

Sequoia Elementary School

Student/Parent/Teacher

Cougar Handbook



2019 - 2020

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ALSO INCLUDED

ANNUAL NOTICE TO PARENTS AND GUARDIANS

ANNUAL NOTICE TO PARENTS AND GUARDIANS (SPANISH)

Welcome from the Superintendent

“We, the Sequoia Union Elementary School District, are committed to the development of students with high moral integrity, academic excellence, and self-worth in a safe and supportive environment.”

--Sequoia Union Mission Statement,
Adopted by the Sequoia Union School Board July 18, 2013

It is with great excitement that I welcome you to the 2019 - 2020 school year!

As our mission statement says, the Sequoia Union Elementary School District is focused on developing students with a strong moral integrity, an ongoing pursuit of academic excellence, and development of self-worth in a safe and supportive environment. Simply put it takes the whole village to raise a child. It is only through your involvement in the school as part of our community that we, together, can provide the best education for each and every child. The staff and I would greatly appreciate your involvement in the school by participating in the Parents Guild, School Site Council, and or volunteering in the classrooms or Library.

At the beginning of each school year, we are required to inform you of certain rights and obligations that pertain to students and parents. This Handbook provides information that covers those rights and obligations. We have designed a signature card for your convenience to reduce the number of times you must provide a signature. Please read all material carefully. We have made some changes from last year. We would also like to share that there are changes within the School Board Policies made to improve our program. Once you are sure you understand these rights and obligations sign the signature card and return it to your child's teacher or school office.

In addition to the Parent Rights' materials, we have included campus rules and regulations pertaining to student discipline, our school calendar, and names and email addresses of our staff and School Board members.

Welcome to Sequoia Union! Go Cougars!

Sincerely,

Perry D. Jensen
Superintendent/Principal

SEQUOIA UNION SCHOOL DISTRICT CONTACT INFORMATION

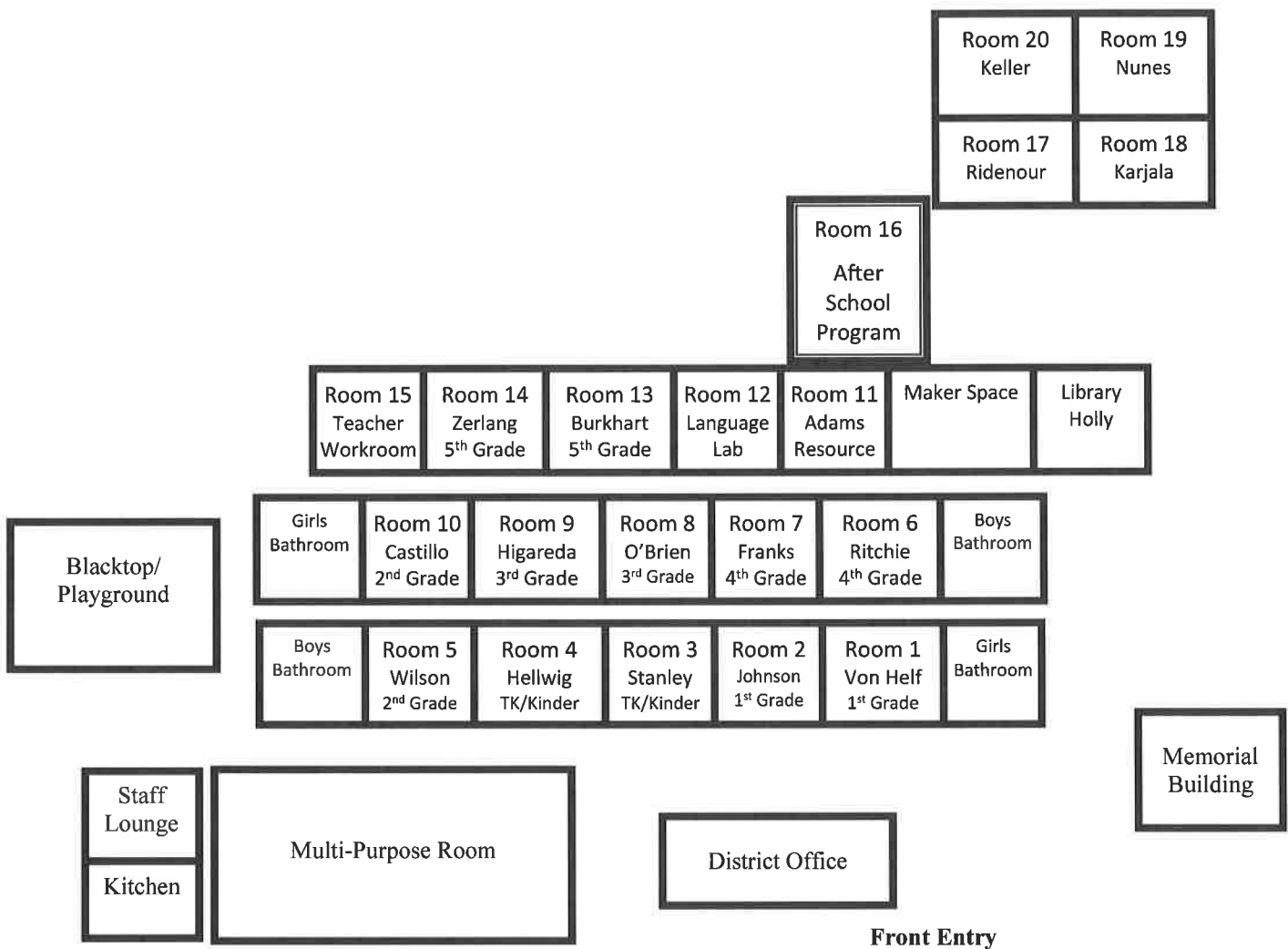
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(559) 564-2106; Fax (559) 564-2136

Board of Trustees		
Anna Eynaud	President	aeynaud@sequoiaunion.org
Nicole Ray	Clerk	nray@sequoiaunion.org
James McNulty	Trustee	jmcnulty@sequoiaunion.org
Lane Anderson	Trustee	landerson@sequoiaunion.org
Brad Ward	Trustee	bward@sequoiaunion.org
School Staff		
Adams, Sharon	Resource Teacher	sadams@tcoe.org
Barkley, Carol	Yard Duty Aide	cbarkely@sequoiaunion.org
Burkhart, Heather	5 th Grade Teacher	hburkhart@sequoiaunion.org
Castillo, Jason	2 nd Grade Teacher	jcastillo@sequoiaunion.org
Delman, Pat	P.E. Aide/Coach/Bus Driver	pdelman@sequoiaunion.org
Foley, Diana	Learning Lab Teacher	dfoley@sequoiaunion.org
Franks, Josh	4 th Grade Teacher	jfranks@sequoiaunion.org
Fricke, Traci	Bus Driver/Home Liaison	tfricke@sequoiaunion.org
Hellwig, Sandy	TK/Kindergarten Teacher	shellwig@sequoiaunion.org
Higareda, Niki	3 rd Grade Teacher	nhigareda@sequoiaunion.org
Holly, Jenna	Library/Curriculum Specialist	jholly@sequoiaunion.org
Jensen, Perry	Superintendent/Principal	pjensen@sequoiaunion.org
Johnson, Brianna	1 st Grade Teacher	bjohnson@sequoiaunion.org
Johnson, Debbie	Yard Duty Aide/Bus Driver	djohnson@sequoiaunion.org
Karjala, Sheri	6 th Grade Teacher	skarjala@sequoiaunion.org
Keller, Janene	Jr. High Teacher	jkeller@sequoiaunion.org
Lauricella, Ranae	Instructional Aide	rlauricella@sequoiaunion.org
Line, Jerry	Maint Director/Coach/P.E. Aide	jline@sequoiaunion.org
Marks, Linda	Cafeteria Aide	lmarks@sequoiaunion.org
McBride, Velinda	Business Manager	vmcbride@sequoiaunion.org
Moreno, Sarra	Instructional Aide/Yard Duty	smoreno@sequoiaunion.org
Myers, Missy	Instructional Aide/Yard Duty	mmyers@sequoiaunion.org
Navarro, Devon	Administrative Assistant	dnavarro@sequoiaunion.org
Nunes, Joel	Jr. High Teacher	jnunes@sequoiaunion.org
O'Brien, Ariane	3 rd Grade Teacher	aobrien@sequoiaunion.org
Oldham, Mark	Custodian	moldham@sequoiaunion.org
Petlachi, Betty	Bilingual Instructional Aide	bpetlachi@sequoiaunion.org
Ragsdale, Janessa	Instructional Aide	jragdale@sequoiaunion.org
Ridenour, Ashley	6 th Grade Teacher	aridenour@sequoiaunion.org
Ritchie, Kelley	4 th Grade Teacher	kritchie@sequoiaunion.org
Rodriguez, Nayeli	After School Program	nrodriguez@sequoiaunion.org
Stanley, Hannah	TK/Kindergarten Teacher	hstanley@sequoiaunion.org
Stewart, Susan	Instructional Aide	sheadrick@sequoiaunion.org
Tanner, Judah	Psychologist	jtanner@tcoe.org
Von Helf, Janelle	1 st Grade Teacher	jmclain@sequoiaunion.org
Wagner, Hope	Food Services Director	hwagner@sequoiaunion.org
West, Darren	Custodian	dwest@sequoiaunion.org
Wilson, DeeDee	2 nd Grade Teacher	dwilson@sequoiaunion.org
Zerlang, Kellie	5 th Grade Teacher	kzerlang@sequoiaunion.org

BELL SCHEDULE

8:20	All Students Report to the Blacktop for Flag Salute
10:00-10:15	Primary Classes (TK-2 nd) Recess
10:15-10:30	Upper Primary (3 rd -5 th Grades) Recess
10:30-10:45	Junior High Break (6 th -8 th Grades)
11:20-12:00	Primary Lunch/Recess
11:55-12:35	Upper Primary Lunch/Recess
12:40-1:20	Junior High Lunch/Recess
3:00	Dismissal

CAMPUS MAP



Sequoia Union School District

Instructional Calendar for School Year 2019-2020

July 2019

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2019

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2020

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Note: In the event that we have a full day off for weather related issues during the 2019-2020 school year, June 5, 2019 last student day with an 12:45 dismissal.

You can find this information and more on our website:
www.sequoiainion.org

Special Dates

August 6- Back to School Night
Nov. 8 - Trimester I Ends
Feb. 21 - Trimester II Ends
May 21 - Open House - Minimum Day 12:45
June 4 - Last day of School
June 4 - Trimester III Ends

Parent / Teacher Conferences

Dismissal 12:45

October 7-11, 2019

Class of 2020 Graduation
Thursday June 4, 2020
Ceremony

Oct. 14-18 - Fall Break

Nov. 25-29 - Thanksgiving Break

Dec. 23- Jan. 3 - Winter Intersession

April 6-17 - Spring Intersession

Grading Periods

Aug. 7 - Nov. 8 61 Days

Nov. 11 - Feb. 21 56 Days

Feb. 24 - June 4 63 Days

Progress Report

Trimester 1 - Sept. 13

Trimester 2 - Dec. 19

Trimester 3 - April 3

Staff Development Days

No School

Aug. 2-5 Teacher Work Days

Aug. 6 - Staff Development Day

January 6 - Staff Development Day

June 5 - Teacher Work Day

School Board Meeting Dates

August. 8, 2019

September. 12, 2019

October. 10, 2019

November. 14, 2019

December. 12, 2019

January. 9, 2020

February. 13, 2020

March. 12, 2020

April. 2, 2020

May. 14, 2020

June. 11, 2020

June. 25, 2020

School Begins

Aug. 7- First Day of School

School Ends

June 4- Last Day of School

Regular Day

School Starts - 8:20

School Ends - 3:00

Minimum Day

School Start - 8:20

School Ends - 12:45

District Holidays

July 4 - Independent Day

Sep 2 - Labor Day

Nov. 11- Veteran's Day

Thanksgiving - November 25-29

Dec. 25 - Christmas

Jan. 1 - New Year's Holiday

Jan. 20 - Martin Luther King Jr.

Feb. 10 - Lincoln's Birthday

Feb. 17 - President's day

April 10 - Good Friday

May 25 - Memorial Day

Minimum Days

Aug. 14, 2019

Aug. 21, 2019

Aug. 28, 2019

Sept. 4, 2019

Sept. 11, 2019

Sept. 18, 2019

Sept. 25, 2019

Oct. 2, 2019

Oct. 7-11, 2019

Oct. 23, 2019

Oct. 30, 2019

Nov. 6, 2019

Nov. 13, 2019

Nov. 20, 2019

Dec. 4, 2019

Dec. 11, 2019

Dec. 18, 2019

Jan. 8, 2020

Jan. 15, 2020

Jan. 22, 2020

Jan. 29, 2020

Feb. 5, 2020

Feb. 12, 2020

Feb. 19, 2020

Feb. 26, 2020

March. 4, 2020

March 11, 2020

March. 18, 2020

March. 25, 2020

April. 1, 2020

April. 22, 2020

April. 29, 2020

May. 6, 2020

May. 13, 2020

May. 20, 2020

May. 21, 2020

May. 27, 2020

June. 4, 2020

EVENTS CALENDAR

Every Wednesday is a Minimum Day

(*Subject to change. Please check the school calendar at <http://www.sequoiaunion.org/content/su-master-calendar> for up to date information)

