administration team.
- Set a reasonable timeline to investigate and resolve complaints, including following timelines in accordance with BP/AR 1312.3 – Uniform Complaint Procedures upon request by the student or parent, or as deemed necessary by staff; and
- Provide an appeal process for the complainant if the complainant disagrees with the resolution.

The District recognizes that bullying may occur at a lower standard than which is disciplinable but is still abhorrent to everyday civility. The District desires to utilize classroom management techniques and alternative means of correction to create teachable moments about bullying behavior that does not rise to the level of suspension or expulsion.

Complaints and reports of harassment, discrimination, bullying, and hate-motivated behavior should be reported to the school administration team (e.g. principal, assistant principal) at each school site, who are responsible for investigating and resolving such complaints, and coordinating with the District's Uniform Complaint Procedures compliance officers. It is the responsibility of the school site administration to promptly and appropriately respond to verbal and written complaints.

Certain symbols or slur words will be interpreted to be communicating a message of hate, intolerance, and discrimination against an individual of a protected class. Discipline will be enforced unless other means of correction would address the issue and after a thorough investigation has taken place to analyze the student's intent and viewpoint on a case-by-case basis. All matters regarding hate speech, intolerance, and/or discrimination will be referred to the Office of Equity and Student Services.

### **Complaint Process**

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the principal, or other staff members. Reports can also be made directly from PowerSchool using our student reporting system.

Please use this web address/link below on how to make a report using our student reporting system.

<https://youtu.be/sRByKyigDgU>

Complaints and reports of harassment, discrimination, bullying, and hate-motivated behavior should be reported to the school administration team (e.g. principal, assistant principal) at each school site, who are responsible for investigating and resolving such complaints, and coordinating with the District's Uniform Complaint Procedures compliance officers. It is the responsibility of the school site administration to promptly and appropriately respond to verbal and written complaints.

Any staff member who is notified that harassment, discrimination, bullying, and/or hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the school's administration team (e.g. principal or assistant principal) who may then contact the district's compliance officer responsible for coordinating the district's investigation response to complaints and complying with state and federal civil rights laws. As appropriate, the administrator shall also contact law enforcement. It is the responsibility of the school site's administration team to promptly and appropriately respond to hate-motivated behavior while coordinating with the District's compliance officer.

## TITLE X COORDINATORS

### **TITLE IX COORDINATOR FOR STUDENT-TO-STUDENT SEXUAL HARASSMENT**

The District's Administrator of Equity and Student Services serves as the Title IX Coordinators to investigate and resolve sexual harassment complaints under AR 1312.3 – Uniform Complaint Procedures.

The Title IX Coordinator may be contacted at:

Address: 5000 W. Cypress Avenue, Visalia, CA 93277

Phone: (559) 730-7300

Email: [studentservices@vusd.org](mailto:studentservices@vusd.org)

### **TITLE IX COORDINATOR FOR STUDENT SEXUAL HARASSMENT COMPLAINTS INVOLVING EMPLOYEES OF THE DISTRICT**

The Assistant Superintendent of Human Resources Development is the Title IX Coordinator for any student sexual harassment complaints involving employees of the District.

The Title IX Coordinator may be contacted at:

Address: 5000 W. Cypress Avenue, Visalia, CA 93277

Phone: (559) 730-7300

## STUDENT USE OF TECHNOLOGY

(Board Policy 6163.4)

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Every reasonable effort shall be made to provide safe access to technological resources throughout the District's schools and classes and that students use technology at school in a responsible and proper manner.

Before a student is authorized to use the District's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. Student users of District technology shall have no expectation of privacy and understand that District staff may monitor or examine all system activities to ensure safe, responsible, and proper use of the system.

Students are authorized to use District equipment to access the Internet or other online services in accordance with Acceptable Use Agreement and/or Board Policy and Administrative Regulation 6163.4. Students who fail to abide by the Acceptable Use Agreement and/or Board Policy and Administrative Regulation 6163.4 may be subject to disciplinary strategies, revocation of the right to use technological resources, and/or legal action, as appropriate.

### **Technological Resources - Internet Definition And Usage Risks**

The Internet is one technological resource that students may have access to as part of the educational process. The following are some items that define what the Internet is today:

1. An information resource (news, library, art gallery, product support);
2. An educational resource (online textbooks and curriculum);
3. A public meeting place (social media);

4. A communications medium (voice/real-time audio & video, electronic mail);
5. A gateway for virtual field trips (visits to faraway places);
6. A market place; and,
7. An entertainment source.

As technology and culture changes, so does the Internet. What it looks like today is not necessarily what it will look like tomorrow. There are some risks involved when students are allowed to access the Internet. Known risks are as follows:

1. Websites that contain inappropriate content (like pornography, alcohol or drugs) for students or contain content that doesn't agree with one's views or beliefs (like politics, religion, or hate).
2. Websites that could lead to contact with undesirable persons.

The District cannot guarantee that a student will never access sites such as those mentioned above, but will minimize the likelihood of occurrence by the following:

1. Using electronic filtering to block access to age-inappropriate content or sites without educational value;
2. Reasonably supervising student activities during student use;
3. Using technology through guided lessons;
4. Monitoring use of District's systems for improper use without advance notice or consent; and,
5. Regularly reviewing practices for improvement

#### **REMINDERS AND GUIDELINES FOR SAFE AND EFFECTIVE TECHNOLOGY USE**

1. Use appropriate language in your electronic communication. Remember that you are a representative of not only yourself, but also your school and community on a publicly accessible system. You may be alone with your computer, but what you say and do could be viewed globally.
2. Digital communications are never truly deleted. Know that everything that you put out on the Internet or other electronic systems is kept indefinitely – even after you hit the 'delete' button – and can be reviewed.
3. Remember that sharing personal information with strangers can result in unsafe conditions and unwanted intrusions of your privacy.
4. Take care of technology equipment and resources so it is in good condition and ready for other students. Use proper handling and storage methods.
5. Use accurate and descriptive titles for your documents and communication. Tell people what it is about before they read it.
6. Target your communications appropriately. Use the appropriate audience for your message, not the widest.
7. Be brief and to the point with your communication. Shorter messages are more often read completely and understood better.
8. Make sure your documents and communication use correct spelling and grammar. Forgive the spelling and grammatical errors of others.
9. Remember that humor and satire are often misinterpreted.
10. Cite references for facts you present.
11. Remember that we all make mistakes. Don't attack other's writing; persuade them with facts.

#### **RESPONSIBLE SOCIAL MEDIA USE**

Stop & Think. Before you hit send, post, or share; think about what you want: respect and acceptance, positive relationships, team participation, leadership activities, graduation, a certain job, college, scholarships, and more. All of this can be lost because of a hateful, violent, sexual or illegal post, text or comment. Your teachers, administrators and support staff want better for you than school consequences or criminal charges. During a time when you see anger, hurt, and frustration played out in the world around you, stop and consider how you might be smart on social media and show kindness and empathy towards others. One moment can change your life forever.

Board policy related to harassment, discrimination, bullying, and hate-motivated behavior (BP 5131.2, 5145.2, 5145.3, 5145.9) shall also apply to off-campus speech, including expression on off-campus internet web sites, when the speech has some nexus to the school or is reasonably foreseeable to reach the school, and the speech substantially disrupts or materially interferes with the school environment or activities, causes an administrator to reasonable forecast that it will cause a substantial disruption of or material interference with the school environment or activities, or collides with the rights of students to be left alone in the school environment.

## **CLASSROOM CITIZENSHIP EXPECTATIONS & CONSEQUENCES**

It is one of the school's duties to assist parents in helping students develop responsible attitudes and behavior. This means teaching students the principles of equality, human dignity, mutual respect, fairness, and honesty. These attributes are what



defines citizenship. Citizenship is not only important for students to learn how to live as an adult, but also to prepare them for their higher education and careers.

### THE CITIZENSHIP AND EFFORT MARK

Students in grades 9-12 will receive a citizenship and effort mark from each of their classroom teachers. The mark will be based solely on the citizenship and effort displayed in each teacher's classroom. Students in grades 9-12 may receive a mark of "outstanding," "satisfactory," "needs improvement" or "unsatisfactory" based on the criteria set forth below, and in District Board policy and regulation 5121(c,d).

Criteria for determining citizenship marks for students in grades 9-12 may include but are not limited to:

1. Student obeys rules.
2. Student respects public and personal property.
3. Student maintains courteous, cooperative relations with teachers and fellow students.
4. Student works without disturbing others.

Criteria for determining grades for effort may include but are not limited to:

1. Student takes responsibility for having necessary tools and materials.
2. Student shows interest and initiative.
3. Student goes to work immediately, and completes assignments.
4. Student uses free time resourcefully.

Students in grades 7-8 will receive two (2) citizenship marks from each of their classroom teachers. The marks will be based on two areas: classroom behavior and completion of class and homework. Students in grades 7-8 may receive rubric scores of 4 (outstanding/exceeds standard, 3 (satisfactory/meets standard), 2 (needs improvement/approaching standard), and 1 (unsatisfactory/not meeting standard), based on the rubric set forth below, and in District Board policy and regulation 5121.2(d).

<b>Unsatisfactory/ Not Meeting Standard (1)</b>	<b>Needs Improvement/ Ap- proaching Standard (2)</b>	<b>Satisfactory/Meets Stan- dard (3)</b>	<b>Outstanding/Exceeds Standard (4)</b>
Rarely completes or turns in documents when due.	Occasionally turns in complete or partially completed documents when due.	Turns in completed documents when due.	Submits completed documents on time and shows a willingness to revise and redo assignments to improve score.
Frequently is disrespectful of people and/or property.	Fails to show respect for people and property.	Shows respect for people and property.	Is respectful and helpful to classmates and handles property with care.
Lacks an interest in learning.	Shows moderate interest in learning.	Shows a high interest in learning and a strong work ethic.	Maintains a high interest in learning and is willing to work hard to accomplish difficult tasks or to master difficult concepts.
Is disorganized and unprepared for class.	Fails to always be prepared and organized for class.	Is always prepared and organized for class.	Is well prepared for class and maintains personal organization to ensure that class requirements can be met.
Excessive tardiness and/or absences interfere with academic success.	Irregular attendance and/or frequent tardiness affect academic success.	Attends school and class regularly and on time.	Attends school and class regularly and on time and is willing to work outside of the regular school day to improve performance and master concepts
Rarely completes or turns in classroom work.	Fails to always complete classroom work.	Classroom work completed in a timely manner.	Completes classroom work in a timely manner and maintains an academic focus in class.



Students in grades TK-6 will receive four (4) citizenship marks from their classroom teacher. The marks will be based on the student's demonstration of these four criteria: respectful to people and property, shows interest in learning, prepared and organized, completes documents/assignments when due. Students in grades TK-6 may receive rubric scores of 4 (outstanding/exceeds standard, 3 (satisfactory/meets standard), 2 (needs improvement/approaching standard), and 1 (unsatisfactory/not meeting standard), based on District Board policy and regulation 5121.1(b).

Teachers must have a minimum of three parent contacts before an unsatisfactory citizenship mark can be issued. However, if a student commits a serious citizenship offense, the student may receive an unsatisfactory citizenship mark for one offense. The teacher must notify the parents before issuing an unsatisfactory citizenship mark for one offense.

The citizenship mark or rubric score for each class will be shown on the student's report card. Citizenship marks or rubric scores will not be shown on the student's transcript or other permanent records.

Teachers are required, based on the "Citizenship Guidelines", to establish written classroom rules regarding classroom behavior. These written expectations will be provided to students at the beginning of the year or when new students transfer into the class. Teachers are also required to discuss these standards with their students and explain their expectations at the beginning of each semester.

### **Appeal Of Citizenship Mark**

Students and parents/guardians have the right to appeal citizenship marks with the Superintendent or designee in writing if the marks are alleged to be any of the following: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competences; (4) not based on the personal observation of a named person with the time and place of the observation noted; (5) misleading; or (6) in violation of the privacy or other rights of the student. (E.C. 49070; 34 CFR 99.20;/AR 5125.3.)

Within 30 days of receiving a request to correct or remove any information from a record, the Superintendent or designee shall meet with the parent/guardian and the District employee who recorded that information, if he/she is presently employed by the District, in accordance with AR 5125.3 – Challenging Student Records. (E.C. 49070)

## **ATTENDANCE EXPECTATIONS AND CONSEQUENCES**

The District believes that regular attendance plays an important role in student achievement. If students do not attend school, they have limited their opportunity to become mature, knowledgeable, and productive members of society. Absenteeism has a direct, negative effect on student achievement, promotion, graduation, behavior, and employment potential. It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school.

Inasmuch as school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours. Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board Policies and Administrative Regulations 5112.1, 5112.2, 5112.3, 5112.5, 5113, and 5113.1. (E.C. 48205)

All K-8 campuses are closed throughout the school day including break and lunch times. Students must obtain permission from office personnel prior to leaving campus during the school day.

The comprehensive high schools have a modified open campus except for the Freshman Class at all high schools who must remain on campus during the lunch period. All other students may leave the campus during the established lunch period. Students are held accountable to the District's policies and school rules during this time. This modified open campus policy is a privilege.

Students who leave campus or fail to return following lunch without proper authorization, shall be classified as truant and subject to disciplinary strategies, which may lead to loss of eligibility for extracurricular activities.

### **Method Of Verification**

When a student who has been absent returns to school, they shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, another person having control of the minor, or the student if age 18 or older. (E.C. 46012; 5 CCR 306) This explanation is required no later than the day following the absence. (5 CCR 306)

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical

emergency or, as authorized pursuant to E.C. 46010.1, for a confidential medical appointment.

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of the student;
  - b. Name of the parent/guardian or parent representative;
  - c. Name of the verifying employee;
  - d. Date(s) of absence; and,
  - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification.
  - a. When excusing students for confidential medical services or verifying such appointments, District staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
  - b. If a student shows a pattern of chronic absenteeism due to illness, District staff may require physician verification of any further student absences.

### **Excused Absences**

Absences listed below are excused when verified in accordance with the Education Code and Board Policy:

- a. Personal Illness. (E.C. 48205)
- b. Quarantine as directed by county or city health officers. (E.C. 48205)
- c. Medical, dental, optometric or chiropractic appointments: (E.C. 48205)
  - i. Parents or guardians may provide annual written consent to the school to release and excuse their child(ren) upon doctor verification.
- d. Attending funeral services of a member of the pupil's immediate family, so long as such absence is not more than one (1) day if the service is conducted in California and not more than three (3) days if the service is conducted outside of California. Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (E.C. 45194, 48205)
- e. Jury duty in the manner provided by law. (E.C. 48205)
- f. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (E.C. 48205)
- g. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (E.C. 48205)
  - i. Appearance in court;
  - ii. Attendance at a funeral service;
  - iii. Observation of a holiday or ceremony of his/her religion;
  - iv. Attendance at religious retreats for no more than four hours per semester;
  - v. Attendance at an employment conference; and/or,
  - vi. Attendance at an educational conference offered by a nonprofit organization on the legislative or
  - vii. judicial process.
- h. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (E.C. 48205)
- i. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in E.C. 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (E.C. 48205)
- j. To attend his/her naturalization ceremony to become a United States citizen. (E.C. 48205)
- k. Participation in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination in accordance with District policy, subject to the following conditions: (E.C. 46014)
  - i. The student's parent/guardian shall provide written consent for the absence.
  - ii. The student shall attend at least the minimum school day.
  - iii. The student shall be excused from school for this purpose on no more than four days per school month.
- l. For the purpose of participating in a cultural ceremony or event. "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.
- m. (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.

(B) i. A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year.

ii. A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.

**Note:** A student shall not have his/her grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, and include the full text of E.C. 48205 in the notice (E.C. 48980) The time for make-up should be coordinated with the student's teacher(s) and may be extended by the teacher. Responsibility for requesting missed work lies with the student.

### **Absences For Lice**

If a student is found with active, adult head lice, he/she shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information. The student shall be allowed to return to school the next day in accordance with Board Policy 5141.33 and shall be checked by the school nurse or designee before returning to class.

### **Unexcused Absences Made Up In Saturday School**

Students who have unexcused absences may be assigned to Saturday school to make up class work missed because of the unexcused absence. (E.C. 37223). At VUSD, Saturday school is available for middle and high school students. For elementary, please follow up with your school.

### **Truancy, Excessive Absenteeism, Tardies**

The District believes that excessive absenteeism, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The District desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the District.

### **DEFINITIONS**

**Chronic absentee** means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in regular schools of the District, exclusive of Saturdays and Sundays. (E.C. 60901)

**Tuant** means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period of time during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (E.C. 48260)

**Habitual Truant** means a student who has been reported as a truant three or more times within the same school year, provided the District has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian after either of the two previous reports.. (E.C. 48262, 48264.5)

**Chronic Truant** means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the District has met the requirements of E.C. 48260, 48260.5, 48261, 48262, 48263, and 48291. (E.C. 48263.6)

### **ADDRESSING CHRONIC ABSENCE**

When a student is identified as a chronic absentee, the attendance supervisor and/or designee shall communicate with the student and his/ her parents/guardians to determine the reason(s) for excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's attendance.

The student may be referred to a student success team or school-site attendance review team to assist in evaluating his/her needs and identifying strategies and programs to assist him/her. A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or educational options as appropriate.

Whenever chronic absenteeism is linked to a health issue or non-school condition, the attendance supervisor and/or designee may recommend school or community resources and/or collaborate with community agencies and organizations to address the needs of the student and his/ her family.