	School Calendar	*Events Calendar
August	6 th :Back to School Night 7 th : First Day of School 9 th : Board Meeting in Gym at 6:00pm	Fall Book Fair (All grades participate, supports field trips for all grades) - TBD
September	2 nd : No School-Labor Day 4 th : School Site Council Meeting at 3:15 p.m. 11 th : Board Meeting in Gym at 6:00pm	Parent Guild Meeting 8:30-9:30a.m. 1 st Friday Parent Guild Book Fair - TBD
October	1 st : School Site Council Meeting at 3:15 11 th : Board Meeting in Gym at 6:00pm 8 th -12 nd : Parent Conference Minimum Day 15 th -19 th : No School-Fall Break	7 th :PTC Carnival (All Grades participate) Parent Guild Meeting 8:30 – 9:30 a.m. 1 st Friday 22 nd -26 th : Red Ribbon Week Dress Up (All Grades)
November	1 st : Staff Development Day – No School 8 th : Board Meeting in Gym at 6:00pm 12 th : No School-Veterans Day 19 th – 23 rd :No School-Thanksgiving Break	Parent Guild Meeting 8:30 – 9:30 a.m. 1 st Friday
December	13 th : Board Meeting in Gym at 6:00pm 21 st – Jan 4 th : Christmas Vacation	Parent Guild Meeting 8:30 – 9:30 a.m. 1 st Friday 11 th – 15 th : 6 th Grade to SCICON 18 th : Winter Program in the Gym at 6:00 pm
January	10 th : Board Meeting in Gym at 6:00pm 21 st :No School-Martin Luther King Jr. Holiday	Parent Guild Meeting 8:30 – 9:30 a.m. 1 st Friday Drama Practice Begins (4th-8th Grade) Spelling Bee – TBD History Day (3rd-8th Grades)
February	7 th : School Site Council Meeting at 3:15 14 th : Board Meeting in Gym at 6:00pm 11 th : No School-Lincoln's Birthday 18 th : No School-President's Day	Parent Guild Meeting 8:30 – 9:30 a.m. 1 st Friday Poetry and Prose (3rd-8th Grade) - TBD Sports Booster Dinner - TBD
March	7 th : School Site Council Meeting at 3:15 14 th : Board Meeting in Gym at 6:00pm 26 th - April 6 th : Spring Intersession	Parent Guild Meeting 8:30 – 9:30 a.m. 1 st Friday Spring Pictures (All Grades), Graduation Pictures – TBD Track Meet - TBD
April	4 th : School Site Council Meeting at 3:15 11 th : Board Meeting in Gym at 6:00pm 15 th – 26 th :Spring Break 29 April – 17 May CAASPP Testing	Parent Guild Meeting 8:30 – 9:30 a.m. 1 st Friday Jog-a-thon (All Grades) - TBD Talent Show (3rd-8th Grades) TBD
May	2 nd : School Site Council Meeting at 3:15 9 th : Board Meeting in Gym at 6:00pm 16 th : Open House at 6:00pm 27 th : No School-Memorial Day	Parent Guild Meeting 8:30 – 9:30 a.m. 1 st Friday Parent Guild Staff Appreciation Lunch - TBD Spring Book Fair - TBD Smarter Balance Testing (3 rd -8 th Grades) School Musical
June	6 th : Minimum Day/Last Day of School 13 th : Board Meeting in GYM at 6:00pm	6 th :End of the Year Water Day (TK- 2 nd Grades) 6 th : Graduation in Gym @ 6:00pm

HOME/SCHOOL COMPACT

As active members of the Sequoia Union Community, we all have rights and responsibilities to help create the best possible learning environment for our children both in and out of school. While at school:

Rights of Students

- To attend school in a secure academic and social climate, free of fear and violence
- To enjoy the full benefit of their teachers' efforts undiluted by disruptive students
- To be fully informed of school rules and regulations
- To be allowed equal access to curriculum

Responsibilities of Students

- To attend school and classes regularly, to be on time, and prepared to learn
- 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 everything they do, the school and grounds

Rights of Parents

- To expect that their children will spend their time at school in a safe, wholesome, stimulating atmosphere engaged in productive activity under the care and direction of a dedicated staff
- To be informed of district policy, school rules and regulations
- To be informed if their child is not achieving at their highest potential

Responsibilities of Parents

- To participate in conferences with teachers and/or administrators regarding the academic and behavioral status of their children
- To provide supportive action by making sure that children have enough sleep, adequate nutrition and appropriate clothing before coming to school
- To cooperate with the school to enhance the educational programs offered to all students.
- To become familiar with district policies and school rules and regulations

Rights of Teachers

- To expect and receive the attention, effort and participation of the students attending their classes
- To have parental and administrative backing when enforcing rules designed to provide an optimum learning climate
- To teach with interruptions held to an absolute minimum regardless of the cause or source
- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively

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 hold students accountable for their actions at all times
- To keep parents and students informed regarding their progress toward meeting academic and social goals
- To initiate and enforce individual classroom rules consistent with school and district policies

Rights of Administrators

- To establish and maintain an 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 hold students accountable for their conduct and to take prompt and appropriate action toward those guilty of violations

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 among the students
- To request assistance from community agencies and resources in all cases indicating such action
- To make a determined effort to stay attuned to expressions of student/staff/parent/community concerns and to react with sensitivity toward them

GENERAL CAMPUS INFORMATION

ATTENDANCE POLICY AND PROCEDURES:

Attendance Expectations:

Regular attendance is vital to a student's academic success. Research shows that students who attend school regularly outperform those with poor attendance patterns. It is not possible to give your child the best education possible if he/she is not in class, or arrives late. The staff and administration will uphold and enforce the state laws of California which require students under 18 years of age to be in school, on time, on a daily basis. ***Regardless of whether or not the absence is excused or unexcused, parents will be notified of attendance concerns in the following manner:***

- 5 Absences: Attendance letter will be sent home informing parents there is an attendance concern regarding their child(ren). (Site Administrator or designee will make a home visit).
- 10 Absences: Attendance letter will be sent home and parent conference will be held with the Administrator. An attendance contract will be required if there is no just cause for absences.
- 15 Absences: Attendance letter will be sent home. The student and parent will be referred to the School Attendance Review Board.
- 20 Absences: The parent(s) will be referred to the Tulare County District Attorney's School Attendance Review Board.

Excused Absence: Justifiable Personal Reasons (Ed Code 48200)

A student shall be excused from school when the absence is:

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometry, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, or attendance at religious retreats when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

A student absent from school under this section shall be allowed to complete all assignments and tests missed during the absence and if completed satisfactorily, will receive full credit for that assignment if completed within a reasonable amount of time.

Tardy Policy:

Students are expected to be on time daily. It is in violation of school rules and state law (Education Code 48200) if a child is tardy without a note or phone call verifying a valid excuse. Tardies are excused only for the same reasons as legal absences. If a student has 3 or more unexcused tardies in a calendar month, it will result in lunch or after school detention. If tardies become numerous, the school will address the problem. If the problem continues, referrals may be made to the district social worker and eventually, the School Attendance Review Board (SARB).

School Attendance Review Board (SARB):

School Attendance Review Board or SARB was established to support students with school attendance or behavioral problems before they become part of the juvenile justice system. SARB works with the school, the community, and the home to intervene in school attendance problems before students have missed enough school to cause failure. The SARB board is comprised of representatives from law enforcement, welfare, probation, and mental health agencies, and the district attorney's office. If the parents or guardian of the minor fail to respond to directives of the SARB, or to use services offered on behalf of the minor, the SARB files a complaint against the parents or guardian with the district attorney's office. (Education Code Section 48291, 48320, 48263).

Truancy Policy:

Education Code Section 48260 states that any pupil who is absent from school without a valid excuse more than three days or tardy in excess of thirty minutes more than three days in one school year is a truant, and shall be reported to the attendance supervisor of the school district. If the problem continues, the student will be referred to the School Attendance Review Board (SARB). School attendance is mandatory. It is the parent's responsibility to ensure his/her student attends school regularly.

Withdrawal from School

If it becomes necessary for your child to transfer to another school before the end of the year, please notify the office. You must then return all school property, including textbooks and library books. If your student owes fines or fees, please pay at that time. Your child's school records will be forwarded to your next school upon request from the Administrator of your new school. School records include health records, personal data and report cards.

BUS RIDING RULES OF CONDUCT (BP 5131.1)

Students transported in a school bus shall be under the authority of, and be responsible directly to, the driver of the bus. 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 the authority of the driver shall be sufficient reason for a pupil to be denied transportation. The bus driver shall not require any pupil to leave the bus in route between home and school or other destination (California Code of Regulation, Title V, Section 14103).

Drop off and Pick Up:

It is vital for the safety of our students that parents drop off and pick up their children at the same bus stop daily. The first day of school (or the first day your child rides the bus) you will receive a Bus Rider Form which will ask you to verify your primary pick up and drop off locations. Once these daily stops have been established, your child may not be allowed to get on or get off at any other location except the selected drop off or pick up. If you are not at your selected bus stop pick up it is your responsibility to transport your child to school and if you are not at your selected drop off location your child will return to school on the bus and you will be responsible for the transportation of your child home from school.

Bus Rider Policies:

- Remain seated while the bus is in motion.
- Refrain from unnecessary noise.
- Keep all parts of the body inside the bus.
- Be courteous to other passengers and follow the driver's instructions at ALL times.
- Enter and depart the bus only at assigned bus stops.
- Students should sit properly in their seats facing the front of the bus.
- Each student is responsible for his/her property.
- No inappropriate use of personal electronics.

Items prohibited on the bus:

- | | |
|-------------------------------|---------------------------------------|
| ○ Shoes with cleats or spikes | ○ Hazardous articles or weapons |
| ○ Glass or fragile items | ○ Food or drinks, including gum |
| ○ Animals or pets | ○ Balloons and other non-school items |

Please Note:

- * If bus is outfitted with seatbelts, students will remain in their seats with the seatbelt properly engaged until the bus has come to a complete stop at the student bus stop.
- * Students who ride the bus regularly to and from school must load and unload at the SAME BUS STOP unless special permission has been granted.

- * Students who **DO NOT** regularly ride the bus to or from school must make prior arrangements with school administration to be transported.

Bus Citation Schedule of Consequences:

- o First Violation: Warning and telephone call to Parent/Guardian by administration
- o Second Violation: After-School Detention, parent responsible for transportation
- o Third Violation: Loss of bus riding privilege for 1 week
- o Fourth Violation: Loss of bus riding privilege

Bus Safety Information

Walking to and Waiting at the Bus Stop:

- Student conduct at the bus stop is expected to be the same as required on the school grounds as they are representatives of our school. Students should respect the private property of the property owners.
- Parents should be at the bus stop **5 minutes prior** to the time the bus is scheduled to arrive and drop off.
- Bus drivers are instructed to keep all students on the bus until a parent/guardian is identified for each student.
- When walking to the bus stop students are to use a designated safe-walking route.

Unloading and Red Light Crossing (Assembly Bill 1297):

One of the most dangerous times for students and the school bus is during the time students are leaving the bus on the way home. For the safety of students, Assembly Bill 1297 requires all school bus operators to use the red crossover lights at any bus stop where students load or unload the bus. Additionally, each school has a plan on file at their school site with detailed information on the bus route, boarding and exiting procedures, passenger safety, pre-trip information, danger zones, red light crossing, Special Education, foggy day information and bus rules. The plan may be reviewed upon request at the school office.

Authority of Bus Driver (California Code of Regulations, Title 5, Section 14103):

- 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 the authority of the bus driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus in route between home and school or other destinations.
- The Board of Trustees has adopted rules and regulations to enforce this section. These regulations include specific administrative procedures relating to suspension of riding privileges. Bus drivers will report students who violate these regulations by issuing a written "bus citation" to the student. The citation will be sent home for the parent to sign and return.

CAFETERIA PROGRAM

Sequoia Union Elementary School operates a cafeteria for breakfast and lunch for our students and staff. Cafeteria staff is committed to providing nutritious and appealing meals for our students. Meals are prepared on site daily by our cafeteria staff and follow (and many times exceed) the Dietary Guidelines for Americans along with CDE nutrition requirements. Free and Reduced Lunch Applications are available in the school office the first day of school. Applications must be renewed annually. If your child receives a hot lunch prior to being approved, your child's account will be charged and you will be expected to pay for the meals.

School Lunch Prices	
Regular Breakfast/Lunch	\$3.50 daily or \$17.50 per week
Reduced Breakfast/Lunch	\$.40 daily or \$2.00 per week
Milk only	\$.50

School lunches should be purchased on Monday of each week before the start of the school day. Please do not attempt to purchase breakfast or lunch for more than one week at a time. Our method of bookkeeping is set up to accommodate payment on a weekly basis only. The lunch envelope allows you to indicate which days your child (ren) wish to purchase a lunch. Then simply calculate the total based on the information below, place in the envelope and send with your child (ren). If your child (ren) is absent on Monday, then your child (ren) may purchase lunches before school on the first day he/she returns to school. Only one envelope is necessary for each family, as all students can be listed on one.

If your child is absent one or more days during the week and you have already purchased lunches for the whole week, your child's funds will be carried forward. Please indicate on which days of the following week your child will be using his/her credits and enclose money for any remaining days.

If your family qualified for Free or Reduced Price lunches last school, you need to complete a new lunch application for the 2017-2018 school year.

In the operation of child feeding programs administered by the US Department of Agriculture, no child will be discriminated against because of race, color, sex, national origin, age or handicap. If any member of a household believes they have been discriminated against, they should write immediately to the Secretary of Agriculture, Washington, DC 20250

CLASS PLACEMENT (BP 5150)

The Governing Board recognizes that there may be a need to change class placement for students after school commences. The following criteria must be met before a request of change for class placement can be granted:

- 1) A minimum of 15 classroom days of instruction prior to change
- 2) Parents must visit the classroom at least twice for not less than 15 minutes per visit.
- 3) Parents must meet with the teacher at least twice following their visits in the classroom prior to change.
- 4) If conference with teacher has not resolved the problem, then a conference with the Superintendent/Principal is required.
- 5) Classroom changes must be the result of a serious need, determined by Superintendent/School Psychologist/Teacher/and Parent.

CLASS TRIPS

Sequoia Union Elementary remains one of the few schools in our area to continue to take class trips each year, due in large part to our benefactors "The Parent's Guild." The trips that are taken by the different grades are both educational and fit into grade level curriculum. These trips provide our students with the opportunity to see places that they might not have the chance to see or experience.

Chaperones for these class trips will be determined by the teacher(s) in charge of the trip and will be based on space available and method of transportation. Chaperones are LIMITED to parents and/or grandparents of students and must have a volunteer form and cleared Life Scan on file with the school district office 10 days prior to any field trip.

Chaperones will be chosen by lottery if more parents/grandparents wish to go than space will allow. Selected chaperones must stay with the class and their assigned group the entire field trip and if a student issues arises must let the teacher know immediately.

Parents are not allowed to take younger siblings on any class trip and are not allowed to pick up their child while on a field trip without prior written consent from administration.

DRESS CODE (BP 5132)

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. It is the desire of the Board of Education, School Staff, Parents and Community to maintain the very highest standards for dress and attitudes possible. The School Board expects students to give proper attention to personal cleanliness and to wear clothing that is suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or be a distraction which would interfere with the educational process. (cf.4119.22-Dress and Grooming) ;(cf.5145.2 Freedom of Speech/Expression: Publications Code)

All students shall wear clothing that is clean and which provides modesty for the wearer.

All K-8 Students shall abide by the following:

- 1) Maintain clean, combed and well-groomed body.
- 2) Shoes are to be worn at all times for safety reasons. Open-toed sandals are discouraged, but are acceptable only if they are fashioned in such a way as to remain securely on the foot. All footwear must have a strap around the back of the foot.
- 3) Crop tops, mesh shirts, see-through clothing, tube tops, spaghetti straps, backless tops, racer-back tops and skin-tight clothing are not acceptable. All Tank-Top straps must be at least 1" in width with no undergarments showing
- 4) Garments shall be sufficient to conceal undergarments at all times and shall not be disruptive to the educational process.
- 5) All clothing should be of an appropriate length and design so as to provide modesty for the wearer and be appropriate for the varied activities that our students normally engage in, such as, Physical Education, etc.

In addition the length must meet the following criteria for students in grades 5-8:

- a) Shorts, Dresses, and Skirts must be hemmed and the inseam must reach mid-thigh.
(Mid-Thigh is approximately the length to the end of a student's finger tips when their arms are fully extended at their side or 5" from the top of the knee).
 - b) Cut-off shorts are not allowed. Fringes on the shorts must not be showing. Also, pants with holes in them are also not accepted attire.
 - c) Lycra, Spandex, Leggings, and other skin tight clothing may be worn only if covered; they may not be worn as an outer garment. If leggings or other skin tight clothing is worn under dresses or skirts the outer garment must still meet the above dress code standards.
 - d) Shorts and pants shall not fall below the hipbone (even when a belt is worn). All pants, shorts or coveralls must be fitted and worn at the waist. "Waist" is defined as the area at or above the top of the hips.
- 6) Any item of clothing which advertises or shows a picture, product, or phrase that is illegal or immoral is unacceptable; such as: alcoholic beverages, drugs or drug paraphernalia or sexual innuendo.
 - 7) The presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs or which advocate drug use, violent or disruptive behavior is prohibited.
 - 8) Hats, caps and other types of head coverings will NOT be worn inside buildings (by male or female). Caps may not be worn backwards.

- 9) Hair color should be natural. (i.e. naturally occurring human hair color), so as not to cause distraction to the educational process.
- 10) Excessive facial make-up is discouraged.
- 11) No visual tattoos are allowed.
- 12) Piercings are not allowed other than the earlobe.

Dress Code Enforcement:

School personnel will determine if a student's attire and appearance are appropriate. The main theme of this policy is good taste and neatness. Exceptions may be provided for religious practice or during special event activities as designated by the Principal. Any violations will be handled by a referral to the school administration for appropriate action. Final determination of dress code violation will be made by administration. Parents will be notified of any action taken.

First Violation:	Telephone call to Parent/Guardian, student will be required to remain in office until a change clothing is provided.
Second Violation:	Telephone call to Parent/Guardian, student will be required to remain in office until a change clothing is provided.
Third and Subsequent Violations:	Parent/Guardian will be required to meet with administration, student will be required to remain in office until a change clothing is provided. Based upon the outcome of that meeting the student may face In-School Suspension or Home Suspension. Student will not be able to return to school until Parent/Guardian has met with school administration

***If Parent/Guardian is not able to bring a change of clothes, students may be issued a Sequoia Union T-shirt for a shirt violation or basketball shorts for a shorts violation if available, otherwise students will remain in the office. All clothing issued will need to be washed and returned to the office the following day after the violation occurred.

EIGHTH GRADE GRADUATION AND END OF YEAR TRIP REGULATIONS (BP 5127 & BP 6146.5)

Requirements to receive a diploma and participate in graduation exercises:

- Students will work towards the district Standards of Proficiency in reading comprehension, writing, and computational skills. Students will be assessed in these skills and receive remedial instruction as needed.
- Cumulative GPA during 8th grade (Three Trimesters) of 2.0;
- 80% passing grade on the Constitution Test;
- Maintain at least 94% school attendance from date of enrollment.
 - Eighth graders may have only 10 absences (this will be prorated based on school entry date), excused or unexcused, during the eighth grade year and still be able to participate in eighth grade graduation exercises. Exceptions can be made for long term illness or accidents verified by doctor's note. Absences due to family vacation or other special needs must be arranged by parent with the office according to the Independent Study Contract requirements. See above.
- Must be present in school 65% of the school day (8:20 - 12:45 or 10:30 - 3:00). Eighth grade students leaving before 65% of the school day has transpired will be marked absent for that day and that day will count towards their absences.
- Eighth grade students who have been suspended from school two (2) or more times in their eighth grade year may not participate in graduation exercises.
- Students absent during the regular school day may not participate in any extra or co-curricular activity in the same day of absence.
- The Board recognizes that there may be extenuating circumstances which may contribute to a student's failure to achieve the minimum requirements to receive a diploma and participate in

- graduation exercises. The Board authorizes the Superintendent to return the privilege of receiving a diploma and participating in graduation exercises upon review of the extenuating circumstances on an individual case-by-case basis.
- If students do not meet the diploma requirements they will receive a certificate of promotion, not a diploma.

8th Grade Graduation Academic Recognition Protocol

- All students with a 4.0 GPA for all 3 trimesters of the 8th grade will be recognized with a gold cord and a certificate.
- All students with a 3.5 GPA for all 3 trimesters of the 8th grade will be recognized with a certificate.
- Academicians: The 2 students with the highest overall GPAs based upon their entire middle school careers (6th-8th grades). If a student transfers to Sequoia Union after 6th grade, GPA will be calculated using grades from previous school as well as grades earned while attending Sequoia Union.
- Speeches will be limited to 4:
 - President
 - Academicians (2)
 - 1 student chosen by middle school teach

ELECTRONIC DEVICES

Cell Phones and electronic devices are allowed on campus by law; however, it is the policy of Sequoia Union Elementary School District that ALL electronic devices (including, but not limited to: cell phones, IPODS, MP3 players, Nintendo and Gameboys) MUST be turned off (not on Silent or Vibrate) while on campus. Additionally, these devices CANNOT be displayed during school hours (they should not be visible or in the pocket of a student). Additionally, Sequoia Union Elementary School District prohibits text messaging in the classroom or anywhere on campus unless allowed by a staff member.

Cell Phone violations consequences:

- | | |
|-----------------------|--|
| First Violation: | The cell phone or other electronic device will be taken from the student and kept in the office for the remainder of that school day. The student will be able to pick up the device at the end of the school day. |
| Second Violation: | The cell phone or other device will be taken from the student and kept in the office. The student will be required to have a parent come to the office and personally pick up the device. |
| Third and Subsequent: | The cell phone or other device will be taken from the student. The student will be barred from bringing ANY electronic device to school for the remainder of the school year. |

The student may also receive disciplinary action including detention and suspension based upon the level of the infraction.

Electronic Devices issued to students:

All students are issued an electronic device for use through the day. The younger student's devices are maintained in their class and are checked out and returned daily. The older students by virtue of their attending multiple classes carry their Chrome Books/Laptops with them. Should these devices be broken while in the care of the student, whether through negligence or deliberately, there will be a cost incurred for the repair or replacement of the device. Families will be expected to cover the cost or pay \$100.00 or \$200.00 or the cost of the repair (for accidental damage + the sequence of occurrence). If the damage

was intentional, families will incur the cost of repair or replacement. At the back of the handbook is a form that explains the breakdown of these costs. Use of these devices is a part of the student's daily life, and they must be taken care of.

INCLEMENT WEATHER PLANS

Foggy Day Plan:

- If weather indicates heavy fog, we will notify local radio and television stations as well as send out phone and email messages that Sequoia Union School will be on a Foggy Day Schedule. All Foggy Day schedules will result in a 2-hour delay in school starting time and bus pick-up time.
- Students will attend classes from 10:20 A.M. through 3:00 P.M.

Real-Time Outdoor Activity Risk (ROAR) Guidelines					
ROAR Level	 LEVEL 1	 LEVEL 2	 LEVEL 3	 LEVEL 4	 LEVEL 5
Recess (15min)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Sensitive individuals should exercise indoors or avoid vigorous outdoor activities.*	Exercise indoors or avoid vigorous outdoor activities. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors.
P.E. (1hr)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Sensitive individuals should exercise indoors or avoid vigorous outdoor activities.	Exercise indoors or limit vigorous outdoor activities to a maximum of 15 min. Sensitive individuals should remain indoors.	No outdoor activity. All activities should be moved indoors.
Athletic Practice & Training (2-4hrs)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Reduce vigorous exercise to 30 min per hour of practice time with increased rest breaks and substitutions. Ensure that sensitive individuals are medically managing their condition.	Exercise indoors or reduce vigorous exercise to 30 min of practice time with increased rest breaks and substitutions. Sensitive individuals should remain indoors.	No outdoor activity. All activities should be moved indoors.
Scheduled Sporting Events	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Increase rest breaks and substitutions per CIF guidelines for extreme heat.** Ensure that sensitive individuals are medically managing their condition.	Increase rest breaks and substitutions per CIF guidelines for extreme heat.** Ensure that sensitive individuals are medically managing their condition.	Event must be rescheduled or relocated.
PM2.5 range	1 – 12 µg/m3	13 – 35 µg/m3	36 – 55 µg/m3	56 – 75 µg/m3	>75 µg/m3
Ozone range	1 – 59 ppb	60 – 75 ppb	76 – 95 ppb	96 – 115 ppb	>115 ppb

* Sensitive Individuals include all those with asthma or other heart/lung conditions

** California Interscholastic Federation

Unsafe Air Quality Plan: The Sequoia Union School District closely monitors and follows the San Joaquin Valley Air Pollution Control District Website and follows their Real-Time Outdoor Activity Risk (ROAR) Guidelines as follows:

Excessive Heat:

- Stage 1 (Up to 90 Degrees)
 - P.E. schedules not changed
 - (High humidity may result in a stage 2 alert - by Administration)
- Stage 2 (90-98 Degrees)
 - Modified outside activities in P.E. and recesses.

- Sensitive-to-heat students should be excused to stay in the shade
- Stage 3 (98-105 Degrees)
 - No outside P.E. or after-school sports (outside).
 - Indoor eating and outside recesses are O.K., students will be reminded to stay in the shade.
- Stage 4 (105+)
 - All outdoor activities will be held indoors
 - Memorial Building open at lunch recess for inside activities
 - "Rainy Day" lunch time schedule

GOOGLE APPS IN EDUCATION

Sequoia Union Elementary School District is excited to use "Google Apps for Education" for all students. Google Apps allows students to have access to Gmail, Google Docs, Google Sheets, Google Slides, as well as the possibility of using educational apps from the Educational Google Play Store to individualize their learning.

- Google Apps is a collection of free online applications. These applications do not reside on the computer, itself, but rather they are accessed through a web browser. This is considered working in the "cloud". The benefit of this structure allows flexibility in accessing documents and projects from ANY device with Internet access. Staff and students can access their school documents from the lab, the classroom, the library and even from home!
- Google Apps for Education is a special setup of the popular Google Apps, tailored specifically for educational institutions. For example, accounts are managed by the school district (and not by Google) and Google Apps for Education is 100% Ad-free. Google Apps for Education allows school districts to give access to only their staff and students to create, collaborate and share ideas online between each other.
- For more information on the Google Apps for Education privacy policy, please go to: <http://www.google.com/edu/privacy.html>

Students need to know: Students will follow school Internet/Technology Policies (*see section below*) for appropriate use when using Internet based services with Google Apps. These services are considered an extension of the school's network. Students have no expectation of privacy in their use as school administrators have the right and ability to monitor user accounts for policy and security enforcement.

Parents need to know: School staff can monitor student use of applications when students are at school and are able to monitor emails sent and received. Parents are responsible for monitoring their child's use of applications when accessing programs from home.

INDEPENDENT STUDY (BP 6158)

Independent Study Contracts are available from Sequoia Union Elementary School District when a student must be absent from school for a planned period of time. Independent Study Contracts allow the student to keep up on school work and not incur absences during the scheduled time away from school. The School Board, however, recognizing that it is not always possible, encourages that parents schedule planned trips during the five (5) weeks of Intersession that we have during the school year.

Independent Study Contract Policies:

- Available for planned absences from school only. (Illnesses, hospitalization, or other emergencies do not qualify for an ISC).
- Not issued for any planned absence from school the week immediately before or the week immediately after an Intersession.

- Must be requested from the office, not the teacher, ten (10) school days in advance of the first day of an absence.
- Cannot be issued for absences involving less than five (5) school days (a holiday does not constitute a school day).
- Must be signed for and picked up in the office by a parent on the school day before the first day of absence.
- To successfully complete Independent Study Contracts, all assigned work must be completed and turned into the office, not the teacher, on the first day back in school.
- If all work is not completed and returned to the office on the first day back at school, the student will receive unexcused absences for those days of nonattendance potentially resulting in a classification of the student(s) as unexcused and would fall under the Attendance Policies and Procedures section.

INTERDISTRICT SCHOOL ATTENDANCE AGREEMENTS (BP 5117)

Students who are attending Sequoia Union on an Interdistrict or Charter School Agreement are required:

- 1) Follow Dress Code
- 2) Obey school discipline rules
- 3) Maintain at least a 2.0 GPA
- 4) Obey all classroom rules
- 5) Refrain from gang activities, disruptive or disrespectful behavior
- 6) Refrain from any act that would normally result in suspension
- 7) Maintain at least 94% school attendance. Exceptions can be made for long-term illness or accidents verified by doctor's note.
- 8) Agree to have no more than 3 tardies per Trimester.

Interdistrict and Charter School Agreements may immediately be rescinded for any violation of the above list or any act which normally would result in a suspension including disruptive or disrespectful behavior.

INTERNET/TECHNOLOGY ACCEPTABLE USE POLICY

Acceptable Use: The use of the Internet or online services at Sequoia Union School District site must be in support of education and research and consistent with the educational objectives of the Sequoia Union School District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of and access to any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, pornographic material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

Privileges: The use of online services is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Technology support personnel may close an account at any time as required. The administration, faculty and staff of the school site may request the technology support personnel to deny, revoke, or suspend specific use by individuals. Administration and faculty will monitor students while using the Internet, both in the classroom and computer lab.

Security: Security on any computer system is a high priority, especially when the system involves many users. ***If you feel you can identify a security problem on the online services, you must notify a technology support person at your school site. Do not demonstrate the problem to other users.*** Do not use another individual's account without direct permission from a teacher. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to online services. The District reserves the right to monitor and examine all system activities to ensure proper use of the system.

Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any online services being used by the school

site. This includes, but not limited to, the uploading or creation of computer viruses, intentionally damaging of a device, or damage caused to the device through the user's negligence.