When a student has been identified as a truant as defined above, the following steps shall be implemented based on the number of trancies he/she has committed:

### **1. First Incident of Truancy (See definition of “Truant” above)**

The student shall be reported to the attendance supervisor and/or designee. (E.C. 48260) The student and parents will be notified of the mandatory attendance laws and the District’s pertinent policy and procedures. The student’s parent/guardian will be notified that if the parent/guardian fails to meet this obligation, he/she may be guilty of an infraction of the law and subject to prosecution pursuant to E.C. 48290-48296. Also, the student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator, or attendance supervisor or his/her designee under E.C. 48264 if found away from home and absent from school without a valid excuse; and may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code 13202.7. It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day. Student may be informed that a work permit will not be issued or will be revoked if the student reaches the 4th step.

The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (E.C. 48264.5) The student and, as appropriate, his/her parent/guardian may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the student’s attendance. (E.C. 48264.5)

### **2. Second Incident of Truancy**

Any student who has been reported as a truant shall again be reported to the attendance supervisor and/or designee as a truant if he/she is absent from school without a valid excuse on one or more days or is tardy 30 minutes or more on one or more days during the school year. (E.C. 48261) The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (E.C. 48264.5) The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to consequences under “Third Incident of Truancy” below. (E.C. 48264.5)

The appropriate District staff member shall make a conscientious effort to hold at least one conference with the student and his/her parent/guardian by communicating with the parent/guardian at least once using the most cost effective method possible which may include email or a telephone call. (E.C. 48262) The student may be given a written warning by a peace officer. A record of that warning may be kept at the school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (E.C. 48264.5)

The attendance supervisor may notify the district attorney and/or probation officer when the student continues to be classified as a truant after the parents/guardians have been notified in accordance with the policies and procedures above. (E.C. 48260.6)

### **3. Third Incident of Truancy (Habitual Truant)**

A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school, may be referred to, and required to attend, a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the District’s attendance supervisor. (E.C. 48263, 48264.5)

Upon making a referral to the School Attendance Review Board (SARB) or the probation department, the attendance supervisor shall provide the student and parent/guardian, in writing, the name and address of the School Attendance Review Board (SARB) or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required, along with the District staff person making the referral, to meet with the SARB or a probation officer to consider a proper disposition of the referral. (E.C. 48263)

If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to the procedures under “Fourth Incident of Truancy” listed below.

If the attendance supervisor determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or his/her parents/guardians have failed to respond to the directives of the District or to services provided, that attendance supervisor may so notify the district attorney and/or probation officer.

### **4. Fourth Incident of Truancy**

Upon a student’s fourth truancy within the same school year, the student may be referred to the jurisdiction of the juvenile court. (E.C. 48264.5; W&I 601) If a student has been adjudged by the county juvenile court to be a habitual truant, the Superintendent

or designee shall notify the juvenile court and the student's probation or parole officer whenever the student is truant or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school. The juvenile court and probation or parole officer shall be notified within 10 days of the violation. (E.C. 48267) The student may be referred to the local School Attendance Review Board (SARB). If the local SARB/attendance supervisor determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or his/her parents/ guardians have failed to respond to the directives of the School Attendance Review Board (SARB), the attendance supervisor may notify the district attorney.

### **Excessive Absenteeism**

#### ***Absence for 10 percent of school days (Chronic Absenteeism)***

The Governing Board believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education laws and take full advantage of educational opportunities provided by the District.

Students identified as habitual truants or chronically absent shall be subject to the interventions specified in law and administrative regulation. A student's truancy, tardiness, or other absence from school shall not be the sole basis of his/her out-of-school suspension or expulsion. Alternative disciplinary strategies and positive reinforcement for attendance shall be used whenever possible.

1. The attendance supervisor shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's attendance problems.
2. If a chronically truant student is at least age six years and is in any of grades K-8, the Superintendent or designee shall notify the student's parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1.

NOTE: The number of periods in a typical school day equals one full absence; number of periods may vary depending on the school site. Periods absent may accumulate toward full day absences to be counted toward days of truancy and chronic absenteeism. (For example, in grades 7-8 seven (7) period absences equal one (1) full-day of absence, and in grades 9-12 six (6) period absences equal one (1) full-day of absence.)

### **TARDIES**

One of the responsibilities of each student is to be in the classroom in his/her seat or work station when the bell rings or when class is to begin. Being tardy is irresponsible behavior in that it is disruptive to the learning process.

## **SCHOOL ATTENDANCE REVIEW BOARD (SARB)**

**(E.C. 48320-48324, 48292-48293)**

After other interventions have been exhausted, students with a pattern of chronic absenteeism may be referred to a school attendance review board (SARB), in accordance with applicable law, in order to receive intensive guidance and assistance.

The School Attendance Review Board (SARB) may include but is not limited to the following: a parent/guardian as well as representatives of the district; county probation department; county welfare department; county office of education; law enforcement agencies; community based youth service centers; school guidance personnel; child welfare and attendance personnel; school or county health care personnel; school, county, or community mental health personnel; the county district attorney's office; and the county public defender's office. (E.C. 48321)

The School Attendance Review Team/Board has the authority to recommend that parents and students take certain measures to correct inappropriate behavior, refer the pupil to community agencies for assistance, or suggest adjustments to the school assignment. In the event that a parent or guardian or pupil fails to respond to the directives of SARB or to services offered on behalf of the minor, SARB may:

1. Direct that the minor be referred to the county welfare department under Section 300 of the Welfare & Institutions Code.
2. Direct that the minor be referred to the county probation department under Section 601 of the Welfare & Institutions Code.
3. Request the Superintendent Designee, to file a complaint against the parent, guardian, or other person in charge of such minor with the District Attorney.

The parent/guardian of any pupil who fails to comply with the directives of SARB, unless excused or exempted therefore, is guilty



of an infraction and shall be punished in accordance with the law.

# DISTRICT POLICIES

## UNIFORM COMPLAINT PROCEDURES

The Board of Education recognizes that the district has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow the Uniform Complaint Procedures (UCP) when addressing complaints alleging:

Unlawful discrimination, harassment, intimidation, and bullying in all district educational programs, activities, or employment on the basis and/ or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family or marital status; or failure to comply with state and/or federal laws in adult education, consolidated categorical programs, vocational education, and special education programs. The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630)

The superintendent shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the superintendent or designee.

### VUSD Compliance Officers

The Board of Education designates the superintendent or designee to receive and investigate complaints and ensure district compliance with law. If parents or community members have a concern or would like to file a complaint, please contact the following staff in the area of concern:

5000 West Cypress Avenue  
Visalia, CA 93277  
(559) 730-7300

Assistant Superintendent, Educational Services ( Adult Basic Education, Consolidated Categorical Aid Programs, Migrant Education, Career Technical Education)

Chief Operations Officer (Child Nutrition Programs)

Assistant Superintendent, Human Resources (Personnel)

Administrator, Equity and Student Services (Title X Coordinator)

Administrator, Special Education (Special Education)

## NOTIFICATIONS

Students and parents or guardians will receive their annual UCP notice through distribution of our district's annual notification of District Information Directory, and through a UCP flier that will be translated into appropriate second language groups.

Certificated and classified employees will receive their annual notification through their respective handbooks that are reviewed at the first staff meeting of the year. Copies of the local educational agency complaint procedures shall be available free of charge.

## PROCEDURES

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint as required for compliance with the California Code of Regulations, Title 5, Section 4632.

### STEP 1: FILING OF COMPLAINT



Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the district. (See complaint form on following Page) The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

## **STEP 2: MEDIATION**

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. The superintendent shall ensure that the mediation results are consistent with state and federal law regulations. The use of mediation shall not extend the district's time lines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time (5 CCR 4631)

## **STEP 3: INVESTIGATION OF COMPLAINT**

The compliance officer shall hold an investigative meeting within 10 business days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representatives to repeat the complaint orally. The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (5 CCR 4631)

## **STEP 4: DISTRICT RESPONSE**

Within 60 calendar days of receiving the complaint, the compliance officer shall prepare and send the complainant a written report of the District's investigation and decision as described in Step 5 below. If the complainant is dissatisfied with the compliance officer's decision, he/ she may, within five days, file his/her complaint in writing with the Board. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant. (5CCR 4631)

## **STEP 5: FINAL WRITTEN DECISION**

Complainant will receive the final written decision within 60 days of filing the complaint. The report shall include notice of the complainant's right to appeal, within 30 calendar days, the decision to the California Department of Education, and procedures to be followed for initiating such an appeal. (5 CCR 4631)

## **APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION**

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision and must include a copy of the locally filed complaint and a copy of the district decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (5 CCR 4652)

## **CIVIL REMEDIES**

Nothing in this policy precludes a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation centers, public/private interest attorneys, injunctions, restraining orders, etc. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief, and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint. For assistance, you may contact:

Tulare County Office of Education  
Legal Services Department  
UCP Specialist - (559) 733-6306  
Legal Aid - (559) 733-8770

## **REFERRING COMPLAINTS TO OTHER APPROPRIATE STATE OR FEDERAL AGENCIES**

The following complaints shall be referred to the specific agencies for appropriate resolution and are not subject to local and Department complaint procedures set forth unless these procedures are made applicable by separate interagency agreements:

American Civil Liberties Act 504: Office for Civil Rights

Child Abuse: Department of Social Services, Protective Services Division, or Sheriff's Department

Health and Safety/Child Development: Department of Social Services

General Education: Visalia Unified School District

Discrimination/Nutrition Services: U.S. Secretary of Agriculture, U.S. Department of Agriculture, Western Region

Employment Discrimination: Department of Fair Employment and Housing

Fraud: California Department of Education Directors of Legal Counsel

## **BASIS FOR DIRECT STATE DEPARTMENT OF EDUCATION INTERVENTION**

1. The Superintendent of Public Instruction shall directly intervene when:
2. The local agency fails to comply with complaint procedures;
3. Discrimination is alleged and/or there is indication of immediate loss of benefits such as education or employment for students;
4. The complainant requests anonymity and has proven retaliation;
5. The local agency fails to implement the final decision resulting from a local investigative or meditative process;
6. The local agency fails to respond to the complaint within 60 days;
7. For special education issues:
  - a. The public agency (other than the LEA)
    - i. Fails/refuses to follow provisions for free, appropriate public education
    - ii. Fails to comply with due process procedures
  - b. The complainant alleges that a student is not receiving services specified in the student's IEP
  - c. Violation of federal law governing Special Education

## **WILLIAMS UNIFORM COMPLAINT PROCEDURES**

### **For Facilities, Instructional Materials, and Teacher Assignments**

Effective January 1, 2005, all parents and guardians of Visalia Unified School district students have the right to file complaints regarding the adequacy of instructional materials, teacher vacancies and misassignments, and the physical condition of school facilities that expose students to impending safety concerns. Education Code 35186 requires that the following notice be posted in your child's classroom.

#### **INSTRUCTIONAL MATERIALS**

Each student has the right to sufficient textbooks and sufficient instructional materials to be used in class and to take home to complete required homework assignments. You have the right to file a complaint if you believe your pupil, including English Language Learners, does not have standards-aligned textbooks or instructional materials, state adopted or District adopted textbooks, or other required instructional material to use in class or to complete required homework assignments. Likewise, you have the right to file a complaint if textbooks or other instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

#### **TEACHER VACANCIES OR MISASSIGNMENTS**

You have the right to file a complaint related to a teacher vacancy or misassignment if a semester begins and a properly credentialed teacher is not assigned to teach the class; if an unqualified teacher is assigned to teach English Language Learners in a class with more than 20% English Language Learners; or a teacher has been assigned to teach a class for which the teacher lacks subject matter competency.

#### **PHYSICAL CONDITION OF SCHOOL FACILITIES**

School facilities must be clean, safe, and maintained in good repair. You have the right to file a complaint over any unsafe conditions you believe exist in a District school site or other District facility.

#### **COMPLAINT PROCESS**

If you have a complaint regarding inadequate instruction materials, teacher vacancies or mis assignments, or the unsafe or unclean condition of school facilities, please contact the Principal. You will be given the appropriate forms or referred to the appropriate District official for processing of your complaint. You have the right to file an anonymous complaint regarding any of the issues specified in this notice. (See Annual Notification of UCP on page 48)

#### **STATE PRESCHOOL HEALTH AND SAFETY ISSUES COMPLAINTS**

##### **For State Preschool Health and Safety Issue Complaints (5 C.C.R. §§ 4690-4694)**

Complaints regarding state preschool health and safety issues in Local Educational Agencies exempt from licensing are now processed exclusively via the procedures set forth in sections 4690 through 4694. (5 CCR § 4610 (g).) Complaints regarding state preschool health and safety issues in school districts exempt from licensing are now processed exclusively via the procedures set forth in the California Code of Regulations, title 5, sections 4690 through 4694, and are no longer processed through the District's Uniform Complaint Procedures. Complaints must be filed with the preschool program administrator, or his/her designee, and may be filed anonymously.

#### **COMPLAINT PROCESS**

If you have a complaint regarding preschool health and safety issues, please contact the Coordinator of Early Childhood Education. You will be given the appropriate forms or referred to the appropriate District official for processing of your complaint.

#### CALIFORNIA STATE PRESCHOOL PROGRAMS - ADDITIONAL ANNUAL NOTICE AND POSTING REQUIREMENTS (5 C.C.R. § 4691)

The following California State preschool programs are operating as exempt from state licensing: All programs are licensed. The following California State preschool programs are operating pursuant to state licensing requirements:

Annie R. Mitchell Elementary, Cottonwood Creek Elementary, Crestwood Elementary, Crowley Elementary, Four Creeks Elementary, Global Learning Charter, Goshen Elementary, Highland Elementary, Houston Elementary, Ivanhoe Elementary, Linwood Elementary, Manuel Hernandez Elementary, Mineral King Elementary, Royal Oaks Elementary, Sequoia Preschool Visalia Adult School Washington Elementary Willow Glen Elementary

## NONDISCRIMINATION

**(42 U.S.C. Sections 2000 et seq., 6707) (20 U.S.C. Sections 1681 et seq.)**

The Visalia Unified School District has a policy that all programs and activities shall be free from discrimination or harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, age, sexual orientation, gender preference and physical mental disability, including eligibility under the Americans with Disability Act (ADA) and Section 504 of the Rehabilitation Act of 1973 or immigration status.

Any individual who believes that his or her rights are being violated or that he or she is being discriminated against should immediately contact the principal or designee. If the situation is not promptly remedied at the site level, a complaint can be filed in accordance with administrative regulations by contacting the office of the Area Superintendents at 730-7515.

## EXPECTATIONS AND STANDARDS

**WE HOLD HIGH EXPECTATIONS AND STANDARDS FOR THE ACADEMIC AND SOCIAL DEVELOPMENT OF ALL STUDENTS AND THE PERFORMANCE OF ADULTS.**

The Governing Board expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts. The Board expects that students will not cheat, lie, or plagiarize. (BP 5131.9)

- All students can learn and succeed. Each student at every level:
  - will encounter a challenging and interesting curriculum
  - will experience a variety of instructional strategies
  - will build high self-esteem through success in personal achievement
  - will engage in enriching extra and co-curricular activities
- Family support and involvement greatly enhance the success of their child(ren) in school.
- Highly skilled and effective teaching, along with positive personal attitudes and relationships, are the essential factors in a successful classroom learning experience.
- The entire community and all of its organizations and agencies play a vital role in the success of students in school. The schools, parents, and community must effectively share in the responsibility of education and provide a social environment which enhances each student's ability to achieve a high level of academic success and physical and emotional well-being. It is essential to collaborate efforts and maximize time, money, and human resources.
- All aspects of our district and school site operations will strive to uphold the highest ethical standards and function on a values foundation of hard work, excellence in effort, perseverance, trustworthiness, caring, responsibility, respect, fairness, and citizenship.
- Our district recognizes and appreciates the cultural and human diversity of our students, staff, and families. This diversity offers educational opportunities enhancing respect and success for all.

## HOMEWORK

(BP 6154 (a))

The Governing Board recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/ guardians, and staff to view homework as a routine and important part of students' daily lives.

# SUN-PROTECTIVE HEADGEAR

(AR 5132(a))

Students may wear sun-protective clothing, including hats, caps, beanies, durags, and other head coverings outdoors. Students shall be allowed to wear sun-protective clothing, including but not limited to hats and hats with the school logo, for outdoor use during the school day. (Education Code 35183.5) Students without religious accommodations must remove headwear when indoors in the classroom. Helmets, hoods, headphones, or headgear that obscures the face or ears are not allowed except as required by law, including religious observance and disability accommodation, or as necessary for the educational or athletic activity.

Further questions regarding headgear should be directed to your child's school principal.

# USE OF MOBILE COMMUNICATION DEVICES

(BP 5131(b))

Students may possess or use mobile communication devices, including but not limited to, a cell phone, smart watch, pager, or other mobile communication device, while on campus or at school-sponsored activities provided that such devices do not disrupt the educational program or school activity. Mobile communication devices shall be turned off during class time and at any other time directed by a district employee. Please Note: At the Elementary and Middle Schools, the devices shall be turned off during the regular school day. If disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the class period, school day or activity. Such devices are considered personal property. Students possess these items at school entirely at their own risk. The school or district is not responsible for lost, stolen, or damaged devices.

No student shall be prohibited from possessing or using a mobile communication device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. Devices are subject to search of content if used in violation of Conduct Code, Education Code, or have information in them regarding Education Code/Conduct Code violations.

(Education Code 48901.5)

# NOTIFICATION OF OPEN HIGH SCHOOL CAMPUS

(Ed. Code Section 44808.5)

The governing board of the Visalia Unified School District, pursuant to section 44808.5 of the Education Code, has decided to permit the pupils enrolled at all Visalia Unified School District high schools, except the freshman class at all high schools, to leave the school grounds during the lunch period (VUSD Board Policy 5112.5). During this time, students are held accountable to the district's Student Conduct Code and violators may lose the open campus privilege.

Neither the school district nor any officer or employees thereof shall be liable for the conduct or safety of any pupils during such time as the pupil has left the school ground (Ed. Code 44808.5).