Inappropriate Use of Technology includes:

- a) Violating the conditions of the California Education Code dealing with students' rights to privacy
- b) Using profanity, obscenity or other language that may be offensive to others
- c) Reposting or forwarding personal communications without the author's prior consent
- d) Copying commercial software, images, or sounds in violation of copyright laws
- e) Viewing or allowing others to view images or sounds that could be deemed offensive in a school setting. This is defined as images or sounds relating to nudity, pornography, drugs/alcohol, hate/intolerance, or racial/religious/gender bias.
- f) Using the network for financial gain, commercial activity and any illegal activity
- g) Vandalism or malicious attempts to harm or destroy data or hardware; intentional altering of others' work, folders, files, icons, sounds, images or other pre-sets, including system sounds, screensavers, backgrounds or file names
- h) Use of chat rooms or e-mail without specific permission from staff. Use of interactive, multi-user websites for games, etc., that allows outside individuals access to Sequoia Union students.
- i) Downloading of any program to the user's computer, without permission of staff
- j) j. Removal of any piece of hardware, software or other computer equipment from school premises
- k) Introduction or insertion of any data storage medium from an outside source into school equipment without specific permission of the technology coordinator or teacher
- l) Failure to report objectionable or offensive material to a staff member
- m) Failure to comply with lab rules as posted in the computer lab
- n) Forwarding personal information of students or staff, including but not limited to, name, age, sex, address, phone number, e-mail address, etc. without authorization.
- o) Any use that may be non-specified above but is considered inappropriate by school administration.

Cyber Bullying and Social Networking:

- Technology may not be used to disturb or harass others in any way.
- Any student or staff member who receives threatening or unwelcome communications should bring them to the attention of a teacher or administrator.
- Students may not create, send, access, or download materials that is abusive, hateful, harassing, or sexually explicit.
- Students may only use social networking sites that have been approved by the school district and assigned by district staff.

Violations of this Acceptable Use Policy:

- Violations of this policy will have disciplinary repercussions, including:
 - Suspension of network, technology, or computer privileges
 - Notification of parents
 - Detention or suspension from school and school-related activities.
 - Legal action and/or prosecution

LIBRARY/MEDIA CENTER

Sequoia Union is fortunate to have a well-organized and student friendly Library/Media Center. In order to maintain equity and availability of our texts to all students the following policies have been put in place:

Check-Out Policies and Procedures

- Students in grades K-2 can check out a maximum of 2 books at a time (one for Power-Up and one during class library time). These books are to be kept in students' classrooms; they are not to be taken home. Parents of K-2 students wishing to check out books to take home to read with their children can make special arrangements with the librarian to do so.
- Students in grades 3-8 can check out a maximum of 2 books at a time. Exceptions and arrangements for additional books will be made when students have special class or extracurricular projects with no more than a total of 4 books checked out to any student when these additional projects are included.
- Books are checked out for a period of 2 weeks, with a maximum of 2 renewals. Renewals may not be granted if there is a waiting list for the book.

Overdue Book Policies and Procedures

- Students who do not turn in their books on time will receive an overdue notice. Students with overdue books will not be allowed to check out additional books until the overdue book(s) are returned or renewed.
- Notices will continue to be sent out on an approximately bi-weekly basis.

Lost/Damaged/Extreme Overdue Book Policies and Procedures

- If a book is not returned after being overdue for 6 consecutive weeks, a bill will be sent to the student's residence. The replacement cost of the book must be paid in order to reinstate the student's library privileges.
- If replacement cost of the book is not received promptly, the student may, at the discretion of the administration, begin to incur penalties or lose privileges such as recess benching/detention, or suspension from extracurricular activities and field trips.
- Students are responsible for the books they check out under their name. Every effort is made to keep track of books that are turned in to the library and to check them in and re-shelve them properly. However, if, at any time during the school year a book that has been lost and paid for is found, a refund of the replacement cost will be paid to the student/parent.
- Students will be charged the replacement cost for books that are returned in a damaged state that makes them unfit for circulation. Books that have sustained major water damage resulting in wrinkled and/or moldy pages, books with multiple torn or missing pages, books that have been defaced by writing, coloring or markers and books that have food or dirt/mud damage are all considered unsuitable for circulation and will require replacement.

Appropriate Material Policy

- In order to serve all grades K through 8, our library contains a wide variety of reading materials. As such, not all books are appropriate for students in all grade levels.
- Students in grades K-2 are given access to the easy fiction area of the library only, with additional shelves that provide access to easy non-fiction books.
- Beginning in 3rd grade students are given access to the whole library. In order to ensure that students are reading material that is appropriate for their maturity level, the librarian and/or teacher may restrict access to, or seek parental permission for, materials that could be deemed too advanced in content.
- Books that have been designated by the publisher and reviewers (Booklist, School Library Journal, and The Horn Book Magazine) as containing content appropriate for students in grades 7 and up are specially marked and will not be checked out to younger students unless express permission is provided by a parent or guardian.

PARENT ORGANIZATION AND INVOLVEMENT

Parental Involvement is very strong and important for the Sequoia Union community. Currently, we have one organization that is parent-supported and active on our campus: The Parent Guild.

Parent Guild:

The Sequoia Union Parent Guild invites you to join fellow parents, grandparents and guardians as volunteers working on behalf of our children. As stated in our bylaws, the purpose of Sequoia Union's Parent Guild is to "help promote the health, well-being and education of all Sequoia Union students." As a member of Parent Guild, you will see first-hand just how the group achieves this goal by working together with parents and staff. You also will make new friends and be an integral part of the Sequoia Union community. Our meetings will be held the first Wednesday of every month at 3p.m.

For more than five decades, Parent Guild has supported Sequoia Union in myriad ways. Most importantly, Parent Guild raises all the money needed for our students to take field trips throughout the local area and across the state. Each grade takes at least one trip which aligns with their curriculum. For example, 6th graders enjoy learning about the environment for a week at SCICON free of charge, and 4th graders explore one of California's historic missions. Parent Guild also fundraises for the performing arts. Students in 4th-8th grade have the opportunity to learn how to play a band instrument or participate in the annual drama production.

These programs are successful only with plenty of help from the Sequoia Union community and parents/guardians like you. We invite you to participate in our annual events, including the fall and Spring Book Fairs, Holiday Program, Staff Appreciation Week, Spring Jog-a-Thon, and our Annual Sports Dinner.

Please join us at our monthly meetings! We look forward to meeting you. To contact the executive board directly, email sequoiaunion@sequoiaunion.org.

PARENT VOLUNTEERS (BP 1240)

The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. This includes volunteering in the classroom and chaperoning during field trips. To help ensure the safety of our students, the Sequoia Union Elementary School District has set requirements as follows:

Example	Requirements	Restrictions
-Parents who participate in a school activity supervised or unsupervised by a certificated employee (i.e. field trips supervising small groups of students) - Parents who participate in a school activity supervised or unsupervised by a certificated employee (i.e. Head Coach, 8 th Grade field trip)	-School Volunteer Registration Form completed. -Live Scan Cleared -Current TB Test with results on file. -Copy of Driver's License on file.	Unsupervised contact with students is under the direction of a certificated employee and is limited to supervising during field trips, etc.

PHOTOGRAPHY RELEASE OF STUDENTS

Students may be spontaneously photographed or videotaped by school or non-school personnel (such as parent, news media) while the students are involved in activities at school or on field trips which are open to members of the public. There may also be occasions when students will be incidentally

photographed/videotaped by parents or news media personnel while they are participating in activities which are not open to the general public (such as regular classroom instructional activities). The district intends to monitor such occasions so that there will be no undue invasion of individual pupil privacy or disruption of the instructional process. If you object to the photographing/videotaping of your child while participating in non-public activities as described above, please submit a request in writing to your child's school principal asking that efforts be made to exclude your child. In the event your child receives an award, his/her school picture may be submitted to the newspaper for publication.

PUBLIC NOTICE: WATER CONDITIONS

Sampling of the water system at Sequoia Union has confirmed the presence of nitrate which exceeds the maximum contaminant level (MCL) of 45 parts per million. The California Department of Health Services (DHS) sets drinking water standards and has determined that nitrate poses an acute health concern at certain levels of exposure. Nitrate is used in fertilizer and is found in sewage and wastes from human and/or farm animals and generally gets into drinking water from those activities. Excessive levels of nitrate in drinking water have caused serious illness and sometimes death in infants under six months of age. The serious illness in infants is caused because nitrate is converted to nitrite in the body. Nitrite interferes with the oxygen-carrying capacity of the child's blood. This is an acute disease in that symptoms can develop rapidly in infants. In most cases, health deteriorates over a period of days. Symptoms include shortness of breath and blueness of the skin. Clearly, expert medical advice should be sought immediately if these symptoms occur.

Pregnant women are also at risk of developing the symptoms of methemoglobinemia due to the presence of nitrate in their drinking water. During pregnancy, it is common for methemoglobin levels to increase from the normal range (0.5 to 2.5% of the total hemoglobin) to a maximum of 10% in the 30th week of pregnancy, and then decline to normal levels after delivery. Therefore, pregnant women are particularly susceptible to methemoglobinemia and should be sure that their drinking water does not exceed safe levels of nitrate. There is, however, no clear evidence that nitrate can be transmitted to the fetus from the pregnant woman.

The purpose of this notice is to encourage parents and other responsible parties to provide infants with an alternate source of drinking water, and to encourage pregnant women to do the same. Local and State health authorities are the best sources for information concerning alternate sources of drinking water standard at 10 parts per million (ppm) nitrate as nitrogen (equivalent to the 45 parts per million nitrate as nitrate drinking water standard) to protect against the risk of these adverse effects. DHS has also set a drinking water standard for nitrite at 1 ppm. To allow for the fact that the toxicity of nitrate and nitrite are additive, DHS has also established a standard for the sum of nitrate and nitrite at 10 ppm as nitrogen. Drinking water that meets the DHS standard is associated with little to none of this risk and is considered safe with respect to nitrate.

For persons six months and older, (excluding pregnant women) consumption of water with high nitrate levels is not harmful.

Should additional information be required, the Tulare County Health Department may be contacted at 733-6441

*****Note: The District provides bottled water for students and visitors***

SAFE ROUTES TO SCHOOL POLICIES

The Sequoia Union Elementary School District supports active transportation, including walking and

bicycling, to and from school. Walking, bicycling, and other forms of active transportation not only save costs related to busing students, but they also allow students to engage in physical activity, which reduces the risk of obesity and related chronic diseases such as diabetes, heart disease, stroke, and cancer.

Support for Safe Routes to School

District supports Safe Routes to School programs and activities because active transportation can:

- Increase physical activity levels for students,
- Improve student health,
- Decrease automobile congestion and related danger of injury to students,
- Reduce air pollution and related greenhouse gas emissions,
- Reduce costs related to busing, and
- Improve attendance rates and student achievement.

Enforcement

On an annual basis, District shall assess (if) whether this Policy is being fully implemented, (ii) how to improve implementation; and (iii) what amendments are needed to improve the Policy's success. District shall prepare a report detailing its findings and proposals to enact any necessary amendments. The report shall be made available to the public.

STATE AND FEDERAL TESTING

State and Federal testing is an extremely important part of your child's school year and this testing is also very important to our school.

We ask that you:

- 1) When test dates are made available, please mark these dates on your calendar.
- 2) Do not schedule elective appointments (dentist, doctor, orthodontist, and any other non-emergency appointments) on the dates your child will be testing.

STUDENT CONDUCT AND RESPONSIBILITY

General Standards of Conduct

- Be prompt and prepared to work.
- Care for our school.
- Respect yourself and the rights of others to learn in a safe and supportive environment.
- Expect the highest quality of education possible.

Students at Sequoia Union are encouraged to participate in the development of sound standards and rules for their classroom under the direction of their teacher. A classroom is a learning center where the student is to not only learn basic knowledge, but also learn self-discipline and control. All who participate and all who are members of the class group, therefore, have a responsibility to develop and maintain rules which promote positive behavior as well as productive learning. Consistent follow-up, correction, and regulation are the key to success for all who participate.

Expected Behavior

Playground Conduct

- Follow directions and obey all school policies.
- Refrain from bringing toys or dangerous objects.

- Walk in the hallways.
- Show respect for environment, others, and self.
- Be respectful to all students and staff.
- Use playground equipment properly.
- Stay in the supervised playground area assigned to your grade.
- Only leave the playground area if you have permission from school personnel.
- Use the restrooms on the west side of the classroom wings.

Lunch Time

- Line up quietly upon entering the cafeteria and remain in line until served.
- No sharing of food will be allowed.
- Remain seated and talk quietly while in cafeteria.
- Play equipment is to be placed in container by door upon entering the cafeteria.
- Hats and visors must be removed upon entering cafeteria (boys & girls).
- No sitting on the table tops.
- When finished with your food, please wait for permission before getting up.

STUDENT DISCIPLINE (BP 5144)

The Sequoia Union School District utilizes all avenues provided by law for the discipline of students. These include, but are not limited to, advising and counseling students; conferencing with parents/guardians; detention; alternative educational environments; and, if necessary, suspension and expulsion.

The School Board recognizes that maintaining an educational environment which promotes learning and protects the health, safety and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction for a period of time deemed necessary to correct the behavior of that student.

All students are expected to follow school rules, dress in accordance with dress code, and behave in a safe and respectful manner at all times. Any student exhibiting dangerous, criminal, or repetitively disruptive behavior is detrimental to our learning environment and is subject to receive a Behavior Referral from any SU staff member witnessing the inappropriate behavior.

Behavior Referral Process:

- Parent or guardian will be notified by phone and/or mail to ensure parent awareness of inappropriate behavior.
- Appropriate consequences will be decided by the administrator.
- Copies of the referral will immediately be given to the student's teacher, and any other staff member involved in the incident.
- A copy of the referral will be immediately filed in a behavior folder to be created for each child receiving a referral. A behavior folder will be kept in the office at all times for data collection on student behavior, and for immediate or future reference.
- The number of referrals accumulated for a student will be taken into consideration in further disciplinary action.

Suspension: Suspension is the temporary removal of the pupil from ongoing instruction for adjustment purposes. (Education Code 48900, Section A through L).

Expulsion: Expulsion is the removal from enrollment in a school or the District as ordered by the Governing Board. Expulsion may be ordered by the School Board when other means of

correction have repeatedly failed to result in acceptable conduct of if the continued presence of the student caused danger to the safety of others. Pupils may be expelled only for those reasons for which they may also be suspended. State law provides for full due process and rights to appear any order of expulsion.

Reasons for Suspension:

According to E.C. 48900, students may be suspended and/or expelled from school for having committed any of the following:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects, unless the pupil had obtained written permission to possess the item from a certificated school employee, which is also concurred by the principal or the designee of the principal.
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in Section 11007 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated the sale of any controlled substance as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; and/or sold, delivered, or otherwise furnished to any person another liquid, substance, or material represented as a controlled substance, alcoholic beverage, or intoxicant.
- e) Committed robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, except as provided in Education Code Section 48901.
- i) Committed an obscene act, or engaged in habitual profanity or vulgarity.
- j) Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia as defined in Section 11364 of the Health and Safety Code.
- k) Disrupted school activities or otherwise willfully defied the valid authority of Supervisors, Teachers, Administrators, School Officials or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drugs.