# PARKING LOTS ARE OFF LIMITS

Staff and student parking lots are off limits unless students have proper authorization, per Student Conduct Code.

# AVAILABILITY OF COURSE PROSPECTUS

The parent/guardian may examine curriculum materials of the class(es) in which their child is enrolled. Parents/guardians can access course outline information at <http://www.vusd.org> for middle and high school students. School sites shall make available upon request and in a reasonable time frame, all materials and assessments stored and used by classroom teachers. The school may charge an amount not to exceed the cost of duplication. (Education Code 49091.14)

# VUSD FACTS

The Visalia Unified School District is an educational agency operating a variety of programs for students in the City of Visalia and Tulare County. The District educates all students, including special education, adult, preschool, and students in job training programs. Curriculum and instructional help is available from the District Office staff, as is assistance in management, evaluation, and testing to the school sites. More information about the Visalia Unified School District is available. If you have further questions, please call (559) 730-7300, or visit our Web site at <http://www.vusd.org>.

## SCHOOL VISITORS/VOLUNTEERS

Parents/guardians and interested members of the community are encouraged to visit the schools and view the educational programs. To ensure the safety of students and staff and to avoid disruptions, we have launched the Raptor system that will scan all visitors before allowing them onto campus. All visitors are required to register with the front office before entering the school grounds. Through our new system, anyone wishing to volunteer with VUSD will only have to register with one school to volunteer at multiple schools. The process is electronic and simple to use visit <https://www.vusd.org/volunteer>.

## SPECIAL EVENTS

Web site address <http://www.vusd.org>

### **COLLEGE NIGHT:**

This annual event sponsored by the Tulare County Office of Education is an opportunity for all county students to learn more about college opportunities. Over eighty colleges offer information and personalized counseling to interested students and parents. Subject area workshops including: financial aid, college essay writing, middle school preparation, etc., are also offered during the evening. For more information check our Web site address <http://www.vusd.org>.

### **SPRING CONCERT:**

Concerts are given by the students at grade level 4-12 to showcase students' musical ability and knowledge. Band, orchestra, and vocal performances are well attended by family, friends, and the community. Visalia Unified School District is known throughout the state and the nation for its quality music programs. For more information check our Web site address <http://www.vusd.org>.

## VISALIA EDUCATION FOUNDATION

The Visalia Education Foundation supports the arts and its purpose is "to promote educational excellence for the students of Visalia Unified School District." All donations are welcome to support this essential part of the curriculum. Join other distinguished community supporters by calling the Foundation at (559) 730-7518 or for further information check our Website at <http://www.visaliaef.org>.

## ANNUAL SCHOOL ACCOUNTABILITY REPORT CARD

Each school is required to issue a School Accountability Report Card which shares with the community the programs and successes of the school including information about expenditures, discipline, attendance, and student performance. This information is available upon request at your child's school (E.C. 35256) or visit us at our web site <http://www.vusd.org>.

## PHOTOS/VIDEOS AT SCHOOL

During the school year, the District may take photographs and/or produce videos to highlight programs offered in our schools. If you do not want your child included in a publicity photo or a video, please inform your child's Principal.

## RELEASE OF STUDENT DIRECTORY INFORMATION FORM

The District makes student Directory Information available in accordance with state and federal laws. This means that a student's name, birthday, birthplace, address, major course of study, participation in school activities, dates of attendance, awards, and previous schools attended may be released to specified agencies upon request. In addition, the height and weight of student athletes may also be provided. The agencies that may receive this information include:

Post-secondary education institutions (will also receive telephone numbers)

Prospective employers • News media • Nonprofit organizations

Military organizations (will also receive telephone numbers)

### **PARENT/STUDENT RIGHTS:**

Upon written request from the parent of a student age 17 or younger, the District will withhold this Directory Information. If a student 18 or older or who is enrolled in an institution of post-secondary instruction makes a written request, the pupil's request to deny access to Directory Information will be honored. Any secondary student can request information not be shared with post-secondary education institutions and military organizations. Any secondary student (grades 9-12) can request that Directory Information be withheld from military and college recruiters.

You do not need to return this form if you want your directory information to be sent to the above organizations.

---

Student Name: \_\_\_\_\_ School: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Student ID: \_\_\_\_\_

**Check boxes you wish to apply.**

- ☐ Do not release Directory Information to any agency listed below
- ☐ Do not release Directory Information to post-secondary education institutions
- ☐ Do not release Directory Information to prospective employers
- ☐ Do not release Directory Information to news media
- ☐ Do not release Directory Information to military organizations
- ☐ Do not release Directory Information to nonprofit organizations

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_ Circle One: Parent    Self

Send to: Visalia Unified School District, Student Services Department, 5000 W. Cypress Ave Visalia CA. 93277 (559) 730-7579 submit the form no later than 30 days after the receipt of this notification. This request must be made on a yearly basis (Ed. Code 49073).



# DISTRICT PROGRAMS

## REQUIRED INSTRUCTIONAL MINUTES FOR PHYSICAL EDUCATION GRADES 1-12

The State of California requires all students in grades 1-12 to participate in a Physical Education Program for a designated number of minutes every 10 days (two weeks). The following chart outlines the required number of minutes students must receive under California State Law:

Elementary School Grades 1-6	200 Minutes every 10 days
Elementary School Grades 7-8	200 Minutes every 10 days
Middle/High School Grades 7-12	400 Minutes every 10 days

If you have a question or concern regarding the implementation of the physical education program, please contact your child's school site principal for more information. If you have additional concerns regarding instructional minutes of PE that are not addressed by the school site principal, you may submit a complaint form to the Director of Student Services at 5000 W. Cypress, Visalia CA 93277.

1-6 Grade Physical Education - Instructional Minutes Complaint Form			
Parent Name:		Contact Number:	
School Site:			
Comment Concern			

## VISALIA LEARNING CENTER

630 S. Atwood St., Visalia, CA 93277 | 559-730-7688 |

Open M-F 8:30 AM -4:30 PM (open the same days as the school calendar)

The Visalia Learning Center (VLC) is a one-of-a-kind library for all Visalia residents, VUSD students/families and staff. This spectacular resource is a hub of community activity with a welcoming atmosphere and helpful, dedicated librarians. During your first visit to the VLC, a library card will be issued and community patrons can begin their checkout of up to 20 items right away. Patrons will also have the opportunity to sign up for access to the growing digital collection of ebooks and audiobooks through Sora. The VLC offers the following (and much more):

- 50,000 books for early childhood/elementary age readers (including picture books, easy readers, fiction/nonfiction juvenile collections, graphic novels, and books in Espanol.
- 10,000 ebooks/audiobooks through Sora.
- Laptops for patron use in the library.

- The George Piling Reading Room (with board book and learning activities geared toward early childhood. development/ growth)
- The Resource Center and Work Area (with digital poster-making technology, a digital die-cut machine, laminating machines, specialty paper and butcher paper and other supplies for purchase).
- Book Kits are available to teachers for classroom Book Clubs.
- Big Books for interactive read-aloud activities.

The VLC staff welcomes you to the VLC and encourages you to follow us on social media (Facebook/Instagram: @vusdlibraries) for more information on our services and upcoming events.

## SPECIAL EDUCATION

(Ed. Code Sections 56000-56033, 56500 et. seq.) (20 U.S.C. Sections 1401-1461)  
(34 C.F.R. Sections 300-301-300.302) (Calif. Adm. Code, Title 5, Sections 3000 et seq.)

A free and appropriate public education is available to all students with exceptional needs at no cost to parents/guardians. Individuals with exceptional needs are considered “children with disabilities.” This term encompasses children evaluated and identified as having an intellectual disability, a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), an emotional disturbance, an orthopedic impairment, autism, traumatic brain injury, other health impairment, a specific learning disability, deaf/blindness, or multiple disabilities, and who need special education and related services. (34 C.F.R. Section 300.8)

Any individual, public agency, or organization may file a written complaint with the District Superintendent or with the State Superintendent of Public Instruction if believed the school district has violated federal or state laws regarding Special Education. The complaint process and procedures are available by calling the Special Education Department at 730-7581. A copy of the Special Education Rights of Parents and Children is available at both school sites and the district office. (34 C.F.R. Sections 76.780-76.783) C.C.R., Title 5, Section 3080)

## IDENTIFICATION AND REFERRAL, ASSESSMENT, INSTRUCTIONAL PLANNING, IMPLEMENTATION, AND REVIEW FOR ALL INDIVIDUALS WITH EXCEPTIONAL NEEDS, AS DEFINED IN CHAPTER 4, EDUCATION CODE - PART 30

In compliance with California Education Code, the Visalia Unified School District actively seeks out all individuals with exceptional needs through 22 years of age. This program of Child Find includes children not enrolled in public school programs who reside in the Visalia Unified School District boundaries and are under the jurisdiction of the Tulare County Special Education Local Plan Area. The Visalia Unified School District has specific responsibilities under this law which includes the responsibility to actively seek out and accept referrals for any child who may need special education services. Those who wish to make such referrals or ask questions about the referral process should contact the Directors of Special Education, at 730-7581.

The Special Education Rights of Parents and Children are posted on the District website in English and Spanish. A copy of these documents may also be obtained at each school site or by calling the Directors of Special Education at 730-7581.

## INDIVIDUAL INSTRUCTION FOR PUPILS WITH TEMPORARY DISABILITIES IN HOSPITALS OUTSIDE THE SCHOOL DISTRICT

(Ed. Code Section 48206.3-48208)

A pupil, with a temporary disability, who is in a hospital or residential health facility, except a state hospital, shall be deemed to be a resident of the school district where the hospital is located. The parent/guardian has the primary responsibility to notify the school district in which the pupil with the temporary disability is deemed to reside because of hospitalization. The resident school district will offer individualized instruction if the pupil qualifies unless the pupil's prior school district provides such individualized instruction.

# IDENTIFICATION AND EDUCATION UNDER SECTION 504 OF THE REHABILITATION ACT AND AMERICANS WITH DISABILITIES ACT (ADA)

(Rehabilitation Act of 1973, Section 504. CODE OF FEDERAL REGULATIONS, TITLE 34)

The Visalia Unified School District recognizes the need to identify and evaluate students with disabilities within their jurisdiction in order to provide them a free appropriate public education. Parents/guardians may request evaluation for any student they believe to have a disability within the definition of Section 504 of the Rehabilitation Act of 1973 (Section 504) or the Americans with Disabilities Act of 1990 (ADA). A school site committee of knowledgeable professionals shall meet to evaluate the student's eligibility under Section 504/ADA. The student's parents/ guardians shall be invited to participate on this committee. Eligible and qualified individuals with disabilities within the meaning of Section 504/ ADA shall be entitled to a written Service Plan. A school site 504 committee, including parents/guardians, will develop written accommodations to be addressed in the student's Service Plan. The parent/guardian shall be provided with a written copy of the Service Plan. If the committee determines that no accommodation is needed, the parents/guardians shall receive a record of the proceedings stating the basis for this decision. Parents/guardians shall also receive a copy of the procedural safeguards guaranteed under the Code of Federal Regulations, Title 34, Part 104.36.

If the situation is not promptly remedied at the site level, a complaint can be filed in accordance with administrative regulations by contacting the Director of Social Emotional Wellness 5000 W. Cypress, Visalia, CA, or by calling 730-7588.

## NUTRITIONAL SERVICES

The Visalia Unified School District participates in the National School Lunch, the School Breakfast, and the After-School Snack programs. Meals are served every school day.

### **\*NON-PRICING SITES / COMMUNITY ELIGIBILITY PROVISION\***

For the 2023-24 school year ALL Visalia Unified School District school sites will be on a non-pricing meal system and all students at all sites regardless of categorical eligibility will receive meals at no charge under USDA's Community Eligibility Provision

### **MEAL APPLICATIONS**

School sites will not be required to collect meal applications for the 2023-2024 school year All students will receive meals at no charge at all school sites.. However, families may be asked to fill out a school funding data collection form to assist the district in receiving valuable funding under the Local Control Funding Formula. This form is for school funding and will not be used to qualify students for free or reduced-priced meals. School funding data collection forms are available at all school sites that require them and may be submitted at any time during a school day. You may also fill a form out online at <https://onlinemealapps.vusd.org/>. If you have any questions or need assistance in completing the school funding data collection form, please contact the Nutritional Services Department at 559-730- 7871.

### **PRE-PAYMENT**

The Nutritional Services Department accepts pre-payment for student a la carte items (snack bar items) at middle and high schools. Payments are accepted at your school or make a credit/debit card payment online at: [www.myschoolbucks.com](http://www.myschoolbucks.com). Log on to [www.myschoolbucks.com](http://www.myschoolbucks.com) using your student's district ID number. You can obtain your student's ID number by calling your school office.

### **SPECIAL DIET REQUESTS**

If your student requires a special diet due to an allergy or disability, please have your doctor complete and sign a Special Diet Request Form. This form can be turned in to the school nurse or the cafeteria staff at your site. The form is available online at: <http://www.schoolnutritionandfitness.com/index.php?sid=2110111642557961&page=menus>

### **MENUS ARE AVAILABLE ONLINE AT:**

<http://www.schoolnutritionandfitness.com/index.php?sid=2110111642557961&page=menus>

Look for the Going Green! Menu icon and sign up to have monthly menus sent to your email address.

Visit our Nutrition Services website at: <http://www.schoolnutritionandfitness.com/index.php?sid=2110111642557961> for menus, menu nutrition information, program information, online payments, and fitness information!

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the

USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

The USDA, CDE, and this agency are equal opportunity providers and employers.

#### **EARNED INCOME TAX CREDIT INFORMATION ACT COMMUNICATION:**

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance For Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its Web site at [www.irs.gov](http://www.irs.gov).

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its Web site at [www.ftb.ca.gov](http://www.ftb.ca.gov).

For additional information, refer to the IRS EITC Web page at <https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit> or the California EITC Web page at <https://www.ftb.ca.gov/file/personal/credits/california-earned-income-tax-credit.html>.

## **ALTERNATIVE SCHOOLS**

### **(Ed. Code Section 58501)**

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class or group within a school which is operated in a manner designed to: (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy; (b) Recognize that the best learning takes place when the student learns because of his/her desire to learn; (c) 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 be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects; (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process; (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located. In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office

of this district and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

## CAREER TECHNICAL EDUCATION

Visalia Unified School District offers an exciting array of career technical education programs that focus on agriculture, business, graphic design, computer technology, health science, industrial technology, hospitality and culinary arts, engineering, media arts, Law and Justice, Public Safety, and many other career areas. These programs are rigorous and relevant and strive to ensure that participating students are college and career ready.

**Career Technical Education pathways benefit all students, including those planning to attend a college or university after graduating from high school .** Many of the pathways have dual/concurrent college coursework embedded and/or the pathways lead to professional or industry certification opportunities.

The District CTE programs build around a set of courses called a career pathway. These pathways allow students to take part in a four-year career program that leads to a technical certification, community college associate degree, or a 4-year college degree. In addition to our traditional career pathways programs, Linked Learning Academies. These academies place students in cohorts to ensure that the career theme is embedded during their educational day. Academy themes include Architecture, Construction, & Engineering, Sports Medicine, Public Safety, Law and Justice, Business, Health Science, Computer Science, and Media Arts. Anyone wanting more information should contact the Visalia Unified School District's Director of College and Career Readiness at 730-7510.

## VUSD COUNSELING SERVICES

Visalia Unified is staffed with one or more counselors who provide services to students to support success in school. Below is a list of services offered by counselors:

### TYPES OF COUNSELING SERVICES

Counseling activities are provided for students in three domains. The academic domain includes services provided to students in support of academic success. The career domain includes assistance offered to students in the exploration of and preparation for careers after high school. The personal/social domain includes services provided to students in support of student personal and social development.

Across these three domains, counselors provide services that are classified as planned or intentional. Planned services are those services that all students receive during the course of their academic careers. Intentional services are provided to specific groups of students.

### PLANNED COUNSELING SERVICES OFFERED TO HIGH SCHOOL STUDENTS INCLUDE THE FOLLOWING:

#### Academic Domain:

- Registration of new students
- Scheduling of currently enrolled students
- Postsecondary education planning
- Monitoring of student progress, and intervention when students are not successful
- Sophomore counseling for the preparation of a three-year plan for high school
- Senior counseling to monitor graduation status and completion of preparation for post-high school goals
- Informational events for parents and students, including 8th Grade Parents Night, Freshman Parent Night, Financial Aid Night, and Senior Awards night.

#### Career Domain:

- Career counseling
- Connection with Career Technical Education (Regional Occupational Programs)

#### Personal/Social Domain:

- Ongoing consideration and evaluation of special circumstances and needs of students
- New student orientation
- Awards and recognition programs

## **INTENTIONAL COUNSELING SERVICES OFFERED TO STUDENTS INCLUDE THE FOLLOWING:**

### Academic Domain:

- Meeting with students, parents, or teachers who “drop in” with specific academic questions, issues, or concerns • Contacting students to address specific, individual academic concerns
- Monitoring of students at risk of not graduating
- Counseling, advisement, and referral of students to alternative education programs (including Sequoia High School, Charter Alternatives Academy, Independent Study, and other services available in the local community)
- Initiate Student Study Team meetings
- Facilitate, develop, and monitor 504 plans for students
- Participate in IEP meetings for special education students and monitor student progress

### Career Domain:

- Meeting with students and parents who “drop in” with specific career related questions
- Coordinate student access to specific services provided by the Career Education Technician including aptitude testing, interest inventories, developing job acquisition skills, and job shadowing

### Personal/Social Domain:

- Meeting with students who “drop in” with specific personal or social questions, issues, or concerns
- Provide intervention for students in personal crisis including suicide intervention, teen pregnancy, drug counseling, relationship counseling, conflict resolution, gang intervention, and support during transitions
- Coordinate student success to site school psychologist and the school nurse, and provide linkages to mental health, teen pregnancy, general health services, and other services offered in the local community
- Counsel individual students who receive behavior referrals or attendance referrals

**Parents and students are encouraged to contact the counseling office at their school to access any of these services or if they have questions about specific services.**

## **ADVANCED PLACEMENT EXAMINATION FEES**

The State has established a grant program for the purpose of awarding grants to cover the costs of Advanced Placement examination fees. This program is administered by the State Department of Education. Any economically disadvantaged pupil who is enrolled in an Advanced Placement course and has an interest in making application for a grant should speak to their Advanced Placement Instructor (E.C. 52244)

## **ENGLISH LEARNER INSTRUCTIONAL PROGRAM**

Visalia Unified School District offers parents of students, who are identified as English Learners, instructional program options for grades K-12. Under state guidelines, all parents of English Learners will be provided with a clear description of all educational opportunities available. Upon completion of Language Proficiency Assessment (ELPAC), parents will be given the opportunity to request an instructional program, in conjunction with a recommendation from the school district assessment center, appropriate to the needs of their child. Students are supported with Designated and Integrated English Language Development (ELD).

### **Option 1: Structured English Immersion**

The English Language Mainstream program is taught in English and is an appropriate placement for English Learners who are reasonably fluent. English Learners are supported in English Language Development (ELD) through integrated and designated ELD until reclassified as Fluent English Proficient (FEP).

### **Option 2: Transitional Program (Native Language)**

In Bilingual programs students are taught core subjects in their primary language. The Spanish Bilingual Program allows for students to receive instruction in core academic areas using their primary language while simultaneously developing English Language. Under California Education Code, parents may opt their student into a Spanish Bilingual Program through the parental waiver process. Individual schools with 20 or more requests at a given grade level are required to implement a Spanish Bilingual Program. Parents may request a transfer to another site where the program is implemented.

Parents/Guardians may choose a language acquisition program that best suits their child. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language



acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. (EC Section 310[a])

Parents may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. If interested in a different program from those listed above, please contact your child's school to ask about the process. Parents of English learners have a right to decline, opt their children out of the school district's language acquisition program, or opt out of a particular English learner service within a language acquisition program. (20 U.S.C Section 6312[e][3][A][viii]) However, the school district remains obligated to provide the student meaningful instruction (5 CCR Section 11302) until the student is reclassified, inform the parent when progress is not made, and offer the parent programs and services to consider at that time

## AMERICAN INDIAN PROGRAM

The Visalia Unified School District is currently funded by the United States Department of Education to operate a supplementary educational program for children of American Indian descent under the auspices of Title VI of the Indian Education Act. Funding for this program is based upon the total number of students within our district who are known to be of American Indian descent. If you are aware of ANY American Indian ancestry in your family background, your student(s) may be eligible for additional educational opportunities. If you feel you qualify for services, please contact the American Indian Office at 730-7563 for any additional information.

# HEALTH INFORMATION

## COMMUNICABLE DISEASE IMMUNIZATION

(Health and Safety Code Sections 3380-3381) (Calif. Adm. Code, Title 17, Sections 6000-6075)

Every pupil below the age of 18 years is required to be fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles (rubeola), mumps, rubella (German measles), hepatitis B, and varicella (chicken pox). Additionally, a TB skin test with results is required before admission to school in Tulare County. All students entering grades 7-12 must receive a Tdap booster at age 7 or older to continue with their educational program. Exemptions based on personal beliefs, including religious, are no longer an option in CA. Students who had a signed waiver based on religious or personal beliefs on file by January 1, 2016, will be exempt from the immunizations requirement until they complete the "grade span" they were in as of January 1, 2016. Grade spans are: (1) birth through preschool, (2) Kindergarten through 6th grade, and (3) 7th through 12th grade. Students entering the District for the first time or advancing to 7th grade after January 1, 2016 will no longer be exempt from immunizations based on their religious or personal beliefs. Students who had a medical exemption issued before January 1, 2021 will be allowed continued enrollment until they enroll in the next grade span. Students who have a medical exemption issued before December 31, 2020 will be allowed continued enrollment until they enroll in the next grade span. As of January 1, 2021, the District will only accept medical exemptions that are submitted on the California Department of Public Health's standardized, statewide medical exemption certification form.

## HEALTH CARE AND EMERGENCIES

### Mandatory Emergency Information

Parent/guardians shall furnish the school with the current information specified below:

1. Home address and telephone number.
2. Parent/guardian's business address and telephone number.
3. Name, address and telephone number of a relative or friend who is authorized by the parent/guardian to care for the student in case of emergency when the parent/guardian cannot be reached.
4. Local physician to call in case of emergency.
5. Pertinent medical information that staff should know for the safety of students at school including continuing medication (E.C. 49423). Under Education Code (49407), no school district shall be held liable for the reasonable treatment of a student without the consent of the parent/guardian when the student requires medical treatment, and the parent/guardian cannot be reached unless a written objection to medical treatment has been filed with the school district.

## STUDENT ACCIDENT INSURANCE

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance

that covers medical and hospital expenses. The insurance requirement can be met by the school district offering insurance or other health benefits that cover medical expenses and hospital expenses. Some students may qualify to enroll in no cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling 1(800) 300-1506.

Visalia Unified School District offers low-cost accident insurance intended to defray the cost of medical and hospital services resulting from injuries sustained while attending school, and it is available to students on a voluntary subscription basis. Parents are not required to purchase the insurance. The district is not liable for the payment of expenses incurred as the result of injury at school. The district may be responsible only when parents can prove the district and/or its employees have been guilty of negligence. Charges for non-covered procedures and above the schedule of benefits are the responsibility of the parent (E.C. 49472).

## PHYSICAL EXAM, VISION, HEARING, & SCOLIOSIS SCREENING

**(Health and Safety Code Section 321.2, 323.5) (Ed. Code Sections 49451, 49452.5)**

State law requires that the parent/guardian of a pupil entering the first grade must submit to the school written proof of a physical exam 18 months prior to entry and/or 90 days after entry to the first grade. Students shall have their vision and hearing tested by qualified personnel authorized by the district. (Ed. Code 49452). The school district may also screen every 7th grade girl and 8th grade boy for scoliosis (curvature of the spine). The parent/guardian has the right to submit to the school a written request that the pupil not participate in any of these screening programs. The parent/guardian has the right to sign an affidavit of personal beliefs exempting his or her child from a physical examination, including vision, hearing, dental, height and weight, asthma, and scoliosis screening.

## EXEMPTION FROM PHYSICAL EXAMINATIONS

A child may be exempt from a physical examination if the parent files a written statement with the school principal stating that he/she will not consent to a routine physical examination of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious or infectious disease, the child will be excluded from school attendance (Education Code 49451).

### HOME AND HOSPITAL INSTRUCTION

A student with a temporary disability, defined as a physical or mental disability, which makes school attendance inadvisable, shall be entitled to individual instruction at home, in a hospital, or residential health facility, excluding state hospitals. The temporary disability does not include a disability that would qualify a student for special education pursuant to Ed Code 56026 (Ed Code 48206.3) Home and hospital instruction is provided by credentialed teachers. A licensed health care provider must complete an application stating the need and duration for home and hospital instruction. Instruction shall begin within five days after eligibility is determined. Forms for this program may be obtained from VUSD Health Services.

## HEAD LICE

To prevent the spread of head lice infestations, school employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible. The nurse or designee shall examine the student with symptoms for the presence of live lice. If live lice are found, the student shall be excluded from attendance and parents/guardians informed regarding recommended treatment procedures. Students must be treated before returning to school. A student will be excused a maximum of three consecutive days for head lice. Parents will be notified should a student in the class have a lice occurrence, so that they may thoroughly inspect their own child.

## ADMINISTRATION OF PRESCRIBED MEDICATION AT SCHOOL

(Education Code Section 49423)

If during the regular school day a pupil is required to take prescription and nonprescription medication prescribed for him or her by a physician, the pupil may be assisted by the school nurse or designee if the school receives both: (a) a written statement from the pupil's physician detailing the method, amount, and time schedules by which the medication is to be taken, and (b) a written statement from the parent/guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement. The medication must be sent to school in the original prescription bottle. Some common situations where it is necessary for a student to take medication at school are asthma, ADHD, seizure disorders, diabetes, frequent

headaches, or menstrual pain. If your child needs to take any medication at school, please have your physician complete the "Medication in School" form. The parent must sign this form and return it to the school nurse with the medication in the original container. Students may carry their medication, such as an inhaler for asthma, if the physician writes this specifically on the order, and the school nurse is notified. Parents must ensure that their child always brings their medication to school. Medication orders must be updated annually or more often as ordered by a health care provider.

## PERMISSION FOR OVER THE COUNTER MEDICATION (COMPREHENSIVE HIGH SCHOOLS ONLY)

Occasionally students will complain of non-injury or non-fever related headaches and /or menstrual pain. Parents or guardians may provide written permission on the student emergency card for the high school credentialed nurse to provide their child with the following over the counter medications. After assessment, the school nurse may provide 1 to 2 tablets Acetaminophen 325 mg. every 4 hours as needed or Ibuprofen 200 mg. 1 to 2 tablets every 6 hours as needed for headache and/or menstrual pain within the physician approved Nursing Standardized Procedures. Parents will be requested to state that their child has no known health problems that would contraindicate them to receive these medications.

## TREATMENT FOR LIFE THREATENING

### **Allergic Reactions/Anaphylaxis**

(Education Code 49414)

Anaphylaxis is a potentially life-threatening severe allergic reaction to a substance. Epinephrine is a drug that may be successfully utilized to counteract anaphylaxis. The Visalia Unified School District provides emergency epinephrine auto-injectors to trained personnel. "School districts shall provide emergency epinephrine auto-injectors to school nurses or trained personnel who have volunteered, and school nurses or trained personnel may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an anaphylactic reaction."

## CONFIDENTIAL MEDICAL SERVICES

### **(Education Code Section 46014)**

Students in grades K-12 shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointments.

School authorities may excuse any student in grades 7-12 from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1) (cf. 5145.6 - Parental Notifications)

### **PREGNANT AND PARENTING ACCOMMODATIONS (AB 2289)**

Pregnancy, childbirth and recovery is treated the same as other temporary disabilities; a student may be required to provide a doctor note indicating that they are physically and emotionally fit to continue participation in the regular education program. Pregnant and parenting students are not required to participate in pregnant minor programs or alternative education programs, but may do so voluntarily. Participation in school activities and courses shall not be denied solely based on a pupil's pregnancy, childbirth or recovery. An eight week parental leave may be allowed if considered a medical necessity. Parental leave is considered an excused absence and there is no requirement to complete academic work during the course of this absence. Upon return from parental leave, the pupil may resume their prior course of study and is allowed to make up work missed during their leave. Alternative education programs or a fifth year of high school instruction may be utilized in lieu of returning to a regular education program. Absences to care for a pupil's sick child will be excused without proof of a doctor's note.

### **LACTATION ACCOMMODATIONS FOR PARENTING STUDENTS**

(Ed. Code § 222)

A school operated by a school district or a county office of education, the California School for the Deaf, the California School for the Blind, and a charter school must provide reasonable accommodations to a lactating student on a school campus to express milk, breast-feed an infant child, or address other needs related to breastfeeding. Reasonable accommodations under this section include, but are not limited to, all of the following:

- Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child.
- Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk.
- Access to a power source for a breast pump or any other equipment used to express breast milk.
- Access to a place to store expressed breast milk safely.
- A reasonable amount of time to accommodate the need to express breast milk or breast-feed an infant child. A student may not incur an academic penalty as a result of her use of reasonable lactation accommodations and must be provided an

opportunity to make up any work missed due to such use.

A complaint of noncompliance with the requirements of this provision may be filed under the District's Uniform Complaint Procedures. Complainants not satisfied with the District's decision may appeal the decision to the California Department of Education and receive a written decision within 60 days. If the District finds merit in a complaint, or if the Superintendent finds merit in an appeal, the District will provide a remedy to the affected student.

### **PREGNANT AND PARENTING STUDENT RIGHTS**

(Ed. Code §§ 221.51, 46015)

The District cannot apply any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. The District cannot exclude or deny any student from any educational program or activity, including class or extracurricular activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.

The District may require any student to obtain the certification of a physician or nurse practitioner that the student is physically and emotionally able to continue participation in the regular education program or activity.

Pregnant or parenting students cannot be required to participate in pregnant minor programs or alternative education programs. Pregnant or parenting students who voluntarily participate in alternative education programs will be given educational programs, activities, and courses equal to those they would have been in if participating in the regular education program.

The District must treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disabling condition.

Pregnant or parenting students are entitled to eight weeks of parental leave, which the student may take before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. The student, if the student is 18 years of age or older, or, if the student is under 18 years of age, the person holding the right to make educational decisions for the student, shall notify the school of the student's intent to exercise this right. Failure to notify the school shall not reduce these rights. A pregnant or parenting student who does not wish to take all or part of the parental leave to which he or she is entitled shall not be required to do so. A pregnant or parenting student is entitled to receive more than eight weeks of parental leave if deemed medically necessary by the student's physician.

When a student takes parental leave, the supervisor of attendance shall ensure that absences from the student's regular school program are excused until the student is able to return to the regular school program or an alternative education program. During parental leave, the District shall not require a pregnant or parenting student to complete academic work or other school requirements.

A pregnant or parenting student may return to the school and the course of study in which he or she was enrolled before taking parental leave. Upon return to school after taking parental leave, a pregnant or parenting student is entitled to opportunities to make up work missed during his or her leave, including, but not limited to, makeup work plans and re enrollment in courses. Notwithstanding any other law, a pregnant or parenting student may remain enrolled for a fifth year of instruction in the school in which the student was previously enrolled when it is necessary in order for the student to be able to complete state and any local graduation requirements, unless the District makes a finding that the student is reasonably able to complete the District's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school. A student who chooses not to return to the school in which he or she was enrolled before taking parental leave is entitled to alternative education options offered by the District. A pregnant or parenting student who participates in an alternative education program shall be given educational programs, activities, and courses equal to those he or she would have been in if participating in the regular education program.

A student shall not incur an academic penalty as a result of his or her use of these accommodations. A complaint of noncompliance with these requirements can be filed with the District under its UCP.

## **MEDICAID REIMBURSEMENT FUNDING PROGRAM**

Visalia Unified School District, in cooperation with the California Department of Health services, has a program which allows the district to be reimbursed with federal Medicaid dollars for health services provided to students at school. In accordance with program policy to receive the federal dollars, the district must make an attempt to bill through private insurance companies

by asking parents/guardians for consent to bill, as well as authorization to share health screening information for this purpose with the district's billing agency. Revenue generated through this program is utilized for health related services for all students. Parents/Guardians will never be billed for these services.

## SOCIAL AND EMOTIONAL WELL BEING

Visalia Unified School District is committed to the health and well-being of all students. We acknowledge that students learn best when their social and emotional health is tended to. With this in mind, we encourage parents to partner with us in promoting student well-being and supporting suicide prevention.

Talking to your children about their social and emotional well-being, including thoughts and/or behaviors related to suicide is something you can and should do. Contrary to myth, talking about suicide doesn't plant the idea in someone's head. It actually can open up communication about a topic that is often kept quiet. By talking to your children about suicide or other at-risk thoughts or behavior, you give your child permission to bring up the subject again in the future.

If not prompted by a concern about your child's behavior, approach this topic in the same way as other subjects that are important to you, but may or may not be important to your child:

- Timing is everything! Pick a time when you have the best chance of getting your child's attention. Sometimes a car ride, for example, assures you of a captive, attentive audience. Or a suicide that has received media attention can provide the perfect opportunity to bring up the topic.
- Think about what you want to say ahead of time and rehearse a script if necessary. It always helps to have a reference point: ("I was reading in the paper that youth suicide has been increasing..." or "I saw that your school is having a training for teachers on suicide prevention.")
- Be honest. If this is a hard subject for you to talk about, admit it! ("You know, I never thought this was something I'd be talking with you about, but I think it's really important"). By acknowledging your discomfort, you give your child permission to acknowledge his/ her discomfort too.
- Ask for your child's response. Be direct! ("What do you think about suicide?"; "Is it something that any of your friends talk about?"; "Have you ever thought about it? What about your friends?")
- Listen to what your child has to say. You've asked the questions, so simply consider your child's answers. If you hear something that worries you, be honest about that too. "What you're telling me has really gotten my attention and I need to think about it some more. Let's talk about this again, okay?"
- Don't overreact or underreact. Overreaction will close off any future communication on the subject. Underreacting, especially in relation to suicide, is often just a way to make ourselves feel better. ANY thoughts or talk of suicide ("I felt that way a while ago but don't any more") should ALWAYS be revisited. Remember that suicide is an attempt to solve a problem that seems impossible to solve in any other way. Ask about the problem that created the suicidal thoughts. This can make it easier to bring up again in the future ("I wanted to ask you again about the situation you were telling me about...")
- Be careful to not cast judgment about what your child might say or how they respond to the conversation about suicide. Making a statement such as, "You shouldn't think that way," can make your child shut down and stop talking. It can also lead to them not sharing potentially important information and feelings. Being careful to avoid judgment can save a life.

If your child gives signs or directly shares that they may be considering suicide, the following actions should be taken:

- Remain calm.
- Ask directly if he or she is thinking about suicide (e.g., "Are you thinking of suicide?").
- Focus on your concern for their well-being and avoid being accusatory.
- Listen.
- Reassure them that there is help and they will not feel like this forever.
- Do not judge.
- Provide constant supervision. Do not leave the child or youth alone.
- Remove means for self-harm.
- Get help: No one should ever agree to keep a child's suicidal thoughts a secret or feel that they need to handle things alone.

Instead, parents should seek help from school or community mental health resources as soon as possible.

Possible suicide warning signs can be organized around the word "FACTS":

**FEELINGS** that, again, seem different from the past, like hopelessness; fear of losing control; helplessness; worthlessness; feeling anxious, worried or angry often.