Students in grades 4 through 8 are also subject to suspension or recommendation for expulsion for any of the acts listed below:

Sexual Harassment (Ed. Code 48900.2): Committed sexual harassment as defined in Education Code 212.5. Pursuant to Education Code 48900.2, the conduct constitutes harassment if it would be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment.

Hate Violence (Ed. Code 48900.3): Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5 (Education Code

48900.3). Education Code 233(e) defines "hate violence" as any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating another person, interfering with the exercise of a person's civil rights, or damaging a person's property because of the person's race, color, religion, ancestry, national origin, disability, gender or sexual orientation (see below).

Hazing/Bullying/Harassment: Harassment of students or staff, including bullying, intimidation, hazing, or initiation activity or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering is subject to disciplinary action.

Hostile Educational Environment (Ed. Code 48900.4): Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances: (Ed. Code 48900)

- While on school grounds.
- While going to or coming from school.
- During the lunch period, whether on or off the school campus.
- During, or while going to or coming from, a school sponsored activity.

Alternatives to suspension or expulsion will be used with students who are truant, tardy, or otherwise absent from school activities.

Administrative Suspension Procedures:

- 1) An informal conference will be held with the student to allow the opportunity to present his/her version of the incident and evidence in his/her defense; and to advise the student of the reason for disciplinary action.
- 2) Parents will be given written and telephone notification of suspension within 24 hours.
- 3) Parents or guardians may respond to the school's request for a conference.
- 4) Parents will be informed that suspensions are processed by the Superintendent or a designee.
- 5) A student may not be suspended for more than five (5) consecutive days. Suspensions may be extended if expulsion is pending.
- 6) Suspended students be allowed to complete and receive credit for all assignments and tests missed during the suspension which can reasonably be provided by the teacher.
- 7) Suspended students must remain under parent supervision and are not to be on any school campus or attend school activities for the duration of the suspension.

Suspension by Teacher:

According to Education Code Section 12401: "Teachers may suspend, for good cause, any pupil from their Classroom school day, and will report the suspension to the principal of the school for appropriate action."

Mandatory Expulsion Recommendation:

State law requires that the superintendent or the school principal must recommend expulsion if the student has committed any of the following acts at school or at a school activity (Education Code 48915):

- 1) Possessing, selling, or otherwise furnishing a firearm.
- 2) Brandishing a knife at another person.
- 3) Unlawfully selling a specified controlled substance.

- 4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- 5) Possession of an explosive.

Discretionary Expulsion Recommendation:

The superintendent or principal must recommend expulsion if the student has committed any of the following acts at school or at a school activity, UNLESS particular circumstances make expulsion inappropriate (Education Code 48915):

- 1) Causing serious physical injury to another person, except in self-defense.
- 2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the student.
- 3) Unlawful possession of any specified controlled substance, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- 4) Robbery or extortion.
- 5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

State law provides for due process and rights to appeal any order of expulsion.

Student Sexual Harassment

The Governing Board prohibits sexual harassment of or by any student by anyone in or from the District. Anyone can be a harasser: same sex harassment, male vs. female; female vs. male, supervisor harassing employee, employee harassing supervisor, teacher or other employee harassing students, student harassing another student, student harassing teacher. Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion.

Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. The Board expects students or staff to immediately report incidents of sexual harassment to the District Administrator. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. 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, made by someone from or in the educational setting (Education Code 212.5).

For the purpose of further clarification, sexual harassment includes but is not limited to:

- Unwelcome leering, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures or gestures.
- Spreading sexual rumors.
- Assault, touching, impeding, or blocking movement.
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response.

Discipline Matrix

To help support a standard procedure for dealing with inappropriate behavior, a discipline matrix has been developed to ensure fairness to students. For each offense, there is a range of consequences. These may range from time out of class to a conference with a site administrator or designee for a minor infraction to suspension. Mandatory expulsion recommendations are not included.

The Discipline Matrix serves as a conduct guideline for site administrators. When a student should be considered for suspension, the administrator may use his/her discretion to impose alternative consequences that are comparable in magnitude. The number of violations occurring in one (1) year determines the consequences. If you would like to review the discipline matrix, please contact the office.

STUDENT IMMUNIZATION AND HEALTH REQUIREMENTS

All students must have their immunizations before they can attend school or child care in California. Parents must present their child's Immunization Record to school or child care staff prior to admission as proof of immunization. Parent/Guardian written consent is required prior to the administration of such immunizing agent. C.E.C. 49403(a)

Requirements for School Entry (K-12)

Polio	4 doses , but 3 doses are enough if at least one was given after the 4 th birthday (Ages 4-6 years).
DTP/DT/Td	4 or more doses , but one more dose is needed if the last dose was given before the 4 th birthday (Ages 4-6 years). TDAP Booster , all 7-12 th grade students as of 7/1/11.
MMR	2 doses , must be on or after the first birthday.
Hepatitis B	3 doses , for Kindergarten and child care entrants starting August 1, 1997. 3 doses , for 7 th grade students starting July 1, 1999.
Varicella (Chicken Pox)	2 doses , for students and child care entrants starting July 1, 2019.
Tuberculosis (Mantoux) Skin Test	Documented results are required at the time of admission for new enrollees.

Administration of medication

If medication is prescribed by a physician for a child during the school day, it may be done by a nurse, or other designated school personnel, under detailed medical instructions and only administered upon written medical request by the Doctor (Additional forms are required before administration of medication. In addition, parents may request, in writing, that their child be allowed to carry and self-administer prescription auto-injectable epinephrine and/or asthmatic inhalers. A written statement from the student's authorized health care provider is required. (E.C. 49423)

Evaluation of vision and hearing:

TK/K Grade– Vision and hearing	5 th Grade– Vision and hearing
2 nd Grade– Vision and hearing	8 th Grade– Vision and hearing

The evaluation may be waived upon presentation of an appropriate certificate from a physician or optometrist (E.C. 49455).

UNIFORM COMPLAINT PROCEDURE

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5CCR 4620)

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, marital or parental status, race, ancestry, national origin, religion, color, or mental or physical disability, or age, 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 district program or activity that receives or benefits from state financial assistance. (5 CCR 4610)

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5CCR 4610)

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and 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.

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

Compliance Officers:

The Governing Board designates the following compliance officer(s) to receive and investigate complaints and to ensure district compliance with law:

District Superintendent:	Mr. Perry D. Jensen
School Address:	23958 Ave. 324 P.O. Box 44260 Lemon Cove, Ca, 93244
Phone Number:	(559)564-2106; Fax (559)564-2136

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

Notifications:

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. (5 CCR 4622)

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 and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint: Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district. (5 CCR 4630)

Step 2: Mediation: Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Step 3: Investigation of Complaint: The compliance officer is encouraged to hold an investigative meeting within five 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 representative to repeat the complaint orally.

Step 4: Response: Within 30 days of receiving the complaint, the compliance officer shall prepare and send to 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.

Step 5: Written Decision: The district's decision shall be in writing and sent to the complainant. (5 CCR 4631). If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education: If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the district's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Civil Law Remedies: Complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. For assistance you may contact: Tulare County Health and Human Services Agency, Phone # 1-559-737-4660 or Central Valley Regional Center, Phone # 1-559-738-2200. If not satisfied with the decision you may also contact: The State of California Department of Fair Employment and Housing, Phone # 1-800-884-1684 or the Federal Equal Employment Opportunity Commission, Phone # 1-800-669-4000.

USE OF PESTICIDES

The Healthy Schools Act of 2000 requires that all California school districts notify parents and guardians of pesticide use at their child's school. Sequoia Union Elementary School uses a professional pest control company and makes every attempt to apply pesticides on Friday afternoons or during major school holiday breaks. The following pesticides are intended to be used at the school site this year:

- | | |
|--------------------------------|---|
| ○ Demon Max-Cypermethrin | ○ D-Force HPX-Deltamethrin |
| ○ Demand CS-Lambda Cyhalothrin | ○ Maxforce ant killer bait gel-Fipronel |
| ○ Termidor-Fipronil | ○ MaxForce magnum roach bait gel-Fipronel |
| ○ Cykick-Cyfluthrin | ○ Suspend CS-Deltamethrin |
| ○ PT 565-Pyrethrins | ○ Pro-Build TC-Cypermethrin |

More information regarding these pesticides and pesticide use reduction is available at the Department of Pesticide Regulation's web site: <http://www.edpr.ca.gov>.

Warning signs are posted at the school site, where pesticides will be applied, at least 72 hours prior to the application and 72 hours after the application. To receive written notification, please submit a request in writing to the school office.

WILLIAMS ACT NOTIFICATION

The Governing Board desires to identify and resolve any deficiencies related to:

- 1) Instructional Materials: There should be sufficient textbooks and instructional materials in usable condition. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have textbooks or instructional materials, or both, to use in class and to take home.
- 2) School Facilities: School facilities must be clean, safe, and maintained in good repair.
- 3) Teacher Vacancy and Misassignment: There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

To file a complaint regarding the above matters, complaint forms can be obtained at the school office or the county office. Parents may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>. For questions or complaints contact the California Department of Education at (916) 319-0929.

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ABSENCES

Excused Absences (Ed. Code §§ 46010.1, 48200, 48205, 48980)

Except when attendance is excused, students between the ages of 6 and 18 years are required by law to attend school and parents must compel their students to do so. Students will be excused from school for the following reasons:

- (6) *Illness of the student.*
- (7) *Quarantine under the direction of a county or city health officer.*
- (8) *Securing medical, dental, optometric, or chiropractic services.*
- (9) *Attendance at the funeral services of a member of the student's immediate family, so long as the absence is not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside California.*
- (10) *Jury duty.*
- (11) *Illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child for which the school staff shall not require a note from a doctor.*
- (12) *For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the student's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the student's absence is requested in writing by the parent and approved by the principal or a designated representative. Attendance at religious retreats cannot exceed four hours per semester.*
- (13) *Service as a member of a precinct board for an election.*
- (14) *Spending time with a member of the student's immediate family, who is an active duty member of the uniformed services, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position; such absences will be granted for a period of time to be determined at the discretion of the Superintendent.*
- (15) *Attendance of the student's naturalization ceremony to become a United States citizen.*
- (16) *Obtaining confidential medical services without parental consent.*

A student may not have their grade reduced or lose academic credit for any excused absence(s) if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

Absences for Religious Purposes (Ed. Code § 46014)

With parent written consent, a student may be excused from school to attend religious exercises or classes away from school. Such absences may not exceed four days per month. An excused student must nevertheless maintain his or her attendance at the minimum level of school days required for his or her grade.

ATTENDANCE

Attendance Options (Ed. Code §§ 35160.5, 46600 et seq., 48350 et seq., 48980)

California law requires all school boards to inform parents of all existing statutory attendance options and local attendance options available in the District. Students who attend schools other than those assigned by the District are referred to as "transfer students" throughout this Notice.

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

Interdistrict Transfers. California law allows two or more school 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 or denied. Districts of residence may not deny a transfer of a student whose parent is active duty military where the district of proposed enrollment approves the application. No district is required to provide transportation to a student who transfers into the district. If either district denies a transfer request, a parent may appeal that decision to the county board of education within 30 calendar days from the date of the final denial. There are specified timelines in the law for the county board of education to make a decision. See Appendix for the District's policy on Interdistrict Transfers.

Residency Requirements (Ed. Code §§ 48200, 48204, 48204.3, 48204.4, 48206.3, 48207, 48208, 48853.5, 48980)

The District desires to admit all students who reside within the District boundaries or who fulfill the District residency requirements through other means as allowed by law. A student shall be deemed to have complied with the District's residency requirements if any of the following are met:

Residency. The student's parent or legal guardian resides within the District's boundaries.

Children of Military Service Members. The student's parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. The District must accept applications by electronic means for enrollment, including enrollment in a specific school or program within the District, and for course registration. The parent must provide proof of residency in the District within 10 days after the published arrival date provided on official documentation.

Licensed Children's Institution, Foster Home, or Family Home. The student is placed within the District's boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to court order.

Foster Children. The student is a foster child who remains in his or her school of origin. When a student's foster student status is terminated by the juvenile court during the school year, former foster students in grades K through eighth must be allowed to finish the school year in his or her school of origin. Former foster students in grades ninth through twelfth must be allowed to continue attending their schools of origin through graduation.

Interdistrict Attendance. The student has been admitting through an interdistrict attendance option, such as an interdistrict attendance agreement, or Open Enrollment Act transfer.

Emancipated Minor. The student resides within the District's boundaries and whose parent or legal guardian has been relieved of responsibility, control, and authority through emancipation.

Caregiving Adult. The student lives with a caregiving adult within the District's boundaries and the caregiving adult submits an affidavit to that effect.

State Hospital. The student resides in a state hospital located within the District's boundaries.

Parent's Employment. *The Student's parent or legal guardian resides outside of the District's boundaries but is employed within the District's boundaries and lives with the student at the place of employment for a minimum of three days during the school week.*

Students of Detained or Deported Parents. The student's parent has departed California against his or her will, and the student can provide official documentation evidencing the departure; and the student moved outside of California as a result of his or her parent leaving the state against his or her will, and the student lived in California immediately before moving outside the state. The student must provide evidence of enrollment in a California public school immediately before moving outside the state. Deported parents may designate another adult to attend school meetings and to serve as an emergency contact. No charges or fees of any kind may be required for admission or attendance in these circumstances. This law applies to parents who were: (1) in the custody of a government agency and were transferred to another state; (2) subject to a lawful removal order and who were removed or were permitted to leave California voluntarily before being removed; and (3) subject to any additional circumstances consistent with these purposes, as determined by the District.

The District may deem a student to have met residency requirements for school attendance if at least one parent or legal guardian of the student is physically employed within the boundaries of that district for a minimum of 10 hours during the school week, subject to the right of the district of residence or the district of employment to prohibit the transfer on various grounds provided for in Education Code section 48204(b), paragraphs (2) to (6). The District is not required to admit the student to its school based on the employment of the parent, but it may not refuse to admit the student on the basis of race, ethnicity, sex, parental income, scholastic achievement, or any other arbitrary consideration. Once a student has been deemed to have residency and is enrolled in the District on this basis, the student does not have to reapply in the next school year to attend a school within the District, and the governing board shall allow the student to attend school through the 12th grade in the District if the parent so chooses and if at least one parent continues to be physically employed in the District.