**ACTIONS** that are different from the way your child acted in the past, especially things like talking about death or suicide, taking dangerous risks, withdrawing from activities or sports or using alcohol or drugs.



**CHANGES** in personality, behavior, sleeping patterns, eating habits; loss of interest in friends or activities or sudden improvement after a period of being down or withdrawn.

**THREATS** that convey a sense of hopelessness, worthlessness, or preoccupation with death ("Life doesn't seem worth it sometimes"; "I wish I were dead"; "Heaven's got to be better than this"); plans like giving away favorite things, studying ways to die, obtaining a weapon or stash of pills; suicide attempts like overdosing or cutting.

**SITUATIONS** that can serve as "trigger points" for suicidal behaviors. These include things like loss or death; humiliations, rejections, or failures, getting in trouble at home, in school or with the law; a break-up; or impending changes for which your child feels scared or unprepared.

Just like possible warning signs indicate the risk of suicide, the presence of resiliency factors can lessen the potential of risk factors to lead to suicidal ideation and behaviors. If you have concerns about your children's social and emotional well-being or you've learned that your child may be at risk of suicide, communicate with your child's school and work with staff, friends, and family to build these factors in and around your children:

- Family support and cohesion, including good communication.
- Peer support and close social networks.
- School and community connectedness.
- Cultural or religious beliefs that discourage suicide and promote healthy living.
- Adaptive coping and problem-solving skills, including conflict-resolution.
- General life satisfaction, good self-esteem, sense of purpose.
- Easy access to effective medical and mental health resources.

#### **LOCAL COMMUNITY RESOURCES**

(559) 624-7471 Tulare County Suicide Prevention Task Force ([www.sptf.org](http://www.sptf.org))

(559) 627-1490 Visalia Youth Services

(559) 635-4252 Synchrony of Visalia

(559) 784-0192 Central California Family Crisis Center

(800) 999-7222 Anthem Blue Cross Employee Assistance Program (EAP)

(559) 261-9053 Avante Behavioral Health

#### **NATIONAL SUICIDE PREVENTION LIFELINE**

800-273-TALK (8255) or text "home" to 741741 (24/7)

#### **LOCAL CALL LINES**

(559) 627-1490 Visalia Youth Crisis Line (8:00am-5:00pm)

(559) 730-9922 Visalia Crisis Line (after hours and weekends)

1-877-306-2413 Tulare County Warmline (24/7)

1-866-488-7386 Trevor Helpline/LGBTQ+ (or text "start" to 678678)

\* If you need immediate crisis support, call 911

Adapted from: National Association of School Psychologists (NASP), [www.nasponline.org](http://www.nasponline.org) and the Suicide Prevention Resource Center (SPRC), [www.sprc.org](http://www.sprc.org)

## **GROWTH AND DEVELOPMENT, SEXUAL HEALTH EDUCATION**

**(Including Health, Growth and Development, Sexual Health, and Sexually Transmitted Diseases)**

**(Ed. Code Sections 51240, 51550, 51820)**

The parent/guardian has the right to exempt his or her child from instruction in growth and development (Grades 4-6) and comprehensive sexual health education, including pregnancy prevention and sexually transmitted infection (HIV/AIDS) prevention instruction (Grades 7 and 9). The parent/guardian shall be notified in writing at least fifteen days prior to commencement of instruction. The parent/guardian shall have the opportunity to inspect the materials used in growth, development or comprehensive sexual health instruction and may request in writing that his/her child not participate in instruction. The written request is only valid for the school year submitted. This notification does not pertain to descriptions and/or illustrations of human reproductive organs that appear in science or health textbooks when the textbooks have been adopted pursuant to law.



# SCHOOL SAFETY

## DRUG AND TOBACCO FREE SCHOOLS

In an effort to keep the schools free of tobacco and drugs, the district has implemented policies and programs to prohibit the possession and use of drugs, tobacco, and electronic smoking devices on all school sites and school related activities both on and off school district properties. Signs declaring school sites and all district properties Tobacco Free Zones have been posted throughout the district. Educational anti-tobacco and anti-drug programs are provided at all grade levels. In an effort to inhibit drug use, the district may use a specially trained dog to alert staff to the presence of substances prohibited by law or district policy.

## VIDEOTAPING

The Board recognizes the District's continuing responsibility to maintain and improve student discipline, to ensure the health, welfare and safety of its staff and students when on school grounds, and to protect school property from burglary and vandalism. Because the District has found that there is an ongoing or escalating problem with student behavior and vandalism/theft on school campuses, the District may use video surveillance equipment in public areas of the school campus to monitor student behavior, unauthorized persons on campus, and property burglary/vandalism activity. (BP 3515.7)

## SEARCH AND SEIZURE

The Board of Education is committed to maintaining an environment for students and staff, which is safe and conducive, to learning and working. The Board recognizes that incidents may occur where the health, safety and welfare of students and staff are jeopardized and which necessitate the search and seizure of students, their property, or their lockers by school officials. The searches may include use of metal detectors, BP 5145.12 (a) The Board authorizes school officials to conduct searches when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The Board urges that discretion, good judgment, and common sense be exercised in all cases of search and seizure.

## LOSS OR DAMAGE DUE TO VANDALISM OR THEFT

Visalia Unified School District is not responsible for the loss or damage of personal property, including textbooks, because of vandalism or theft. Students are responsible for all of their personal belongings, including textbooks that are left in school lockers.

## STUDENT HARASSMENT AND DISCRIMINATION

(Prohibited by Law and by Visalia Unified School District's Board Policy 5145.3, 5145.7 and 5145.9)

The Board of Education will not tolerate harassment or discrimination and will make efforts to maintain schools free from this type of behavior. Any and all forms of harassment or discrimination based on race, ethnic group, religion, gender, color, race, ancestry, national origin, and physical or mental disability, age or actual or perceived sexual orientation which includes perceptions of a person's identity, appearance or behavior or immigration status is expressly prohibited.

### VISALIA UNIFIED SCHOOL DISTRICT'S BOARD POLICIES

1. Prohibits harassment/discrimination of any student by any employee, student, or other person in, or from the District.
2. Expects students or staff to immediately report incidents of harassment or discrimination to a site administrator or to another District administrator.
3. Each site administrator has the responsibility of maintaining an educational and work environment free of harassment and discrimination.
4. Each harassment complaint shall be promptly investigated in a way designed to respect the privacy of all parties concerned. This responsibility includes discussing this policy with his/her students and employees and assuring them that they NEED NOT endure sexually insulting, degrading, or exploitative treatment or any other form of sexual harassment or discrimination.

### WHAT IS SEXUAL HARASSMENT?

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from, or in, the work or educational setting under any of the following conditions:

1. When submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.

2. When submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. When the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. When submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at, or through, the educational institution.

## **SEXUAL ORIENTATION HARASSMENT AND DISCRIMINATION**

Harassment or discrimination based on sexual orientation and gender, which includes perceptions of a person's identity, appearance or behavior, is expressly prohibited under VUSD policies and State law, including Education Code Section 220 and Penal Code Sections 422.6 and 422.76. The prohibition on retaliation, the consequences for sexual harassment and the grievance complaint procedures applicable to sexual harassment are equally applicable to harassment or discrimination based on sexual orientation.

Further, counselors have been designated at each school site whose role will include accepting complaints of sexual orientation harassment or discrimination. It is their responsibility to promptly and appropriately respond to and report on verbal and written complaints of harassment or discrimination of students on the basis of actual or perceived sexual orientation. Contact your student's middle or high school for the name of their counselor. For elementary schools, the designated person is the principal. Student training programs will be provided at all VUSD high schools, continuation schools, and middle schools on addressing school safety issues. This will involve addressing forms of harassment and discrimination, including preventing harassment and discrimination, on the basis of actual or perceived sexual orientation.

## **TRANSGENDER STUDENTS**

Assembly Bill 1266 amended Education Code Section 221.5 to require that a student be permitted to participate in sex segregated school programs, activities and facilities including athletic teams and competitions, consistent with his or her gender identity, irrespective of the gender listed on the student's records. Pursuant to state law, students may access sex segregated programs and facilities including locker room and restroom facilities consistent with their gender identity. Any student may request the use of private or unisex restroom facilities for increased privacy. VUSD endeavors to protect the privacy of all students.

## **EXAMPLES OF HARASSMENT**

Harassment may occur as a pattern of degrading sexual speech, or action ranging from verbal or physical annoyances, or distractions to deliberate intimidations and frank threats or sexual demands.

Forms of harassment include, but are not limited to the following:

1. Verbal Harassment - Derogatory comments, jokes, or slurs; graphic verbal abuse of a racial or sexual nature; comments about an individual's body/dress, sexual preferences, sexual conduct, sexual orientation or gender preference; racial/sexual degrading words used to demean, label, or describe an individual; or, spreading sexual rumors.
2. Physical Harassment - Unnecessary or offensive touching, or impeding or blocking movement.
3. Visual Harassment - Derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures; suggestive or obscene letters, notes or invitations; the display in the educational environment of or sexually suggestive objects or racially derogatory pictures.
4. Sexual Favors - Unwelcome sexual advances, requests for sexual favors, unwelcome sexual flirtations, or propositions.

## **PREVENTION OF HARASSMENT**

It is the Board of Education's Intent to maintain an academic and work environment which protects the dignity and promotes the mutual respect of all employees and pupils. Student training programs will be provided at all VUSD high schools, continuation school and middle schools on addressing school safety issues. These trainings will involve addressing various forms of harassment and discrimination including prevention of harassment based on race or on the basis of actual or perceived sexual orientation.

Counselors have been identified for each school site who are familiar with proper investigation and remedies for allegations of harassment or discrimination and how to work with other staff concerning these matters. It is their responsibility to promptly and appropriately respond to and report on verbal and written complaints of harassment or discrimination of students. Contact your student's middle or high school for the name of their counselor. For elementary schools, the designated person is the principal. For elementary schools, the designated person is the Principal.

## **RETALIATION**

The District prohibits retaliatory behavior against any complainant as a result of a negative response to sexual advances or the making of an informal or formal complaint alleging sexual harassment.

## CONSEQUENCES FOR SEXUAL HARASSMENT

Any student who engages in sexual harassment is subject to disciplinary action according to the Student Conduct Code, Board Policies 5145.7 and 5131, and in accordance with the Education Code. (Employees are subject to disciplinary action according to Board policies and in accordance with the Education Code.)

## GRIEVANCE (COMPLAINT) PROCEDURES

1. Any student who feels that he/she is being sexually harassed should immediately contact a school site administrator.
2. Staff members who receive complaints of sexual harassment from students should refer such complaints to the site or other District administrator.
3. If the site or District administrator is notified that an allegation of sexual harassment was not addressed to the complainant's satisfaction, that administrator should provide the student and/or the student's parent/guardian with a copy of the District's sexual harassment policy and grievance (complaint) procedures.
4. Nothing in the District's grievance (complaint) procedures shall affect the right of the complainant to pursue the matter with any state or federal enforcement agency.
5. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process.

## VUSD BULLYING POLICY

In its continuing efforts to provide safe and supportive climates in all schools, Visalia Unified School District has adopted a policy expanding on its current policy prohibiting acts of discrimination, harassment, and intimidation by including bullying based on the actual or perceived characteristics described in section 422.55 of the Penal Code and section 220. The characteristics are as follows; disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Bullying is when someone repeatedly and intentionally says or does mean or hurtful things to another person who is unable to stop the behavior on their own.

Bullying as defined by Education Code section 48900 subdivision (r) is:

A severe or pervasive physical or verbal act or conduct including communications made in writing or by means of an electronic act and including one or more acts committed by a pupil or group of pupils as defined in Sections 48900.2, 48900.3 or 48900.4 directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil/s in fear of harm to that pupil's or those pupils' person or property;
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health;
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance or
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

School personnel receiving and investigating complaints of discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics as noted above must adhere to the following guidelines:

- School Personnel who witness such acts take immediate steps to intervene when safe to do so
- Set a reasonable timeline to investigate and resolve complaints; and
- Provide an appeal process for the complainant if the complainant disagrees with resolution.

VUSD personnel will respond to bullying by providing on the spot interventions by adults including (1) stopping the bullying (2) support the student who has been bullied (3) name the bullying behavior and refer to school rules (4) engage the participants including bystanders (5) take steps to ensure bullied student will be protected from future bullying (6) site administration and other adults at the school will work with students with bully behavior to assist in stopping bullying incidents.

This policy shall apply to all acts related to school activity or school attendance occurring within a school or a school activity under the jurisdiction of the superintendent of the school district.

## REPORTING THREATS OR PERCEIVED THREATS

Under Senate Bill 906 it requires school officials to immediately report threats or perceived threats made by pupils to law enforcement. The bill did limit the reporting requirement to LEAs serving pupils in any grades 6 to 12, as part of middle school or

high school. Furthermore, school officials have been defined to any certificated or classified employee whose official duties bring the individual in contact with pupils in any of the grades of 6 to 12. As such, threats or perceived threats, are defined as writings or actions of a pupil that creates a reasonable suspicion that a pupil is preparing to commit a homicidal act related to school or school activity. Reasonable suspicions are defined as rational inferences from articulable facts, warranting an objective suspicion. In other words, an official's report must stem from actual facts that warrant an objective suspicion. The facts can include writings, pictures, journal entries, social media post, or warnings by a parent, another student, or individual. The school official must include copies of documentary evidence associated with the threat or perceived threat. The need to include evidence in the report to law enforcement seems to further prove that facts are needed to report the threats. SB 906 specifically, references threats to commit homicidal acts.

The District will work with and coordinate its continued investigation of the matter alongside law enforcement's investigation.

SB 906 does indicate what a homicidal act looks like, in where the pupils act or writings involve the depiction of firearms, ammunition shootings, or targets associated with the infliction of physical harm, destruction, or death. This definition is important as it gives guidance to the school official as to what a reportable threat will look like.

## SAFE PRACTICES

### GETTING YOUR CHILD TO AND FROM SCHOOL SAFELY

- Visalia Unified School District seeks to ensure a safe learning environment for all students. Parents can help to make the school experience safe. If your child rides a bicycle or walks to school, please make certain he, or she:
- Takes the safest route to school and NEVER TAKES SHORTCUTS
- Watches for cars or other vehicles backing out of driveways
- Crosses the fewest busy streets as possible
- Walks to school with other responsible students; if your child rides a bike to school, please make certain he or she wears a bicycle helmet. All cyclists under the age of 18 must wear protective helmets whenever they are riding on public streets or trails
- Rides on the right side of the roadway
- Uses reflectors on his or her, bike
- Walks his or her bike across busy streets
- Stops at all traffic signals and uses bike lanes whenever possible
- Uses a bike lock

### THE VISALIA UNIFIED SCHOOL DISTRICT IS NOT RESPONSIBLE FOR THE LOSS OR THEFT OF ANY BICYCLE, ROLLERBLADE SKATES, OR SKATEBOARDS FROM SCHOOL GROUNDS INCLUDING BIKE COMPOUNDS AND STORAGE RACKS.

Don't allow your child to arrive at school too early. Your child's school principal can tell you what time is best for your child to arrive at school. Instruct your child to come home immediately after school unless you know in advance where your child will be and arrangements have been made for his/her care.

## TRAFFIC CONGESTION AROUND THE SCHOOLS

Visalia Unified School District and the Visalia Police Department are working together to help ensure your child's safety at school. You can help. Traffic congestion around school campuses poses a potential danger to all students. To help avoid accidents that can occur, please:

1. Teach your child that being safe means obeying all traffic rules, whether your child:
  - Rides the school bus to and from school
  - Walks to school
  - Is transported to school by a parent or other driver
  - Drives a car
2. Use the specially designated areas at your child's school for dropping your child off or picking him/her up before and after school. (Each school has an area at, or near, the school for this purpose). Please:
  - Do not park in a NO PARKING ZONE
  - Do not park in a bus zone
  - Do not double park when you drop your child off or pick your child up
  - Do not block driveways or parking spaces
  - Do not drive through school parking lots to enter or leave the school grounds
  - Do not park across the street from the school and call your child to you

- Do not allow your child to cut between vehicles or jaywalk to reach your vehicle

**Our staff monitors the safe operation of motor vehicles on District property to keep fire lanes, bus zones, reserved spaces and handicapped parking areas clear for use only by those authorized. Parking citations may be issued for illegally parked vehicles on school campuses.**

## SCOOTERS, BICYCLES AND OTHER SIMILAR ITEMS

- Parents will be accepting the responsibility for permitting their child to ride scooters, bicycles, motorcycles, and other similar items to school.
- Each site will determine parking locations for these items while the student is in school.
- These items may not be ridden on any campus.

## ROLLER BLADES, SKATES AND SKATEBOARDS

- Students may use roller blades, skates and skateboards as a mode of transportation to and from school.
- Roller blades, skates, and skateboards may not be ridden on any campus.
- Roller blades, skates and skateboards are not allowed on any school bus
- Schools should advise parents that roller blades, skates, and skateboards will be the responsibility of the student.
- Each site will determine a procedure as to how the student will be responsible for roller blades, skates, and skateboards while the student is in school.

Although parents will be accepting the responsibility for permitting their child to ride roller blades, skates, or skateboards to school, each site should stress the importance of safety as is done for students riding bicycles.

## EMERGENCY, DISASTER, AND CIVIL DEFENSE PROCEDURES

### EMERGENCY INFORMATION

The Visalia Unified School District schools are required to have comprehensive safety plans which include their emergency response system. These plans are reviewed annually by the VUSD School Board. We believe that the reactions of people in emergencies depend largely upon their training. Our school staff is trained and a variety of drills are held regularly to make certain that the students understand emergency procedures.