Temporary Disability (Ed. Code §§ 48206.3, 48207, 48207.3, 48208, 48980)

A student whose temporary disability makes school attendance impossible or inadvisable must receive individual instruction either at home provided by the school district in which the student resides or in a hospital or other residential health facility, excluding state hospitals, provided by the school district in which the hospital or residential facility is located. "Temporary disability" means a physical, mental or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program to which the student can reasonably be expected to return. "Temporary disability" does not include a disability that would qualify a student as a "student with exceptional needs" under Education Code section 56026.

A student with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, located outside of the district in which the student's parent resides, complies with the school district's residency requirements for school attendance in the school district in which the hospital is located. Once the parent has notified the district in which the hospital is located of the student's presence in the qualifying hospital, the district has five working days to notify the parent if individualized instruction shall be made available. If the determination is positive, individualized instruction will begin within five working days.

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

When a student receiving individual instruction is well enough to return to school, he or she must be allowed to return to the school that he or she attended immediately before receiving individual instruction was initiated. Absences from the student's regular school program due to the student's temporary disability are excused until the student is able to return to the regular school program.

Students in Active Military Families - Residency Retention and Matriculation (Ed. Code §§ 48204.6, 48980)

A student living in the household of an active duty military service member must be allowed to continue attending the student's school of origin for the remainder of the school year if the family moves.

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

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

Immigration Enforcement - "Know Your Rights" (Ed. Code § 234.7)

All students have the right to a free public education, regardless of immigration status or religious beliefs. For more information, please see the resources developed by the California Attorney General at <https://www.oag.ca.gov/immigrant/rights>.

Notice of Alternative Schools (Ed. Code § 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 group within a school which is operated in a manner designed to:

- (1) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (2) Recognize that the best learning takes place when the student learns because of his desire to learn.
- (3) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.
- (4) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (5) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, student, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance 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.

COMPLAINTS

Uniform Complaint Procedures (Ed. Code §§ 262.3, 33315; 5 C.C.R. §§ 4610, 4622, 4632)

The District has 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 the District's Local Control and Accountability Plan. See Appendix for the District's UCP.

The UCP addresses all allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified in Education Code section 200 and 200, and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis or 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 District that 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:

- After School Education and Safety
- Agricultural Career Technical Education
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education; Career Technical; Technical Training
- Career Technical Education
- Child Care and Development
- Compensatory Education
- Consolidated Categorical Aid
- Economic Impact Aid
- 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/No Child Left Behind
- Local Control Accountability Plans
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Student
- School Safety Plans
- State Preschool Health and Safety Issues
- Tobacco-Use Prevention Education

The 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 Uniform 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 15 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/lsp/fy/documents/fosteryouthrights.pdf>.

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 reenrollment 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 by be filed with the District under its UCP.

Williams Uniform Complaint Procedures (Ed. Code § 35186; 5 C.C.R. §§ 4680, 4681)

The District's Williams Uniform Complaint Procedures address the sufficiency of instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancies or misassignments. See Appendix for the District's Williams Uniform Complaint Procedures. The school principal, or the designee of the Superintendent, shall make all reasonable efforts to investigate complaints submitted under the District's Williams Uniform Complaint Procedures.

Nondiscrimination (Ed. Code § 200, 220, 234.1, 48985; 20 U.S.C. §§ 1681-1688, 6311-6312; 29 U.S.C. § 794; 42 U.S.C. §§ 2000d-d7, 12101-12213; 28 C.F.R. § 35.106; 34 C.F.R. §§ 104.8, 106.8, 106.9)

State and/or federal law prohibit discrimination in the basis of race, color, national origin, or sex in federally financed education programs or activities. District programs and activities shall be free from discrimination, including harassment, intimidation, and bullying, based on any of the following actual or perceived characteristics:

- Age
- Ancestry
- Color
- Ethnicity
- Ethnic group identification
- Gender, including a person's gender identity and gender expression, which is a person's gender-related appearance and behavior whether or not stereotypically associated with a person's assigned sex at birth
- Genetic information
- Immigration status
- Lack of English skills

- Marital, family, or parental status
- Nationality or national origin
- Physical or mental disability
- Race
- Religion or religious creed, including agnosticism, atheism, and all aspects of religious belief, observance, and practice
- Sex, including discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery from pregnancy or childbirth-related conditions, or denial of lactation accommodations for lactating students
- Sexual orientation, including heterosexuality, homosexuality, and bisexuality

Harassment, intimidation, or bullying based upon a person's association with a person or group with one or more of these actual or perceived characteristics is also prohibited. Any questions or concerns about noncompliance can be directed to Mr. Perry D. Jensen, Superintendent/Principal, 23958 Ave. 324, Lemon Cove, CA 93244, Phone (559) 564-2106. See Appendix for the District's policy on Nondiscrimination/Harassment.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against qualified disabilities individuals in federally financed education programs or activities. The District does not discriminate in admission or access to its programs or activities. In the event of a complaint regarding discrimination based upon an actual or perceived mental or physical disability, please contact the District's Superintendent/Principal Mr. Perry D. Jensen.

Sexual Harassment Policy (Ed. Code § 231.5, 48980; 5 C.C.R. § 4917)

See Appendix for the District's policy on sexual harassment

DISCIPLINE

Rules; School Discipline (Ed. Code §§ 35291, 48980)

The District's Governing Board has adopted rules and regulations pertaining to student discipline, including Board Policy 5144, 5144.1, and 5114.2. Parents may request a copy of such rules and regulations.

Required Parental Attendance (Ed. Code §§ 48900.1, 48914)

Parents may be required to attend their student's class if he or she is suspended for unruly or disruptive conduct.

FACILITIES AND SAFETY

Management Plan for Asbestos-Containing Material (40 C.F.R. §§ 763.84, 763.93)

The District has, available upon request, a complete and updated management plan for asbestos-containing material.

Use of Pesticide Products (Ed. Code §§ 48980.3, 17611.5, 17612)

All schools are required to provide parents with annual notice of expected pesticide use at schools. See Appendix for a List of Pesticide Products, including name of each pesticide product, active ingredient(s) and the Internet address for further information. Please contact Mr. Perry D. Jensen or Mr. Jerry Line at the District Office at (559) 564-2106 if you wish to receive written notification at least 72 hours prior to the application of an individual pesticide at your school. Each school will maintain a list of parents who want to be notified before individual pesticide applications are made. Prior to the application of any pesticide, the District will post a warning sign at the area to be treated at least 24 hours prior to the pesticide application and such sign will remain posted for at least 72 hours after the application. In the event of an emergency condition, advance notification and prior sign posting may not be feasible, but a warning sign will be posted immediately upon application of the pesticide.

For additional information regarding pesticides and pesticide use, please visit the Department of Pesticide Regulation's website at www.cdpr.ca.gov. Parents may view a copy of the school's integrated pest management plan at the school site office or at www.sequoiainion.org.

HEALTH & IMMUNIZATIONS

Administration of Prescribed Medication (Ed. Code §§ 48980, 49423, 49480)

Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician and surgeon or ordered for him or her by a physician assistant, may be assisted by the school nurse or other designated school personnel if the District receives the following: (1) a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and (2) a written statement from the student's parent, indicating the desire that the District assist the student in the matters set forth in the statement of the physician and surgeon or physician assistant. These written statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician and surgeon or ordered for him or her by a physician assistant, may carry and self-administer prescription auto-injectable epinephrine if the District receives the following: (1) a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer auto-injectable epinephrine, and (2) parent written consent to the self-administration, a release for the school nurse or other designated school personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and an agreement to release the District and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. These written statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. Students may be subject to disciplinary action pursuant to Education Code section 48900 for using auto-injectable epinephrine in a manner other than as prescribed.

Parents of any student on continuing medication for a non-episodic condition must inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage and the name of the supervising physician. With parent consent, the school nurse may communicate with the student's physician and may counsel school personnel regarding the possible effects of the drug, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Inhaled Asthma Medication (Ed. Code § 49423.1)

Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician or surgeon, may be assisted by the school nurse or other designated personnel if the District receives the following: (1) a written statement from the physician or surgeon detailing the medication name, method, amount, and time schedules by which the medication is to be taken, and (2) a written statement from the student's parent requesting that the District assist the student in the administration of medication set forth in the physician or surgeon's written statement. These written statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

Any student who is required to take, during the regular school day, medication prescribed for her or her by a physician or surgeon, may carry and self-administer inhaled asthma medication if the District receives the following: (1) a physician or surgeon's written statement confirming that the child is able to self-administer the medication and detailing the name of the medication, the method, amount and time schedules for administration, and (2) parent written consent to the self-administration, a release for the school nurse or other designated school personnel allowing them to consult with the student's physician, and an agreement to release the District and school personnel from civil liability in the event of an adverse reaction as a result of self-administering medication. These written statements must be provided to the school at least annually or more frequently if the medication, dosage, frequency of, or reason for, the administration changes. Students may be subject to disciplinary action pursuant to Education Code section 48900 for using inhaled asthma medication in a non-prescribed manner.

Physical Examination Exemptions (Ed. Code §§ 48980, 49451)

Parents may exempt their student from physical examinations at school by annually filing a written statement with the school principal refusing such an exam. However, when there is a good reason to believe that a student exempted from physical examination is suffering from a recognized contagious or infectious disease, he or she will be sent home and will not be permitted to return to school until school authorities are satisfied that any contagious or infectious disease does not exist.

Medical & Hospital Services for Students (Ed. Code § 49472)

The District does provide or make available medical and/or hospital services for students injured on school grounds, or while being transported to or from any school activity or event. The service shall be provided only with the consent of the parent, or the student if he or she is not a minor. Please contact the school or District office regarding such medical service.

Mental Health Services for Students (Ed. Code § 49428)

Student mental health services are available through the District and/or County and/or Community by contacting:

District: Judah Tanner Judah.Tanner@tcoe.org (559) 909-2612
Claudia Oregel, Triage Social Worker, coregel@sequoiainion.org (559) 730-2969
County: Tulare County Mental Health and Human Services (559) 730-9922 or (800) 320-1616
Suicide Prevention Lifeline (800) 273-8255
The Trevor Project (866) 488-7386
Crisis Text Line, "GO" to 741741

Immunizations and Control of Communicable Disease (Ed. Code §§ 49403, 48216, 48980; H. & S. Code §§ 120335, 120370)

The District cooperates with the local health officer in the control and prevention of communicable diseases in school-age children. If a parent consents in writing, the District may permit any person licensed as a physician and surgeon, or a health care practitioner (including a physician assistant, nurse practitioner, registered nurse, licensed vocation nurse, or nursing student who is acting under the supervision of a registered nurse as provided by law) who is acting under the direction of a supervising physician and surgeon, to administer an immunizing agent to his/her student.

Students must be immunized against certain diseases before being admitted to school, unless exempted for medical reasons. 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 July 1, 2016 will no longer be exempt from immunizations based on their religious or personal beliefs. The District must exclude from school any student who does not supply evidence of inoculation (for any of the diseases listed in Health & Safety Code section 120335), and will notify the parent that he/she has two weeks to supply evidence that the student is immunized.

Child Nutrition; School Meals (Ed. Code §§ 49510-49520, 48980)

Parents may apply for participation in the Free and Reduced Lunch Program offered by the District to provide nutritious meals to students whose parents qualify, based on annual household income. Information and applications are available through the school office.

INSTRUCTION

Minimum and Staff Development Days (Ed. Code § 48980)

See Appendix for the District's pupil-free staff development day and minimum day schedule. A student's parent will be notified during the school year of any additional minimum days or pupil-free staff development days no later than one month before the actual date

Career Counseling and Course Selection (Ed. Code § 221.5)

Counselors, teachers, instructors, administrators, and aides may not, on the basis of a student's sex, offer vocational or school program guidance to the student that is different from that offered to a student of the opposite sex in counseling, nor may a counselor differentiate career, vocational, or higher education opportunities on the basis of the sex of the student counseled. Any District personnel acting in a career counseling or course selection capacity shall affirmatively explore with the student the possibility of careers or courses leading to careers that are nontraditional for that student's sex.

Right to Refrain From the Harmful or Destructive Use of Animals (Ed. Code § 32255 et seq.)

Any student with a moral objection to dissecting, harming, or destroying animals shall notify his/her teacher regarding this objection. An alternative education project may be arranged if the teacher believes the alternative education project can provide the course of study in question. The alternative requires a comparable amount of time and effort, but must not be more arduous than the original project. The District requires a signed note from a parent indicating their child's objection.

Special Education (*Ed. Code § 56000 et seq.; 20 U.S.C. § 1412; 35 C.F.R. § 300.111*)

Students with exceptional needs have a right to a free appropriate public education in the least restrictive environment. The District wants to locate, identify, and assess all children with disabilities whether homeless, wards of the state or enrolled in public or private schools. Parents should inform school officials if they have reason to believe their child has a disability requiring special services or accommodations. The child will be evaluated to determine whether he/she is eligible for free special instruction or services.

Excuse from Health Instruction Based on Religious and Moral Grounds (*Ed. Code § 51240*)

Upon written request of a parent, a student shall be excused from any part of health instruction that conflicts with his/her religious training and beliefs (including personal moral convictions).

Comprehensive Sexual Health Education and HIV/AIDS Prevention (*Ed. Code §§ 51938, 51939, 48980*)

A parent has the right to excuse his or her child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education, as follows:

A parent may request in writing that his/her student be excused from participating in HIV/AIDS prevention or comprehensive sexual health education. Students so excused by their parent shall be given an alternative educational activity.

Parents may inspect the written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education. Parents have a right to request that the District provide them a copy of Education Code sections 51930-51939.

Every student's parent will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction as to the date of such instruction and whether the instruction will be taught by District personnel or by outside consultants. If outside consultants are used, the name of the organization of each guest speaker will be identified. Parents have a right to request that the District provide them a copy of Education Code sections 51933, 51934, and 51938.

Anonymous, voluntary and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the students' attitudes concerning or practices relating to sex may be administered to pupils in grades 7-12. Parents will be notified in writing and given the opportunity to review such tests, questionnaires and surveys and be informed that in order to excuse their student, they must state their request in writing. If a school receives a written request from a parent excusing a student from this activity, the student may not be subject to disciplinary action, academic penalty or other sanction and an alternative educational activity must be made available to the student.

Student Surveys, Tests, and Questionnaires Regarding Beliefs and Practices (*Ed. Code §§ 51513, 60614; 20 U.S.C. § 1232h*)

No test, questionnaire, survey, or examination which has questions about a student's or his/her parents' beliefs and practices in sex, family life, morality, religion, political affiliations or beliefs, illegal, anti-social, self-incriminating, or demeaning behavior, mental or psychological problems, legally recognized privileged relationships (such as lawyer, physician, or minister), critical appraisals of individuals with whom you have close family relationships, or income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) shall be administered without prior notification and written permission of the parent. Parents may inspect all instructional materials, including teacher's manuals, films, tapes or other supplementary material to be used in connection with any survey, analysis or evaluation.