We want your children to be as safe at school as they are at home in a serious emergency. School buildings have been designed with safety in mind, and inspections are regularly made to remove known possible hazards. There are personnel trained in first aid. Our primary concern in the event of an emergency is the safety and welfare of the students.

Your children should be instructed to obey the directions of their teachers and bus drivers. If they are walking or riding bicycles, they should be told to continue toward their destination (to or from school) when an emergency situation develops.

Your cooperation is asked in an emergency:

- Please do not telephone the school. Telephone lines will be needed for emergency communications.
- Please do not drive to school. Streets should be as open as possible for emergency vehicles.
- Do turn your radio to the local station. Information and instructions for picking up students during or after an emergency will be given over the radio.
- Your children should know the safest and quickest route home in the event that buses are unable to proceed as planned, making it necessary for students to walk home from school.
- If early dismissal of school was to occur the school will need current phone numbers in order to contact parents/guardians.
- You should review the above procedures with your children regularly and emphasize that the regular means of getting home from school will be used except in an extreme emergency.

We assure you that our schools will continue to work closely with the Tulare County Office of Emergency Services and will adjust our plans should changes be necessary.

## ANNUAL ENVIRONMENTAL PROTECTION AGENCY

### NOTICE

This message provides annual notification to District parents and guardians that is required by the Environmental Protection

Agency (EPA) through the “Asbestos Hazard Emergency Response Act.” The Act requires that notice be given documenting the original asbestos inspections and asbestos-related activities that have occurred since the last annual notice. The original inspections were completed during the 1988/89 school year. Visalia Unified School District personnel conducted the inspections and prepared the Management Plans which were subsequently submitted to and approved by the State’s Office of Local Assistance. Copies of the inspection and management plan for your child’s school are maintained in the school’s front office and in the Maintenance and Facilities offices located at 801 North Mooney Blvd., Visalia, California.

#### **UPDATED INFORMATION**

Surveillance of asbestos containing materials is conducted every six months at each school district site. Trained Visalia Unified School District personnel conduct the six-month surveillance, and the results are added to the District’s management plan for each site. The next three year re-inspection completed for all sites is due to be in 2017. Recent asbestos work includes the removal and handling of asbestos at Mt. Whitney and Divisadero. Work planned for the next fiscal year may include asbestos work due to flooring replacement at various sites. If you have any questions, please call Joe Haley at the Maintenance and Operations office at 730-7589.

## **PEST AND WEED MANAGEMENT PROGRAM**

Assembly Bill 2260 establishes the Healthy Schools Act of 2000 and promotes the least-toxic pest management programs for school districts. Part of routine sanitation and maintenance involves the control of unwanted pests and weeds. After carefully considering non-poisonous alternatives, Visalia Unified School District has determined that the best action to control this problem is to treat the pest infestation with EPA and State of California approved materials. The materials will be applied in strict accordance with the law and every safety precaution will be taken.

Below is a list of products that are used by the District as part of our Pest Management Program:

Maxforce D-Force H.P.X Wilco Gopher getter Type 1  
Ant Bait Stations Suspend Polyzone Weevil-Cide Tabs  
Ant Killer Granular Bait Suspend CS Termidor  
Roach Bait Stations Gentrol Aerosol Cykick  
Roach Killer Bait Gentrol P.T. 565  
Demon Max Arilon Nyguard plus  
Demand CS Niban Cynoff EC

Below is a list of products that are used by the District as part of our weed and grass management program:

Activator 80 Lifeline Dimension  
Fusilade II SedgeHammer Cheetah  
Goal 2XL Speedzone Southern Revolver  
Pendulum 3.3 ec No Foam  
Bulls-Eye (Dye) Surflan AS Dithiopyr

Please contact your student(s) school immediately if your student(s) is/are allergic or has/have any kind of reaction to any of the above materials. You can request and complete the “Pest Notification Form” that the school will provide. By completing this form, you will be informed at least 72 hours prior to any product application.

## **REPORTING OF WEAPONS AND DANGEROUS OBJECTS**

The Board encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law. (BP 5131.7 (b), Ed. Code 49335)

Students may use the following reporting strategies:

- a. Write to school officials
- b. E-mail school officials
- c. Call school officials

## **SAFE FIREARMS STORAGE**

The purpose of this section is to inform and to remind parents and legal guardians of all students in the Visalia Unified School District of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been



many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.<sup>1</sup>

**Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.<sup>2</sup>
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.<sup>3</sup>
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.<sup>4</sup>

**Note:** Your county or city may have additional restrictions regarding the safe storage of firearms.

Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

## CORPORAL PUNISHMENT

Corporal punishment is not permitted in California's public schools. "Corporal punishment" means the willful infliction of, or willfully causing the infliction of, physical pain on a student. An amount of force reasonable for a person employed by, or engaged in, a public school to subdue a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the student, is not to be interpreted to be corporal punishment within the meaning and intent of this Education Code section (E.C. 49001).

# SCHOOL ATTENDANCE

## REGULAR SCHOOL ATTENDANCE IS IMPORTANT

Students must attend school regularly to achieve in the classroom. Parents/guardians who make regular school attendance a top priority help their children become dependable and responsible. The importance of being in school every school day applies to students at all grade levels. Students in the primary grades (K-3rd) should set a pattern of regular attendance early in their school careers. The habit will carry over through high school and beyond.

### ABSENTEEISM FROM SCHOOL HURTS THE STUDENT

Visalia Unified School District data shows that students who do not attend school regularly achieve at a lower level than their classmates. Poor school attendance is the most frequently identified symptom of the potential school dropout. The average number of absences for students who were "on track" to graduate with their classmates was 4 absences a semester or 8 days during the entire school year. On average, high school students who are not on track to graduate are absent 9 or more days a semester, or 17 days in a school year. On average, students who are absent 1-2 days a month or more, are not on track to graduate with their classmates regardless of the school they attend, their grade level, or the courses they take.

### **ABSENTEEISM HURTS OTHER STUDENTS**

When students who have been absent return to school, they need more individual attention from their teacher. They often deprive their classmates of the teacher's full attention.

### **GREAT ATTENDANCE IMPACTS YOUR CHILD'S SCHOOL**

State funding to schools is linked to student attendance. The more your child is present, the more funding a school district receives from the state to continue to grow educational opportunities and programs for all Visalia Unified School District students.

### **EXCESSIVE ABSENTEEISM AND YOUR ABILITY TO GET A WORK PERMIT**

If you have 5 or more absences without a doctor's note after being placed on Attendance Supervision, you will not be given a work permit, or the permit you have will be revoked until the end of the school year.

Your high school principal may waive these requirements if you are denied a work permit, and it is verified that a personal or family hardship exists regarding employment or because of medically related reasons.

### **GREAT ATTENDANCE IMPACTS OUR COMMUNITY**

Students who attend school on a consistent basis are more likely to be prepared to join the workforce or continue their education beyond high school. Agencies in our community confirm that daytime criminal activity decreases when students are in school. Make sure your child attends school every school day!

### **KEY TERMS**

Truancy: A student is truant if he or she is absent or tardy 30 minutes or more without a valid excuse on 3 occasions in a school year. Habitual Truancy: A student is a habitual truant when he or she has been reported as truant on three or more occasions during the school year. Chronic Truancy: A student is considered a chronic truant when he or she has been absent without a valid excuse for 10 % or more of the school year. Chronic Absentee: A student is chronically absent when he or she is absent regardless of excused or unexcused reason for 10% or more of the school year.

## **VISALIA UNIFIED SCHOOL DISTRICT ATTENDANCE STANDARDS**

### **California Attendance Laws**

#### **Education Code 48200**

Each person between the ages of 6 and 18 years not exempted under the provisions of this chapter or Chapter 3 (commencing with Section 48400) is subject to compulsory full-time education. Each person subject to compulsory full-time education and each person subject to compulsory continuing education not exempted under the provisions of Chapter 3 (commencing with Section 48400) shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located.

#### **Education Code 48263**

If any minor pupil in any district of a county is a habitual truant, or is a chronic absentee, as defined in Section 60901, or is habitually insubordinate or disorderly during attendance at school, the pupil may be referred to a school attendance review board or to the probation department for services if the probation department has elected to receive these referrals. The supervisor of attendance, or any other persons the governing board of the school district or county may designate, making the referral shall notify the minor and parents or guardians of the minor, in writing, of the name and address of the board or probation department to which the matter has been referred and of the reason for the referral. The notice shall indicate that the pupil and parents or guardians of the pupil will be required, along with the referring person, to meet with the school attendance review board or probation officer to consider a proper disposition of the referral.

If the school attendance review board or probation officer determines that available community services can resolve the problem of the truant or insubordinate pupil, then the board or probation officer shall direct the pupil or the pupil's parents or guardians, or both, to make use of those community services. The school attendance review board or probation officer may require, at any time, that it determines proper, the pupil or parents or guardians of the pupil, or both, to furnish satisfactory evidence of participation in the available community services.

If the school attendance review board or probation officer determines that available community services cannot resolve the

problem of the truant or insubordinate pupil or if the pupil or the parents or guardians of the pupil, or both, have failed to respond to directives of the school attendance review board or probation officer or to services provided, the school attendance review board may, pursuant to Section 48263.5, notify the district attorney or the probation officer, or both, of the county in which the school district is located, or the probation officer may, pursuant to Section 48263.5, notify the district attorney, if the district attorney or the probation officer has elected to participate in the truancy mediation program described in that section. If the district attorney or the probation officer has not elected to participate in the truancy mediation program described in Section 48263.5, the school attendance review board or probation officer may direct the county superintendent of schools to, and, thereupon, the county superintendent of schools shall, request a petition on behalf of the pupil in the juvenile court of the county.

### **Education Code 48293**

- a. Any parent, guardian, or other person having control or charge of any pupil who fails to comply with this chapter, unless excused or exempted therefrom, is guilty of an infraction and shall be punished as follows:
1. Upon a first conviction, by a fine of not more than one hundred dollars (\$100).
  2. Upon a second conviction, by a fine of not more than two hundred fifty dollars (\$250).
  3. Upon a third or subsequent conviction, if the person has willfully refused to comply with this section, by a fine of not more than five hundred dollars (\$500).
- In lieu of imposing the fines prescribed in paragraphs (1), (2), and (3), the court may order the person to be placed in a parent education and counseling program.
- b. A judgment that a person convicted of an infraction be punished as prescribed in subdivision (a) may also provide for the payment of the fine within a specified time or in specified installments, or for participation in the program. A judgment granting a defendant time to pay the fine or prescribing the days of attendance in a program shall order that if the defendant fails to pay the fine, or any installment thereof, on the date that it is due, or fails to attend a program on a prescribed date, he or she shall appear in court on that date for further proceedings. Willful violation of the order is punishable as contempt.
- c. The court may also order that the person convicted of the violation of subdivision (a) immediately enroll or reenroll the pupil in the appropriate school or educational program and provide proof of enrollment to the court. Willful violation of an order under this subdivision is punishable as civil contempt with a fine of up to one thousand dollars (\$1,000). An order of contempt under this subdivision shall not include imprisonment.

### **Penal Code 270.1**

A parent or guardian of a pupil of six years of age or more who is in kindergarten or any of grades 1 to 8, inclusive, and who is subject to compulsory full-time education or compulsory continuing education, whose child is a chronic truant as defined in Section 48263.6 of the Education Code, who has failed to reasonably supervise and encourage the pupil's school attendance, and who has been offered language accessible support services to address the pupil's truancy, is guilty of a misdemeanor punishable by a fine not exceeding two thousand dollars (\$2,000), or by imprisonment in a county jail not exceeding one year, or by both that fine and imprisonment. A parent or guardian guilty of a misdemeanor under this subdivision may participate in the deferred entry of judgment program defined in subdivision (b).

## **EDUCATION ASSISTANCE FOR HOMELESS STUDENTS MCKINNEY-VENTO ACT /RIGHTS AND OPPORTUNITIES**

### **Information for Parents & School-Age Youth**

The McKinney-Vento Act defines homeless children and youths as individuals who lack a fixed, regular, and adequate nighttime residence. This definition also includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Children and youths who may be living in motels, hotels, trailer parks, or shelters
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Migratory children who qualify as homeless because they are children who are living in similar circumstances listed above

**Then preschool-aged, school-aged children and unaccompanied youth have certain rights or protection under the McKinney-Vento Homeless Education Assistance Act.**

**Homeless children and youth have the right to:**

- Enroll in school immediately even without the documents normally required for enrollment, such as proof of residency, immunization records, school records or legal guardianship documents
- Participate fully in all school activities and programs for which he/she is eligible
- Receive transportation to and from the school of origin, if you request it
- Continue to attend the school in which he/she was last enrolled, even if you have moved away from that school's attendance area
- Qualify automatically for school nutrition program

**When you move, you should do the following:**

- Contact the school district's local liaison for homeless education or assistant (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school.
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.

**Local Area contacts:**

*First Contact Your School Principal.* If you have further questions contact: Homeless Liaison: Vanessa Alvarado 730-7566. If you need further assistance, call the National Center for Homeless Education at the toll-free Help Line number 1-800-308-2145

## GRADUATION CREDITS & WORK PERMITS

A student must be ON TRACK to graduate with your classmates before you can obtain a WORK PERMIT. This means that a STUDENT MUST EARN THE FOLLOWING NUMBER OF UNITS BY THE END OF EACH SCHOOL YEAR:

9TH GRADERS 50 CREDITS - Class of 2027  
10TH GRADERS 100 CREDITS - Class of 2026  
11TH GRADERS 160 CREDITS - Class of 2025  
12TH GRADERS 220 CREDITS - Class of 2024

In addition to the on-track requirement mentioned above, a student applying for a work permit shall achieve a grade point average of 2.0 with no more than one "F" in the grading period preceding the date in which the work permit is to be issued.

Should an individual fall below the above requirement after receiving a work permit, a 6 week probationary period will be provided to allow the student to bring up his/her grades. If unsuccessful in bringing the grades up to the standard required, the student's work permit will be revoked during the next 6 weeks and the student will not be able to obtain another work permit until his/her grades meet the academic standards at the conclusion of a regular grade reporting period.

Students who are transferring into Visalia Unified School District Schools from other school districts and who are NOT ON TRACK to graduate may gain a work permit ONLY IF they earned no "F"(failing) grades at the end of the previous semester and are enrolled in more than 30 units during the current semester.

Your high school principal may waive these requirements if you are denied a work permit, and it is verified that a personal or family hardship exists regarding employment or because of medically related reasons. If you want more information on whether you are eligible for a work permit, contact your high school counselor.

**GRADUATION REQUIREMENTS UNDER AB 1330**

On April 10, 2012, the Visalia Unified School District Board of Trustees adopted the provisions contained within AB 1330. These provisions allow a student to use a Career Technical Education (CTE) course to satisfy the one-course Foreign Language or Visual and Performing Arts district requirement for graduation. In Visalia Unified, CTE courses are associated generally with the Agriculture, Business, Consumer and Family Studies, and Industrial Education departments. Current lists of these courses may be found in the course catalog or program planning guides for each high school.

It is important to note that this legislation does not change California State University or University of California entrance requirements which do not allow for the substitution of a CTE course for a foreign language or visual and performing arts course.

# STATE TESTING AND ASSESSMENTS

Each year Visalia Unified School District students in grade 3 through 8 and grade 11 participate in state testing for the subject areas of English Language and Arts Mathematics. Students in grades 5, 8, and 12 also participate in the California Science Test. Parents are hereby notified that exempting their student from participating in said test(s) will be honored following a submission of the written request that must be presented annually in accordance with Education Code Section 60615. This written request can be submitted directly to the student's site administration office. Beginning with the 2019-20 academic year, student score reports are made available through the Power School Parent portal.

# SCHOOL TRANSFERS

## ENROLLMENT OPTIONS AND OPTIONS FOR MEETING RESIDENCY REQUIREMENTS

Each student shall be enrolled in the particular school designated by attendance area boundaries for the school; however, the Board of Education desires to provide options that meet diverse needs and interests of district students. Students who reside within district boundaries may apply for enrollment in any district school and if space permits, may be enrolled.

The district shall admit only those students who provide proof of residency in the Visalia Unified School District. Such proof (i.e., utility service payment receipts, rent payment receipts, property tax payment receipt, or a residency visit by a district official) shall be required prior to enrollment.

Families who allow "another family" to reside in their residence must go to their home school and file a "Residency Affidavit" in order for the "other family" to attend the home school. These residency affidavits must be filed at the school on an annual basis.

### Residency Requirement Options:

- Student lives with parent/guardian.
- Student is in a licensed foster home, family home, or children's institute within the district.
- Student is placed by parent/guardian into a properly licensed home.
- Student lives in the home of a relative who is a "caregiving adult" located within the district.
- Student is confined to a district area hospital or residential care facility for treatment of a temporary disability.
- Student has a current inter district attendance agreement.
- Student's parent/guardian works within the district boundaries and a current inter district agreement is in effect.
- Student is an emancipated minor living in the district.

### PROGRAM OPTIONS THAT MAY NOT BE OFFERED AT YOUR CHILD'S SCHOOL

There are program options offered within local attendance areas or available through intra district or inter district transfers. These options are listed below. To obtain more information regarding eligibility standards and programmatic offerings, contact your child's teacher, counselor, or site administrator.

If further explanation of attendance options under California law is desired, please contact the Student Services Division at 730-7573 or the Curriculum/Educational Division at 730-7555, or the Special Education Division at 730-7581.

Gifted and Talented Education (GATE) Specialized High School Classes  
Special Education Classes Regional Occupation Program (TCOVE)  
Homeschooling Advanced Via Individual Determination (AVID)  
Independent Study Bilingual Programs

### CHOOSING YOUR CHILD'S SCHOOL

A Summary of School Attendance Alternatives in California

California law (Education Code Section 48980(j)) requires all school boards to inform each student's parents/guardians 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 that attend schools other than those assigned by the district are referred to as "transfer stu-



dents” throughout this notification. There is one process for choosing a school within the district in which the parents/guardians live (Intra district transfer), and two separate processes for selecting schools in other districts (Inter district transfer). The general requirements and limitations of each process are described below.

### **CHOOSING A SCHOOL WITHIN THE DISTRICT IN WHICH PARENTS/ GUARDIANS LIVE**

The law (Education Code Section 35160.5(b) requires the school board of each district to establish a policy that allows parents/guardians to apply to the school of their choice, regardless of where the parents/guardians live in the district. The law limits “school 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. Each district must decide the number of openings at each school which can be filled by transfer students and transfers are based on space availability.
- 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 serve basis. A district cannot use a student’s academic or athletic performance as a reason to accept or reject a transfer.
- 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/guardian does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents/guardians to appeal a decision.

## **INTRADISTRICT TRANSFER PROCEDURES**

State law requires that California school districts offer intra-district transfer opportunities to parents within certain guidelines.

The information below reflects the transfer procedures, within the law, that allows parents to request enrollment of children in District schools which have available space, so long as certain requirements are met.

### **Q: What is an intra-district transfer?**

A: State law provides the parents(guardians) of each school-age child, who is a resident of the school district, the opportunity to transfer to a school which has “space available.”

### **Q: Which schools are allowed intra-district transfer?**

A: Schools are determined according to individual school capacities. Space availability depends upon:

- District growth patterns
- The physical capacity of the school (based on the number of classrooms and seats at standard capacity)
- Staffing allocations at the school (the law does not require that school districts add teachers to accommodate intra district transfers)

### **Q: Who can participate in the intra district transfer program?**

A: Any student who lives within District boundaries.

### **Q: When did intra district transfers start in Visalia Unified School District?**

A: The District first offered the intra-district transfer during the school year 1994/95 and has continued every year.

### **Q: How do parents apply to take part in the intra-district transfer process?**

A: Interested parents can complete an application form and return it to their home school according to the established timeline. (Please see the intra district transfer calendar for the 2023-24 school year).

### **Q: How are students selected for intra-district transfers?**

A: A lottery drawing is held from the applicant pool, a random, unbiased process that prohibits an evaluation of whether a student should be enrolled based upon academic, athletic, or any other performance.

### **Q: What about siblings or special consideration?**

A: Placement of siblings, students outplaced the previous year, staff at the school site and students with special considerations will be given priority. However, their placement will depend upon space availability.

### **Q: Do students selected for intra-district transfers need to apply to stay at their school every year?**

A: No. Once accepted, students are considered residents of the new school regardless of where they reside within the school district. Once a transfer is approved at a school, the student can remain at the school until the last grade level. Once they are promoted out of the elementary, the transferred student is not automatically transferred to that school’s middle school feeder. If a student would like to continue in the middle school feeder for that elementary, they must apply for a transfer. Similarly, if students would like to continue into the high school feeder, parents would need to request the intradistrict transfer.



**Q: Will transportation be provided for intra-district transfer students?**

A: No. A parent who transfers a child through the intra district transfer process is responsible for transportation.

**Q: Can students return to their home school after transferring to an Open Enrollment School?**

A: Only if there is space available at K-6. At the 7-12 grade level, if there is space available and during the first week of the new school year.

**Q: What about special education students?**

A: It is recommended that when special education students are attending special classes and/or receiving specialized services that their families consult with the student’s IEP team or Program Specialist before applying for an intra district transfer.

**INTRADISTRICT TRANSFER CALENDAR**

FOR THE 2023-24 SCHOOL YEAR

Students must attend their school of residence unless they have an approved Intradistrict transfer.

Lottery Application TimeLines:

Grades 1st - 12th	Kindergartners
December 4, 2023 - February 5, 2024	March 4, 2024 - April 19, 2024

Notification for all grades will be the end of May 2024

**Applications for Transfer:**

Transfer applications are available on our website at [www.vusd.org](http://www.vusd.org). If you are unable to access from the website, limited copies are available at all school sites.

**Reasons for Transfer:**

Transfers granted on space available basis only. Please complete and turn in at our website [www.vusd.org](http://www.vusd.org).

**Waiting List:**

If space is not available, the child will be placed on a waiting list for K-6. Waiting list will be honored before any new requests are honored. Waiting list for K-6 is maintained until March of each school year. The wait list for 7-12 will be maintained until the end of September of each school year. Transfers for Middle and High Schools will be reviewed as received throughout the year on a case by case basis.

**Sibling Preference:**

In order to keep families together, there will be a preference given to requests where an older sibling will continue to be enrolled at the school being requested. The request is contingent upon space availability.

Moving to middle/high school

**Important notice for parents:**

If your child is moving on to middle school they will be expected to attend their school of residence unless they apply for and receive an intra district transfer. Approved transfers to middle school will be valid for grades 7-8 ONLY (except if you are already attending Ivanhoe Elementary, Oak Grove Elementary, and Willow Glen Elementary). When the student is promoted to high school, the student has the option to either return to their high school of residence boundary or submit and be approved for a new intradistrict transfer to a high school outside of their residence boundary.

**7-8 Grade Programs at Elementary Schools:**

If your child is attending the 7-8 program at Ivanhoe Elementary, Oak Grove Elementary, and Willow Glen Elementary. When the student is promoted to high school, the student has the option to either return to their high school of residence boundary or submit and be approved for a new intradistrict transfer to a high school outside of their residence boundary.

**SCHOOL PLACEMENT OPTIONS**

If your child received an intra-district transfer allowing him/her to attend a school other than the school of residence, you need to be aware that there are options available to you.

1. Your child can continue to exercise his/her transfer and remain at the current school for another year. If you want to exercise your option to keep your child in the current school, please let the staff at your school know that your child will be remaining with them.
2. Your child can return during the first week of the new school year to the home school (school of residence) based on space availability. Space must be available in order for a student to return to the school of residence.
3. Request another intra district transfer to yet another school. If you want another intra district transfer and want your child to attend yet another school, you must fill out and submit a transfer form by February 5, 2024 to qualify for the lottery selection process. You may pick up a transfer request form online at [www.vusd.org](http://www.vusd.org) December 4, 2024.
4. Your child is completing elementary or middle school this year and will not need to maintain their current transfer. If your child is moving on to a middle school or high school next year 2024-2025, he/she will be expected to attend the school of residence, unless you apply for and receive another intra district transfer.

**Please assist the schools involved by letting them know your plans for next year. This will help with teacher staffing and ensure that optimum space is available for all students, including your child, and provide the best learning environment for all.**

If you have any questions about this process, direct those questions to Equity and Student Services at 559-730-7588.

## INTERDISTRICT TRANSFER INFORMATION

### (Transfers either from or into V.U.S.D.)

These transfers are processed on a continuing basis. They are only approved for one year at a time and will be honored if space permits. If you are interested in applying for a transfer out of the district for next year, applications can be done online and found on our website [www.vusd.org](http://www.vusd.org) after February 5, 2024. On this date, applications to enter VUSD will be accepted. Applicants must apply through their home district. The enclosed information will further assist you in understanding your options and the procedures related to student transfers. If you should have any questions, please contact the Equity and Student Services at 559-730-7588.

### INTERDISTRICT TRANSFER PROCEDURES

#### INCOMING STUDENTS:

Parents/guardians wishing to enter into an interdistrict agreement should contact the Equity and Student Services at 559-730-7588. When a request for an incoming inter district agreement is made, it will be determined by the district as to which school the student may be assigned on a space available basis. The parent/guardian will be asked to apply for an inter district agreement from the district in which they reside.

Parents applying for inter-district agreements should be cautioned that when receiving permission to enroll their child under an inter-district agreement, there is no guarantee of attendance at the same school for succeeding years. An alternative site will be offered.

#### OUTGOING STUDENTS:

Parents/guardians of a child residing in the Visalia Unified School District and applying for an interdistrict agreement to attend school in another district fill out the online application at [www.vusd.org](http://www.vusd.org) or call the Equity and Student Services at 559-730-7588. Their request will be processed. Such agreements must be renewed annually.

### INTER-DISTRICT OPTIONS

Parents/guardians have two different options for application to a school outside the district in which they live. The two options are described below:

#### 1. INTER DISTRICT TRANSFERS

The law (Education Code Section 46600) 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. There are no statutory limitations on the kind of terms and conditions districts are allowed to place on transfers. The law on Inter district transfers also provides for the following:

- Both of the school districts a parent/guardian is requesting a transfer to and the one a parent/guardian is transferring from give consideration to the childcare needs of the pupil. If the transfer is approved based on childcare needs, the

student may be allowed to stay in the new district or the high school district through the 12th grade, subject to certain conditions.

- If either district denies a transfer request a parent/guardian may appeal that decision to the county board of education. There are specified time lines in the law for filing an appeal and for the county board of education to make a decision.
- The Superintendent or designee may deny a transfer into the district for reasons that are not arbitrary or discriminatory (Education Code 46600 (a). A transfer may be denied to Visalia Unified, per AR 5117.1 (b), for the following reasons:
  - i. Overcrowding, lack of space.
  - ii. The cost of educating the student will exceed the increase in state revenue.
  - iii. The request is based solely on a desire to participate in athletics or extra-curricular activities.
  - iv. The student has a history of failure to meet reasonable standards of behavior, attendance or diligence to studies.

\* No district is required to provide transportation to a student who transfers into the district.

## 2. PARENTAL EMPLOYMENT IN LIEU OF RESIDENCY TRANSFERS ("ALLEN BILL TRANSFERS")

The law (Education Code Section 48204 (f) provides that if one or both parents/guardians of an elementary school student are employed in the boundaries of a school district other than the one in which they live, the student may be considered a resident of the school district in which his/her parents or guardians work. This code section does not require that a school district automatically 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 Education Code Section 48204(f):

Either the district in which the parent/guardian lives or the district in which the parent/guardian works may prohibit the transfer if it determines there would be a negative impact on its court ordered or voluntary desegregation plan. The district in which the parent/guardian 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. The limitation might particularly apply to any special needs student that would require extra services from the district for which the district believes the state aid it would receive would not fully pay. There are limits (based on total enrollment) on the net number of students that may transfer out of the 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/ guardian the specific reason for denying the transfer.

The above summary of the attendance alternatives available to parent/guardian and their children is intended to provide them with an overview of the laws applying to each alternative. Any parents/guardians who are interested in finding out more about these options should contact their own school district, or the district they may be thinking about transferring into for more information on district policies, procedures, and timeline for applying for transfers.

# TRANSPORTATION

## BUS TRANSPORTATION

### Administration Regulation (3541.a)

#### Foggy Day Information: 730-7594

##### A. Walking Distance to School

The district shall furnish transportation to those students involved at the various grade levels who live beyond the distances from the school as listed below. For grades kindergarten through six, these distances shall be measured by using the most direct route from the student's residence to school. For grades seven through 12, these distances shall be measured by using a radius from the school.

1. All pupils in kindergarten and grades 1 through 3..... one mile
2. All pupils in grades 4 through 6.....two and one-half miles
3. All pupils in grades 7 through 8 .....two and one-half miles, radius
4. All pupils in grades 9 through 12.....three miles, radius

Consideration for varying these distances may be given for those students with special medical reasons. This requires a statement from the family doctor with the need explained and the length of time this special transportation will be needed. Medical permits shall be renewed each school year. All other students living within the walking distance may also petition for transportation.

Special consideration requests may be submitted and shall be renewed each school year by the parent or guardian.

B. Walking Distances to Meet the Bus on Routes

Bus routes shall be planned to give students the best possible service. Every effort shall be made to locate the bus stops at points where pupils can be loaded and discharged safely and conveniently. In areas where pupils live at considerable distances from each other, the school bus may need to stop at each point along the route that is nearest to the pupil's home rather than at central gathering points. In areas where students live close together, they may be required to walk to certain designated bus stops located at intervals along the route. The following is considered a reasonable walking distance to meet buses.

- 1. Students in kindergarten and grades 1 through 3.....1/2 mile
- 2. Students in grades 4 through 12.....3/4 mile

The above distances to be measured from the point of entry to privately owned property.

Consideration for varying these distances may be given for those students with special medical reasons. This requires a statement from the family doctor with the need explained and the length of time this special transportation will be needed. Medical permits shall be renewed each school year by the parent or guardian.

**RULES OF CONDUCT ABOARD THE SCHOOL BUS**  
**(Calif. Adm. Code, Title 5, Section 14103)**

It is the purpose of the Visalia Unified School District Transportation Department to make school bus transportation a safe, pleasant experience for the students of our District. Conduct of students on the school buses is a serious matter. One misbehaving student can jeopardize the safety and welfare of many others by distracting the driver's attention away from traffic conditions. Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to authority of the bus driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require the pupil to leave the bus in route between home and school or other destinations.

Riding on a School Bus is a "PRIVILEGE" not a Right. All Students who ride a school bus are subject to building regulations. Safe transportation in a school bus requires cooperation and consideration of all people. Listed below are some of the unacceptable behaviors that could jeopardize student bus riding privileges:

- Refusing to obey the driver Failure to remain seated
- Throwing objects in, out, or at the bus Disobeying the bus monitor
- Eating, drinking, chewing gum on bus Lighting matches/lighters
- Bothering others, spitting, profanity Willfully destroying bus property
- Smoking on bus Hanging out of window
- Bringing animals on bus Bringing skateboard on bus
- Fighting Failure to wear a seat belt

- 1st Offense:** Warning to student and/or alternative consequences.
- 2nd Offense:** Not allowed to ride the bus for 1-3 days (or alternative consequences K-6 only), parent conference.
- 3rd Offense:** Not allowed to ride the bus for 3-5 days, parent conference.
- 4th Offense:** Not allowed to ride the bus for 5-7 days, parent conference.
- 5th Offense:** Possible loss of bus privileges for the remainder of the school year.

**Note:** Depending on the seriousness of the act, the student may lose bus privileges for the remainder of the school year on the first or succeeding offense. Also, decisions about bus discipline will be a collaborative effort between transportation and school administration.

**PROCEDURES TO FOLLOW WHILE WALKING TO AND FROM BUS STOPS**

- 1. Parents and students should choose the safest route to the bus stop.
- 2. Parents of pre-kindergarten through grade 3 students should walk with their students to the bus stop prior to the first day riding the bus.

3. Leave home early enough to arrive at your school bus stop five minutes before the scheduled pick up time.
4. Always go directly to the bus stop. Do not talk to strangers and do not accept rides.
5. Cross at crosswalks. Keep to the right in crosswalks.
6. Before crossing, look in all directions.
7. At intersections controlled by signal lights, cross only on the proper signal.
8. Watch for cars. Be sure that it is clear before you cross.
9. Avoid crossing between parked cars.
10. Where there are no sidewalks and it is necessary to walk in the roadway, walk on the left side of the street, facing oncoming traffic.
11. Wear or carry retro-reflective material at night to help make you visible to others.
12. Do not chase or follow anything into the street.
13. Walk in an orderly manner, respecting the property of others.
14. Avoid horseplay; it can result in injuries.

## RULES OF CONDUCT AT SCHOOL BUS LOADING ZONES

1. Do not push or shove each other.
2. Stay clear of the roadway. Stand on the sidewalk or driveway if possible.
3. Do not throw objects.
4. While waiting at the bus stop, do not stand on private property and yards. Respect the property of others.
5. Wait for the bus in an orderly manner. No horseplay.
6. Do not use profane language.
7. Wait at least twelve feet from the edge of the roadway in a single file line until the bus has come to a complete stop. Do not approach the bus to load until the door of the bus opens.
8. Enter the bus in an orderly manner. Quickly find a seat and remain seated while the bus is in motion.

## FOGGY DAY PROCEDURES

TV Channel 24, 26 or 30, Radio Stations KJUG AM & FM, KMJ AM 580

Posted on the VUSD website (<http://www.vusd.org>)

or call 730-7594 for a recorded message.

In accordance with the Vehicle Code Section 34501.6, Visalia Unified School District school buses shall not operate when atmospheric conditions reduce visibility to 200 feet or less.

In determining a foggy day transportation schedule, the following procedure shall be used. Foggy day transportation scheduling will be implemented when visibility is less than 200 feet in two or more of Visalia Unified School District's elementary school attendance areas.

Media will announce foggy day transportation scheduling for the Visalia Unified School District by indicating one of the plans listed below, using only the letter designation, such as Plan "A". Parents and students should be familiar with these plans. Parents are urged to use caution in determining how conditions affect their student's method of getting to and from school. Parents may opt to send Kindergarten - 12th grade students after the fog has lifted, causing them to be late to school. These students will not be penalized for being tardy or absent if an excuse is provided in writing or by telephone.

### **PLAN "A"**

#### **WHEN THIS ANNOUNCEMENT IS MADE, IT WILL INDICATE:**

1. Ground fog exists in certain isolated areas throughout the Visalia Unified School District.
2. Bus transportation and classes will start on regular schedules.

### **PLAN "B"**

#### **WHEN THIS ANNOUNCEMENT IS MADE, IT WILL INDICATE:**

1. Bus transportation will be delayed by two (2) hours.
2. Classes will start on regular schedule.
3. Changes, if necessary, will be announced at approximately 8:00 A.M.

### **PLAN "C"**

**WHEN THIS ANNOUNCEMENT IS MADE, IT WILL INDICATE:**

1. All morning bus routes to school will be canceled. PM Kindergarten bus routes to school will not be affected.
2. Classes will start on the regular schedule.
3. Buses will be dispatched on all "school-to-home" routes on the regular day schedule.
4. Field trips may be postponed. Bus drivers have discretionary authority to discontinue field trips when visibility is reduced to 200 feet or less.