California Assessment of Student Performance & Progress (CAASPP) (*Ed. Code §§ 60604, 60615, 60640; 5 C.C.R. § 852.*)

Each year, parents will be notified regarding their student's participation in the CAASPP assessment system. Parents wanting to excuse their students from any or all parts of the CAASPP must submit a written request. Such written requests must be submitted to the school on an annual basis.

Notification of Potential Failing Grade (*Ed. Code §§ 49063, 49067*)

Parents will be notified when a teacher has determined that your student is in danger of failing a course.

Teacher and Paraprofessional Qualifications (*20 U.S.C. § 6312*)

Upon request, parents have a right to request information regarding the professional qualifications of the classroom teachers who instruct their student. Federal law allows parents to request the following information: (1) If the student's teacher has met the state credential or license criteria for grade level and subject matter taught; (2) If the student's teacher is teaching under an emergency or other provisional status because of special circumstances; (3) If the teacher is teaching in the field of discipline of the certification of the teacher; and (4) If the student is receiving services from paraprofessional and, if so, their qualifications.

RECORDS

Student Records Policy (*Ed. Code §§ 49063, 49064; 5 C.C.R. § 432*)

The District maintains mandatory permanent (kept indefinitely) and interim (may be destroyed after a stipulated length of time) student records. Mandatory permanent student records include the student's legal name; date of birth; method of verification of birth date; sexual identification of student; name and address of parent of minor student; entering and leaving date of each school year, the mark or grade for work taken, and verification of or exemption from required immunizations. Mandatory interim student records include a log or record identifying those persons (except authorized school

personnel) or organizations requesting or receiving information from the record; health information, including Child Health Developmental Disabilities Prevention Program verification or waiver; participation in special education programs including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge; language training records; progress slips and/or notices; parental restrictions regarding access to directory information or related stipulations; parent or adult student rejoinders to challenged records and to disciplinary action; parental authorizations or prohibitions of student participation in specific programs; and results of standardized tests administered within the preceding three years. In addition, permitted student records (may be destroyed when no longer useful) are kept. Permitted student records include objective counselor and/or teacher ratings, standardized test results older than three years, routine discipline data, verified reports of relevant behavioral patterns, all disciplinary notices, and attendance records. The following position is responsible for maintaining all student records:

Mrs. Devon Navarro, Registrar dnavarro@sequoiaunion.org (559) 564-2106

An access log or record of who has requested or received information from a student's records is kept at Sequoia Union Elementary School District Office, 23958 Ave. 324, Lemon Cove, CA 93244. The Education Code and the District's Administrative Regulation 5125, set forth the criteria under which school officials and employees may access, change, or delete information in a student's records.

Parent Access to Records (Ed. Code §§ 49063, 49065, 49069, 49070, 56504; 34 C.F.R. § 99.7)

Parents of currently enrolled or former students have an absolute right of access to any and all student records related to their children that are maintained by the District. Parents have the right to inspect and review their children's student records during regular school hours within five business days of a request. The District may charge parents a reasonable fee not to exceed the actual copying cost for reproducing copies of student records.

Parents may challenge the content of a student record if there is an inaccuracy, an unsubstantiated personal conclusion or inference, a conclusion or inference outside of the observer's area of competence, a comment not based on the personal observation of a named person with the time and place of the observation noted, or if the student record includes misleading information or violates the student's privacy or other rights. The Superintendent or designee will meet with the parent and the certificated employee who recorded the information in question, if any, and presently employed by the District, within 30 days. The Superintendent will determine whether to sustain or deny the allegations. If the challenge is sustained, the changes will be made. If the challenge is denied, the parent may appeal the decision in writing to the District's governing board within 30 days of the refusal. The District's governing board will determine whether to sustain or deny the allegations within 30 days of receipt of an appeal. The decision of the District's governing board is final. The Superintendent and the District's governing board cannot order a student's grade to be changed unless the teacher who determined the grade is given an opportunity to state the reasons for which the grade was given and is included in all discussions relating to changing the grade.

Curriculum Review (Ed. Code §§ 49063, 49091.14)

A prospectus of curriculum, including titles, descriptions, and instructions aims of every course offered, is available at the school site for parent review upon request. Copies are available for a reasonable fee not to exceed the actual copying cost.

Student Records Review (Ed. Code §§ 49063, 49064, 49076; 34 C.F.R. §§ 99.7, 99.31)

The District may share student records with school officials and employees who have a legitimate educational interest. "School officials and employees" and "legitimate educational interest" are defined in the attached Administrative Regulation 5125.

Parental Consent to Release Student Information; No Parental Consent to Release Directory Information (Ed. Code §§ 49061(c), 49063, 49073, 49076, 49077; 10 U.S.C. § 503; 20 U.S.C. § 1232g, 7908; 34 C.F.R. § 99.37)

Federal and state law require that the District obtain parent written consent prior to the disclosure of personally identifiable information contained in a student's records, except to the extent disclosure without consent is permitted by law (e.g. subpoena or court order). However, the District may disclose directory information without parental consent to certain entities. Directory information released to law enforcement agencies, or Child Protective Services Agencies, and may include items deemed allowable as may be found in Administrative Regulation 5125.1 (e.g., student's name, address, telephone number, date of birth, email address, dates of attendance, and most recent educational agency or institution attended).

If you do not want the District to disclose directory information from your student's education records without your prior written consent, you must notify the District in writing within 30 days of receipt of this notice" OR "by 6 September 2019, using the attached Directory Information Opt-Out Form.

The District will not release directory information pertaining to a homeless student, unless a parent or student accorded parental rights has provided written consent that the directory information may be released.

Transfer of Student Records (Ed. Code § 49068; 34 C.F.R. §§ 99.7, 99.34)

The District will forward student records, including transcripts, immunization records, and, when applicable, suspension notices, expulsion records, and individualized education programs, to other school districts that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

Student Records Complaints (Ed. Code § 49063; 20 U.S.C. § 1232g; 34 C.F.R. §§ 99.7, 99.63)

Parents have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the District to comply with the requirements of the General Education Provisions Act or FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

APPENDIX

Attachments available in office and on website:

- 1. Sexual Harassment Policy**
- 2. Nondiscrimination/Harassment Policy**
- 3. Form to Request a Change of Attendance and Options**
- 4. Williams Uniform Complaint Procedures**
- 5. List of Pesticide Products**
- 6. Calendar listing minimum or pupil free days and all school activities planned.**
- 7. Type 2 Diabetes Information Sheet – 7th grade only**
- 8. Form for parent to sign and return, verifying receipt of the notification. (On back of emergency Card)**
- 9. Directory Information Opt-Out Form**

This form provides parents and guardians the opportunity to opt their student out of the release of directory information. Please read each section of the form carefully. If you have any questions about this form, please contact the District's Mr. Jensen at (559) 564-2106.

Pursuant to the Family Educational Rights and Privacy Act (FERPA) and the California Education Code, the District may release directory information to certain persons or organizations, as specified in this annual notice, when it is requested. Directory information may be released to: law enforcement agencies, employers and prospective employers, news media and may include student's name, address, telephone number, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent educational agency or institution attended. In the case of students who have been identified as having special needs or homeless, no material can be released without parent or guardian consent.

Please note: This is an OPTIONAL form. The form should only be returned to the school if you wish to opt your child out of one of these areas.

If you do not want your child's directory information released, please check the box below. This opt-out does not apply to directory information released for District yearbook purposes.

☐ *I do not want my child's directory information to be released.*

For Grades 9-12 only:

☐ *I do not want my child's directory information to be released to military recruiters.*

☐ *I do not want my child's directory information to be released to institutions of higher education.*

The District may use and release such directory information to third parties for purposes, including, without limitation, compiling, completing, and printing the District's annual yearbook and/or awards listings. If you do not want your child's directory information released and/or used for such purposes, please check the box below.

☐ *I do not want my child's directory information to be released in yearbooks and awards listings.*

Parent/Guardian Signature: _____ Date: _____

Student Name: _____ ID#: _____

Address: _____ Phone: _____

School: _____ Grade: _____

Notificación a los Padres/Guardianes 2019-2020

AUSENCIAS

Ausencias Justificadas (Código de Educación §§ 46010.1, 48200, 48205, 48980)

Excepto cuando la ausencia es justificada, el estudiante entre la edad de 6 y 18 años es requerido por ley asistir la escuela y los padres están obligados a que los estudiantes lo hagan. Los estudiantes serán excusados de la escuela por las siguientes razones:

- (17) Enfermedad del estudiante.
- (18) Debajo de cuarentena bajo la dirección del condado u oficial de salud de la ciudad.
- (19) Asegurando servicios médicos, dentales, optométricos, o quiroprácticos.
- (20) Asistencia a servicios funerarios de un miembro de la familia cercana, mientras la ausencia no sea más que un día si el servicio es dentro de California, y no más que tres días si los servicios son afuera del estado de California.
- (21) Servicio de jurado.
- (22) Enfermedad o cita medica durante las horas escolares de un hijo cual es un estudiante de un padre de guardia, incluyendo las ausencias del cuidado de hijos enfermos por cual el personal de la escuela no requiere una nota de un doctor.
- (23) Por razones personales justificables, incluyendo pero no limitado a, una apariencia en corte, asistencia a un servicio funerario, observancia de un día festivo o ceremonia de la religión del estudiante, asistencia a retiros religiosos, asistencia a una conferencia de empleo, o asistencia a una conferencia educacional sobre el proceso judicial o legislativo ofrecido por una organización sin lucro cuando la ausencia del estudiante sea pedida por medio escrito por el padre y aprobado por el director o representante designado. Asistencia a los retiros religiosos no podrán exceder más de cuatro horas por semestre.
- (24) Servicio como miembro de una junta de distrito electoral para una elección.
- (25) Pasando el tiempo con un miembro de la familia cercana del estudiante, cual es un miembro activo de los servicios militares, y ha sido llamado para el servicio, esta en permiso de, o ha regresado inmediatamente de, ha sido despachado a una zona de combate o una posición de apoyo de combate, tales ausencias serán otorgadas por un periodo de tiempo determinado a la discreción del Superintendente.
- (26) Asistencia de una ceremonia de naturalización del estudiante para ser un ciudadano de los Estado Unido.
- (27) Obtener servicios médicos confidenciales sin el consentimiento de los padres.

Un estudiante no podrá tener su grado reducido o perder crédito académico por cualquier ausencia justificada(s) si cualquier asignación o exámenes perdidos puedan razonablemente ser proveídos y completados al satisfecho dentro de un periodo de tiempo razonable.

Ausencias por Propósitos Religiosos (Código de Educación § 46014)

Con el consentimiento del padre, un estudiante podrá ser excusado de la escuela para asistir a ejercicios religiosos o clases fuera de la escuela. Tales ausencias no podrán exceder cuatro días por mes. Un estudiante excusado sin embargo debe de mantener su asistencia al nivel mínimo de días escolares requeridos para su grado.

ASISTENCIA

Opciones de Asistencia (Codigo de Educacion §§ 35160.5, 46600 et seq., 48350 et seq., 48980)

La ley de California requiere que todos los consejos escolares de California informe a los padres de todas las opciones de asistencia estatutarias disponibles en el Distrito. Los estudiantes que asisten a escuelas distintas a las asignadas por el Distrito son referidos como "estudiantes transferidos" en el transcurso de esta Notificación.

Inscripción Abierta. Cuando un estudiante esta asistiendo a una escuela de Distrito en la Lista de Inscripción Abierta, como es identificado por el Superintendente de Instrucción Publica, el estudiante puede pedir que se le transfiera a otra escuela dentro o afuera del Distrito, si la escuela en la cual el estudiante se esta transfiriendo tiene un Índice de Desempeño Académico mejor. Los Distritos que tienen una escuela en la Lista de Inscripción Abierta deben notificar a los padres en esa escuela en o antes del primer día del año escolar de sus opciones para transferir a otra escuela publica. Véase el Apéndice sobre la política de Distrito sobre la Inscripción Abierta.

Transferencias Interdistrito. La ley de California permite dos o más distritos escolares en entrar en un acuerdo para la transferencia de uno o más estudiantes en el periodo hasta cinco años. Nuevos acuerdos pueden ser entrar en periodos adicionales hasta cinco años cada uno. Este acuerdo debe especificar los términos y condiciones bajo cuales transferidas son permitidas o negadas. Distritos de residencia no podrán negar una transferencia de un estudiante cual padre es un miembro activo militar donde el distrito de la propuesta inscripción apruebe la solicitud. Ningún distrito es requerido en proveer transportación al estudiante que se transfiere al distrito. Si cualquier distrito niega la petición de transferencia, un padre podrá apelar la decisión al consejo de educación del condado dentro 30 días calendarios desde la fecha de la negación final. Hay fechas consecutivas especificas en la ley para el consejo de educación del condado en hacer una decisión.

Requisitos de Residencia (Código de Educacion §§ 48200, 48204, 48204.3, 48204.4, 48206.3, 48207, 48208, 48853.5, 48980)

El Distrito desca admitir a todos los estudiantes los cuales residan dentro los limites del distrito o los cuales cumplan con los requisitos de residencia del Distrito a través de otros medios permitidos por ley. Se considerará que un estudiante ha cumplido con los requisitos de residencia del Distrito si cualquiera de los siguientes requisitos es satisfecho:

Residencia. El padre o guardián legal reside dentro los límites de Distrito.

Hijos de Miembros del Servicio Militar. El padre o guardián legal es transferido o esta pendiente de una transferencia a una instalación militar dentro del estado mientras está en servicio militar activo conforme a una orden militar oficial. El Distrito debe aceptar solicitudes por medios electrónicos para inscripción, incluyendo la inscripción en una escuela específica o programa dentro del Distrito, y para registración de curso. El padre debe proveer prueba de residencia en el Distrito dentro de 10 días después de la fecha publicada de llegada provista en documentación oficial.

Institución Licenciada de Niños, Hogares de Acogida, o Casa de Familia. El estudiante es puesto dentro de los límites del Distrito en una institución regulamente establecida y licenciada de Niños, un hogar de acogida, o una casa de familia según un orden de la corte.