## INCLEMENT WEATHER PROCEDURES

School buses, charter buses and vehicles SHALL NOT operate when atmospheric conditions (fog, wind, rain, etc) reduce visibility to 200 feet or less. When the VUSD transportation department determines that visibility may be reduced to less than 200 feet, the trip will be canceled. While on the activity or athletic event, the driver is to continually monitor the weather conditions. When visibility becomes reduced, the driver shall communicate with their supervisor/coach/ teacher on the status or weather conditions. If the driver determines (after conferring with their supervisor) an earlier return is required, the coach or teacher will be notified of the revised time.

If at any time while in route the visibility is reduced to 200 feet or less, the driver shall find the nearest available lighted area so as to pull the bus or vehicle off the roadway and away from traffic. Drivers SHALL NOT stop on the shoulder of any highway under these conditions except for an emergency.

## BUS EMERGENCY PROCEDURES

Upon registration, the appropriate school site will provide to the parents or guardians of all pupils in pre-kindergarten through grade 6 who have not previously been transported in a school bus or school pupil activity bus, written information on school bus safety. In accordance with Education Code section 39831.5, all students pre-k through the 8th grade that ride the bus will receive safety instructions at least once each year during a scheduled bus evacuation drill.

Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to all of the following:

- A. Proper fastening and release of the passenger restraint system;
- B. Acceptable placement of passenger restraint systems on pupils;
- C. Times at which the passenger restraint systems should be fastened and released; and
- D. Acceptable placement of the passenger restraint systems when not in use.

Prior to departure on a school activity trip, all students riding on a school bus or school pupil activity bus shall receive safety instruction which includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

This Safety Plan shall include: Assembly Bill 1297 (which includes added Section 39831.3 of the Education Code) and amended Vehicle Code 22112.

This Safety Plan is effective January 1, 1998. It may be subject to revisions based on legislative changes and/or Board Policy amendments and/ or additions. Any revisions will be sent by District mail or E-mail to each school site to take the place of the current plan in use.

## SAFETY RULES AND PROCEDURES FOR SCHOOL BUS STOPS

Visalia Unified School District Board Regulations, in conjunction with the California Education and Vehicle Codes, requires the following:

1. The driver shall stop to load or unload pupils only at a school bus stop designated for pupils by the school district superintendent or authorized by the superintendent for school activity trips.
2. Students shall be assigned a designated bus stop by the Transportation Department. Students are to board and exit the bus at their regular designated bus stop only. Drivers shall make every effort to ensure that students comply and will report non-compliance to the Department. Students requesting to exit the school bus at a stop other than their regular designated stop must obtain, and the driver shall be given, written permission from their parent, guardian or school official.
3. Upon stopping the school bus on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer, or official traffic control signal, the driver shall determine if there are students loading or unloading who must cross the highway or private road.
4. The school bus driver shall escort all pupils in pre-kindergarten, kindergarten, and any of grades 1 to 12, inclusive, needing



to cross the highway or private road upon which the school bus is stopped. Escorted stops shall not be made on a divided highway. The driver shall use an approved hand-held "STOP" sign while escorting all pupils. All pupils are required to walk in front of the bus as they cross the road.

## ESCORTED CROSSING PROCEDURES

The Transportation Department encourages parents and guardians to discuss with their children the dangers of crossing the street during an escort. Although your driver is a professional, trained in loading and unloading safety procedures, it is important for your child to use extreme caution when crossing the road. Please instruct your child to use the following safety procedures every time they must cross the road at the bus stop:

1. Students shall remain seated until the bus comes to a complete stop. The driver will indicate when they should come forward to prepare to exit the bus.
2. The student's will follow the driver as he/she exits the bus. Once outside, the students shall stand beside the bus, off of the roadway. Students need to pay close attention to the driver and wait for the driver to tell them that it is safe to cross. Students should never assume traffic will stop nor should they cross without the protection of the school bus driver.
3. When the driver tells the students that it is safe to cross, they need to walk in FRONT of the bus, between the bus and the bus driver. Students should walk quickly, straight across to the other side of the street. Once the students have safely crossed the roadway, the driver will return to the bus. It is very important that the students do not re-enter the roadway as traffic will be ready to proceed and it would be extremely UNSAFE.

## RULES OF THE ROAD FOR PARENTS

A reminder for all parents and guardians - the speed limit, when approaching and passing by a school building or school grounds, while children are going to or leaving the school either during school hours or during the noon recess is 25 miles per hour.

The Amber Warning Light System and the Flashing Red Light Signal System are used by school buses to protect children while entering or exiting the school bus. When the Amber Warning Lights are flashing it means caution, get ready to stop. When the Red Warning Lights are flashing it means stop, students will be loading or unloading. It is against the law for the driver of any motor vehicle to pass a school bus with the Red Warning Lights flashing on an undivided highway. The Transportation Department urges everyone to use caution when driving in school zones and bus pick-up and drop-off locations.

## THE SCHOOL BUS DANGER ZONE

There is an area 12 feet around the school bus called the "Danger Zone." Parents and guardians should discuss with their students the hazards of being in this area. Please see the attached diagram. Students should stay clear of the danger zone and be at least 12 feet from the bus both before and after boarding the school bus. If a student drops something in the danger zone, they should notify the driver of the bus who will retrieve the item. Under no circumstances should a student ever reach or crawl under the bus.

# PARENT'S GUIDE TO TECHNOLOGY

A high-quality education offers our students the best path to a rewarding career and quality living for a lifetime. As citizens of the 21st Century, we must include information and technology literacy among the elements of a good education.

It is important that our students receive guidance as they engage in the online world. Although children can use the internet to access the Library of Congress or download images of Mars, not all of the material on the Internet is appropriate for children. As a parent, you should monitor your child's Internet usage; you can guide and teach your child to ensure their Internet activity is safe and meaningful.

## ESTABLISH RULES FOR INTERNET USE AT HOME

Like most parents, you probably have rules for how your children should deal with strangers; which TV shows, movies, and videos they watch; and even where and how far from home they're allowed to travel. It's important to make similar rules for your children's Internet use and to be aware of their online activity.

## E-MAIL, TEXTS, AND SOCIAL MEDIA

Just as we tell our children to be wary of strangers they meet, we need to tell them to be wary of strangers on the Internet. Teach your children these few rules about online activity:

- Never give out personal information (e.g.; name, age, address, etc.) or use a credit card online without your permission. Never share their password, even with friends.
- Never arrange a face-to-face meeting with someone they meet online unless you approve and accompany them.
- Never respond to a message that makes them feel confused or uncomfortable. If they receive such a message, they should tell you right away. Never use bad language or send mean or hurtful messages online.
- Never send negative or threatening messages online.
- Teach your children that people they meet online are not always who they say they are and that online information is not necessarily private, and they can get into a lot of trouble if they send “threats” online even if they send them in jest.

## INAPPROPRIATE CONTENT ON THE INTERNET

Your children can come across material on the Internet that is obscene, pornographic, violent, hate filled, racist, or offensive in other ways. While offensive material is not illegal, there are steps you can take to keep it away from your children and out of your home.

- Make sure your children understand what you consider appropriate for them. Set clear, reasonable rules and consequences for breaking them.
- Make online exploration a family activity. Put the computer in the living room or family room. This arrangement involves everyone and helps you monitor what your children are doing.
- Pay attention to games your older child might play. Some are violent or contain sexual content.
- Check with your Internet service provider about services that filter out offensive materials and sites. These features or services are sometimes free to the subscriber.

## ENCOURAGE INFORMATION LITERACY

Not all online information is reliable. Some individuals and organizations are very careful about the accuracy of the information they post, but others are not. Teach your children to view the information critically and to use common sense. Remind them not to plagiarize online material or to copy or share media without the publisher’s permission.

## TECHNOLOGY AT SCHOOL

Research has shown that technology can support and improve student performance. Students will frequently be encouraged to use technology tools to accomplish their schoolwork. As part of the new or returning student enrollment process, a parent must acknowledge the Student Technology User Agreement and Parent Authorization statement. A parent who wishes to withdraw their permission must contact their child’s school.

# DISTRICT TITLE I PARENT & FAMILY ENGAGEMENT POLICY

### **PART I. General Expectations**

The Visalia Unified School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level Parental Involvement Plan meets the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide Parental Involvement Plan into its LEA plan developed under section 1112 of the ESEA.

- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:
  - Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring...
    - A. that parents play an integral role in assisting their child's learning;
    - B. that parents are encouraged to be actively involved in their child's education at school;
    - C. that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
    - D. the carrying out of other activities, such as those described in section 1118 of the ESEA.

**PART II. Description of how the district will implement required District Wide Parental Involvement Plan components**

1. The Visalia Unified School District will take the following actions to involve parents in the joint development of its district wide Parental Involvement Plan under section 1112 of the ESEA:
  - At each Title 1 school, through the School Site Council and other parental groups, will review and develop policies regarding Parental Involvement.
  - The District English Learner Advisory Committee will review and provide input and suggestions during the annual Parental Involvement Plan revision process.
  - Other district level parent committees, as appropriate, will annually review the Parental Involvement Plan.
  - The Parental Involvement Plan will be developed, with input from other parent advisories, by the Visalia Unified District Advisory Council.
2. The Visalia Unified School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - The District English Learner Advisory Committee will review and provide input and suggestions during the annual Parental Involvement Plan revision process.
  - Other district level parent committees, as appropriate, will annually review the Parental Involvement Plan.
  - District Advisory Council representatives will bring input regarding the Parental Involvement Plan from their school site councils.
  - The Parental Involvement Plan will be annually reviewed and revised by the District Advisory Council.
3. The Visalia Unified School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
  - Annual Advisory member training
  - Technical assistance for principals in planning for effective parent involvement
  - Monitoring of parent involvement policies and plans
  - Financial support of Title 1 schools specifically targeted for parent involvement
  - Provide opportunity for parent training through the District's Parent University programs
4. The Visalia Unified School District will coordinate and integrate parental involvement strategies to State-operated preschool programs, by:
  - Coordination of programs in the Single Plan for Student Achievement.
  - Technical assistance and information provided to school principals and program coordinators to increase effective parental involvement strategies and activities.
  - Through the district's Parent University program, parent education and training is offered through a variety of resources including Title I.
  - Provide district level administrative support to coordinate and increase parental involvement activities.
5. The Visalia Unified School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this Parental Involvement Plan in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have

limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about the Parental Involvement Plan and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement plans.

- Parental involvement activities will be annually reviewed and evaluated by members of the school site council and other site based parent advisories and organizations. This review and evaluation will be facilitated by each school principal. Information will be forwarded to the District Advisory Council.
  - The district will facilitate an evaluation process as an annual activity of the District Advisory Council. The District Advisory Council is coordinated at the district level and is comprised of representatives from each school's site council. Additionally, other district level advisories will review the effectiveness of the district's parental involvement activities and provide input in the revision of parental involvement activities and policies.
  - The above evaluation will culminate in the annual adoption of each school's Single Plan for Student Achievement and include parental involvement plans and activities.
6. The Visalia Unified School District will build the schools and parents capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
- A. Through the District's Parent University programs, the school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:
    - the State's academic content standards,
    - the State's student academic achievement standards,
    - the State and local academic assessments including alternate assessments,
    - the requirements of Title 1, Part A,
    - how to monitor their child's progress, and
    - how to work with educators
  - B. Through the District's Parent University programs, the school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
    - Support materials will be provided parents regarding grade level standards
    - Annual training will be provided by specific school sites and/or VUSD to assist parents in supporting their children's educational needs
  - C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
    - Providing training to paraprofessionals who work with parents
    - Providing training for principals in how to work with parents
    - Providing parent friendly materials related to grade level expectations, etc.
  - D. Through the District's Parent University programs, the school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with public preschool and other programs that encourage and support parents in more fully participating in the education of their children.
  - E. The school district will ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

# ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)

For students, employees, parents/guardians of its students, school and district advisory committee members, private school officials, and other interested parties.

The Visalia Unified School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

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

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Career Technical and Technical Education; Career
- Technical; Technical Training
- Career Technical Education
- Child Care and Development
- Compensatory Education
- Consolidated Categorical Programs
- Course Periods Without Educational Content
- Education of Students in Foster Care, Students Who Are
- Homeless, Former Juvenile Court Students Now Enrolled
- in a School District, and Children of Military Families
- Every Student Succeeds Act
- Local Control Accountability Plans
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Student
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- School Site Councils
- State Preschool
- State Preschool Health and Safety Issues
- Any other state or federal education program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

The Assistant Superintendent (e.g. Superintendent, Principal, or designee)] shall receive and investigate complaints submitted under the District's UCP and ensure District compliance with the law. For more information concerning the filing of uniform complaints, copies of the Board Policies and Administrative Regulations pertaining to the District's UCP are available free of charge upon request at the school office.

Except for complaints submitted under the District's Williams Complaint Procedures, a complainant may appeal a decision made under the District's UCP to the California Department of Education by filing a written appeal within 30 days of receiving the decision. The appeal must be accompanied by a copy of the complaint filed with the District and a copy of the District's decision. A complainant may pursue available civil law remedies outside of the District's UCP. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable.

Uniform Complaint Procedures - Specific Complaints (Ed. Code §§ 48853, 48853.5, 49010, 49011, 49013, 49069.5, 51225.2, 52075; 5 C.C.R. § 4630)

Complaints alleging non-compliance with specific state laws identified below may be submitted under the District's UCP. If a complainant is not satisfied with the District's decision, the complainant may appeal to the California Department of Education and will receive a written decision within 60 days.

**Pupil Fees.** A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following: (1) a fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit; (2) a security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment; and (3) a purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity. A complaint alleging the imposition of pupil fees for participation in educational activities may be filed with the school's principal under the UCP not later than one year from the date the alleged violation occurred. A complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

Local Control Accountability Plan. School districts, charter schools and county offices of education are required to adopt and annually update their Local Control Accountability Plans ("LCAPs"). A complaint alleging noncompliance with the LCAP may be



filed under the District's UCP and may be filed anonymously. A complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

Graduation and Coursework Requirements for Foster Youth, Homeless Students, Former Juvenile Court Students, Students Living in Active Duty Military Households, and Migratory and Newly Arrived Immigrant Students Participating in a "Newcomer Program." State law outlines the rights afforded to students in foster care, who are homeless, who are former juvenile court school students, students living in the household of a parent who is an active duty member of the military, and migratory and newly arrived immigrant students participating in a "Newcomer Program," which is a program designed to meet the academic and transitional needs of newly arrived immigrant students including, but not limited to, rights regarding a student's school of origin, enrollment, credits, graduation, college, discipline, records, and/or certain non educational rights. A notice summarizing the rights of foster youth is available online through the California Department of Education at <http://www.cde.ca.gov/ls/pf/fy/documents/fosteryouthrights.pdf>.

#### Special Education Program Complaints (5 C.C.R. §§ 3200-3205)

Complaints regarding special education programs are no longer covered by the District's Uniform Complaint Procedures. Please refer to the Notice of Procedural Safeguards, Special Education Rights or Parents and Children under the IDEA and the California Education Code, which is available from your child's school or may be accessed here: <https://www.cde.ca.gov/sp/se/qa/pseng.asp>, for more information about filing a complaint. Complaints alleging that a student was discriminated against due to his or her disability still fall under the Uniform Complaint Procedures.

#### Child Nutrition Program Complaints (5 C.C.R. §§ 15580-15584)

Complaints related to Child Nutrition Programs established pursuant to the National School Lunch Program, Summer Food Service Program, Child and Adult Care Food Program, Special Milk Program, School Breakfast Program, and Food Distribution Program are no longer processed through the LEA's Uniform Complaint Procedures. Instead, complaints must be processed through the existing procedures outlined in the federal regulations and the new, related state regulations, California Code of Regulations, title 5, sections 15580-15584. A complaint must be submitted within one year of the date of the alleged violation, and may be filed by phone, e-mail, or letter. Please see California Code of Regulations, title 5, sections 15580-15584 for more information.

#### State Preschool Health and Safety Issues Complaints (Ed. Code § 8235.5; 5 C.C.R. §§ 4690-4694)

Complaints regarding state preschool health and safety issues in LEAs exempt from licensing are now processed exclusively via the procedures set forth in the California Code of Regulations, title 5, sections 4690 through 4694, and are no longer processed through the LEA's Uniform Complaint Procedures. Complaints must be filed with the preschool program administrator, or his/her designee, and may be filed anonymously.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Name or title: Assistant Superintendent

Unit or office: Educational Services

Address: 5000 W. Cypress, Visalia CA 93277

Phone: 559-730-7515

E-mail address: [spreito@vusd.org](mailto:spreito@vusd.org)

A pupil fees complaint is filed with the Visalia Unified School District and/or the principal of a school.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, 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 our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. A copy of our UCP compliant policies and procedures is available free of charge.

#### **VUSD UNIFORM COMPLAINT FORM**

VUSD ensures it complies with applicable state and federal laws and regulations governing education programs. The district



prohibits discrimination, harassment, intimidation, and bullying in all district educational programs, activities, or employment on the basis and/or association with a person or group with one or more of these actual or perceived characteristics: age, ancestry, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family, immigration status or marital status.

Complaints may be communicated in writing to the Uniform Complaint Procedures (UCP) officer. UCP Investigations into complaints shall begin within 10 business days of the receipt of the complaint. The district will respond in writing within 60 calendar days of the receipt of the complaint.

Complete and submit this form to any Visalia Unified School District staff member or mail to: Assistant Superintendent, Educational Services, VUSD, 5000 W. Cypress, Visalia, CA 93277

**Description of Complaint:** (Please provide a detailed description of complaint including name(s), location(s),date(s), what happened, and specific laws, regulations, or District rules violated. Attach additional pages and/or use the back of this form, if necessary)

**Requested Remedy:** (Please provide your suggested resolution or corrective action to the Complaint.)

Name Print: \_\_\_\_\_  
Date: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_

Staff: When giving or receiving the form, please ensure Complainant has a current copy of BP & AR 1312.3.	
Received by: (Please print)	Date:
Title:	