Niños de Crianza. El estudiante es un hijo de crianza que permanece en su escuela de origen. Cuando el tribunal de menores anula la condición de estudiante de crianza temporal de un estudiante durante el año escolar, los antiguos estudiantes de crianza temporal en los grados K a octavo deben poder terminar el año escolar en su escuela de origen. Se debe permitir que los ex alumnos de crianza temporal de noveno a duodécimo grado continúen asistiendo a sus escuelas de origen hasta la graduación.

Asistencia Interdistrital. El estudiante fue admitido a través de una opción de asistencia interdistrital, tal como un arreglo de asistencia interdistrital, o una transferencia de la Ley de Inscripción Abierta.

Menor Emancipado. El estudiante reside dentro los límites del Distrito y cuyo padre o tutor legal ha sido relevado de su responsabilidad, control, y autoridad a través de la emancipación.

Cuidador Adulto. El estudiante vive con el cuidador adulto dentro los límites del Distrito y el cuidador adulto somete una declaración jurada para ese efecto.

Hospital del Estado. El estudiante reside en un hospital del estado localizado dentro los límites del Distrito.

Empleo del Padre. *El padre del estudiante o guardián legal reside afuera de los límites del Distrito, pero es empleado dentro los límites del Distrito y vive con el estudiante en el lugar de empleo por un mínimo de tres días durante la semana escolar.*

Estudiantes de Detenidos o Padres Deportados. El padre del estudiante involuntariamente salió de California, y el estudiante puede proveer documentación oficial dando evidencia de la salida; y el estudiante se mudó afuera de California como resultado de la salida involuntaria de su padre del estado, y el estudiante vivió en California inmediatamente antes de mudarse fuera del estado. El estudiante debe proveer evidencia de inscripción a una escuela pública de California inmediatamente antes de mudarse fuera del estado. Padres deportados pueden designar a un adulto para asistir las juntas escolares y servir como un contacto de emergencia. No habrá cargos o facturas de cualquier tipo para la admisión o asistencia en estas circunstancias. Esta ley se aplica a padres que: (1) se encuentran en custodia de una agencia del gobierno y fueron transferidos a otro estado; (2) sujetos a una orden legal de ser removidos y fueron removidos o fueron permitidos en dejar California voluntariamente antes de ser removidos; y (3) sujetos a cualesquiera circunstancias adicionales consistentes con estos propósitos, como determinados por el Distrito.

El Distrito puede considerar que un estudiante ha cumplido con los requisitos de residencia para asistir a la escuela si al menos un padre o guardián legal del estudiante está físicamente empleado dentro de los límites de ese distrito por un mínimo de 10 horas durante la semana escolar, sujeto al derecho del distrito de residencia o del distrito de empleo de prohibir la transferencia por varios motivos previstos en la sección 48204 (b) del Código de Educación, párrafos (2) a (6). El Distrito no está obligado en admitir al estudiante en su escuela basado en el empleo del padre, pero no puede negarse en admitir al estudiante por motivos de raza, origen étnico, sexo, ingresos de los padres, logros académicos o cualquier otra consideración arbitraria. Una vez que se considera que un estudiante tiene residencia y está inscrito en el Distrito sobre esta base, el estudiante no tiene que volver a solicitar el próximo año escolar para asistir a una escuela dentro del Distrito, y la junta gobernante permitirá que el estudiante asista a la escuela hasta el grado 12 en el Distrito si el padre así lo elige y si al menos uno de ellos continúa trabajando físicamente en el Distrito.

Incapacidad Temporal (Código de Educación §§ 48206.3, 48207, 48207.3, 48208, 48980)

Un estudiante cuya discapacidad temporal hace que la asistencia a la escuela sea imposible o desaconsejable debe recibir instrucción individual ya sea en el hogar proporcionada por el distrito escolar en el que reside el estudiante o en un hospital u otra instalación de salud residencial, excluyendo los hospitales estatales, proveído por el distrito escolar en el que el hospital o centro residencial se encuentra. "Discapacidad temporal" significa una discapacidad física, mental o emocional en la que se incurre mientras un estudiante está inscrito en clases regulares de día o en un programa de educación alternativa al que se puede esperar que el estudiante regrese. La "discapacidad temporal" no incluye una discapacidad que calificaría a un estudiante como "estudiante con necesidades excepcionales" en la sección 56026 del Código de Educación.

Un estudiante con una discapacidad temporal, que se encuentra en un hospital u otro centro de salud residencial, excluyendo un hospital estatal, ubicado fuera del distrito en el que reside el padre del estudiante, cumple con los requisitos de residencia del distrito escolar para la asistencia escolar en el distrito escolar en el que se encuentra el hospital. Una vez que el padre ha notificado al distrito en el que se encuentra el hospital de la presencia del estudiante en el hospital que reúne los requisitos, el distrito tiene cinco días hábiles para notificar al padre si se debe impartir instrucción individualizada. Si la determinación es positiva, la instrucción individualizada comenzará dentro de los cinco días laborales.

Los estudiantes matriculados en instrucción individual en un hospital u otro centro de salud residencial durante una semana parcial, tienen el derecho en asistir a la escuela en su distrito escolar de residencia, o en recibir instrucción individual proporcionada por el distrito escolar de residencia en el hogar del estudiante, en días en los que él o ella no está recibiendo instrucción individual en un hospital u otro centro de salud residencial, si está lo suficientemente bien de salud para hacerlo.

Cuando un estudiante que recibe instrucción individual está lo suficientemente bien de salud para regresar a la escuela, se le debe permitir regresar a la escuela a la que asistió inmediatamente antes de que se iniciara la instrucción individual. Las ausencias del programa escolar regular del estudiante debido a la discapacidad temporal del estudiante son justificadas hasta que el estudiante pueda regresar al programa escolar regular.

Estudiantes en Familias Militares Activas - Retención de Residencia y Matriculación (Código de Educación §§ 48204.6, 48980)

Se debe permitir que un estudiante que vive en la casa de un miembro del servicio militar activo continúe asistiendo a la escuela de origen del estudiante durante el resto del año escolar si la familia se muda.

Se debe permitir que un estudiante de una familia militar en servicio activo que está en transición entre los niveles de grado escolar continúe en el distrito escolar de origen y en la misma área de asistencia de su escuela de origen. Si el estudiante está haciendo la transición a la escuela intermedia o secundaria, y la escuela designada para matricularse está en otro distrito escolar, la agencia de educación local debe permitir que el estudiante continúe a la escuela designada para matricularse en ese distrito escolar. La nueva escuela debe inscribir inmediatamente al estudiante, aun si el niño tiene cuotas pendientes, multas, libros de texto u otros artículos o dinero debido a la última escuela en la que asistió, o si el estudiante no puede proveer su ropa o registros que normalmente se requieren para la inscripción.

Si el servicio militar de un padre o tutor legal finaliza durante el año escolar, entonces se le permite al estudiante permanecer en su escuela de origen por el resto del año escolar si está en los grados 1-8 o hasta la graduación si el estudiante está en la escuela secundaria.

Cumplimiento de la Ley de Inmigración - "Conozca sus derechos" (Código de Educación § 234.7)

Todos los estudiantes tienen derecho a una educación pública gratuita, independientemente de su estatus migratorio o creencias religiosas. Para obtener más información, consulte los recursos desarrollados por el Fiscal General de California en <https://www.oag.ca.gov/immigrant/rights>.

Notificación de Escuelas Alternativas (Código de Educación § 58501)

La ley estatal de California autoriza a todos los distritos escolares en proveer escuelas alternativas. La Sección 58500 del Código de Educación define una escuela alternativa como una escuela o un grupo de clase separado dentro de una escuela que se opera de una manera diseñada para:

- (1) Maximice la oportunidad para que los estudiantes desarrollen los valores positivos de la autosuficiencia, la iniciativa, la amabilidad, la espontaneidad, el ingenio, el valor, la creatividad, la responsabilidad y la alegría.
- (2) Reconocer que el mejor aprendizaje tiene lugar cuando el estudiante aprende debido a su deseo de aprender.
- (3) Mantener una situación de aprendizaje que maximice la automotivación del estudiante y aliente al estudiante en su propio tiempo a seguir sus propios intereses. Estos intereses pueden ser concebidos por él totalmente e independiente o pueden resultar, en su totalidad o en parte, de una presentación por parte de sus maestros de opciones de proyectos de aprendizaje.
- (4) Maximizar la oportunidad para que los maestros, padres y estudiantes desarrollen cooperativamente el proceso de aprendizaje y su tema. Esta oportunidad será un proceso continuo y permanente.
- (5) Maximizar la oportunidad para que los estudiantes, maestros y padres reaccionen continuamente en un mundo de cambios, incluyendo, pero no limitado a la comunidad en la que se encuentra la escuela.

En el caso de que algún padre, alumno o maestro esté interesado en obtener más información sobre escuelas alternativas, el superintendente de escuelas del condado, la oficina administrativa de este distrito y la oficina del director en cada unidad de asistencia, tienen copias de la ley disponibles para su información. Esta ley autoriza particularmente a las personas interesadas a solicitar a la junta directiva del distrito en establecer programas escolares alternativos en cada distrito.

El consejo gobernante del Distrito ha adoptado la Política del Consejo que permite la transferencia de estudiantes que han sido condenados por delitos violentos y delitos menores designados a otra escuela dentro del Distrito si el estudiante infractor y la víctima del crimen están inscritos en la misma escuela, si ciertos requisitos son satisfechos.

Quejas

Procedimientos Uniformes de Quejas (Código de Ed. §§ 262.3, 33315; 5 C.C.R. §§ 4610, 4622, 4632)

El Distrito ha establecido Procedimientos Uniformes de Quejas ("PUQ") para abordar las denuncias de discriminación ilegal, hostigamiento, intimidación y acoso escolar, y las quejas de violación de las leyes estatales o federales que rigen los programas educativos, el cobro de tarifas estudiantiles ilegales y el incumplimiento del Plan de Responsabilidad y Control Local del Distrito. Ver Apéndice para la PUQ del Distrito.

El PUQ aborda todas las denuncias de discriminación ilegal, acoso, intimidación o acoso escolar contra cualquier grupo protegido como se identifica en la sección 200 y 200 del Código de Educación, y la sección 11135 del Código de Gobierno, incluidas las características reales o percibidas según lo establecido en la sección 422.55 del Código Penal o sobre la base o la asociación de una persona con una persona o grupo con una o más de estas características reales o percibidas en cualquier programa o actividad realizada por el Distrito que, si recibe fondos directamente, recibe o se beneficia de cualquier asistencia financiera estatal. El PUQ también se usará cuando se dirijan quejas que alegan el incumplimiento de las leyes estatales y / o federales en:

- Educación de Adultos
- Educación y Seguridad Después de la Escuela
- Educación Técnica Profesional Agrícola
- Evaluaciones de los Centros de Educación para Indios Americanos y Programas de Educación para la Primera Infancia
- Educación Bilingüe
- Programas de Asistencia y Revisión entre Colegas para Maestros de California
- Educación Técnica y Carrera Técnica; Carrera técnica; Entrenamiento Técnico
- Educación Técnica Profesional
- Cuidado y Desarrollo Infantil
- Educación Compensatoria
- Ayuda Categórica Consolidada
- Periodos de Curso sin Contenido Educativo
- Ayuda de Impacto Económico
- Educación de Estudiantes en Cuidado de Crianza Temporal, Estudiantes sin Hogar, Ex Alumnos de la Corte Juvenil Ahora Inscritos en un Distrito Escolar y Niños de Familias de Militares
- Cada Estudiante Tiene Éxito / Ningún Niño Se Queda Atrás

- Planes de Responsabilidad de Control Local.
- Educación Migrante
- Minutos Instructivos de Educación Física
- Facturas Estudiantiles
- Adaptaciones Razonables a un Estudiante Lactante
- Centros y Programas Ocupacionales Regionales
- Planes de Seguridad Escolar
- Cuestiones de Salud y Seguridad Preescolares Estatales
- Educación para la Prevención del Uso del Tabaco

El Superintendente, el Director o la persona designada recibirá e investigará las quejas presentadas bajo la PUQ del Distrito y garantizará que el Distrito cumpla con la ley. Para obtener más información sobre la presentación de quejas de uniformes, las copias de las Políticas del Consejo y los Reglamentos Administrativos correspondientes al PUQ del Distrito están disponibles de forma gratuita cuando sean solicitados en la oficina de la escuela.

Excepto por las quejas presentadas según los Procedimientos Uniformes de Quejas Williams del Distrito, un demandante puede apelar una decisión tomada bajo la PUQ del Distrito al Departamento de Educación de California presentando una apelación por escrito dentro de los 15 días de recibir la decisión. La apelación debe ir acompañada con una copia de la queja presentada ante el Distrito y una copia de la decisión del Distrito.

Un demandante puede perseguir los recursos de la ley civil fuera del UCP del Distrito. Los recursos de la ley civil que pueden ser impuestos por un tribunal incluyen, entre otros, mandatos judiciales, órdenes de restricción u otros recursos u órdenes que pueden estar disponibles bajo las leyes estatales o federales de discriminación, acoso, intimidación o acoso escolar, si corresponde.

Procedimientos de Quejas Uniformes - Quejas Específicas (Código de Educación §§ 48853, 48853.5, 49010, 49011, 49013, 49069.5, 51225.2, 52075; 5 C.C.R. § 4630)

Las quejas que alegan el incumplimiento de las leyes estatales específicas identificadas a continuación se pueden presentar bajo la UCP del Distrito. Si un reclamante no está satisfecho con la decisión del Distrito, el reclamante puede apelar al Departamento de Educación de California y recibirá una decisión por escrito dentro de los 60 días.

Facturas Estudiantiles. A un alumno matriculado en una escuela pública no se le exigirá que pague una cuota de alumno por participar en una actividad educativa. La tarifa de un alumno incluye, pero no se limita a, todo lo siguiente: (1) una tarifa que se cobra a un alumno como condición para inscribirse en la escuela o las clases, o como condición para participar en una clase o una actividad extracurricular, independientemente de si la clase o actividad es electiva u obligatoria, o es para crédito; (2) un depósito de seguridad, u otro pago, que un alumno debe hacer para obtener un candado, un armario, un libro, un aparato de clase, un instrumento musical, ropa u otro material o equipo; y (3) una compra que un alumno debe hacer para obtener materiales, suministros, equipos o ropa asociados con una actividad educativa. Una queja en la que se alega la imposición de tarifas de alumnos por participación en actividades educativas puede presentarse ante el director de la escuela bajo la UCP a más tardar un año después de la fecha en que ocurrió la presunta violación. Se puede presentar una queja de forma anónima si el demandante presenta evidencia o información que lleve a la evidencia para respaldar la queja.

Plan de Responsabilidad de Control Local. Los distritos escolares, las escuelas autónomas y las oficinas de educación del condado deben adoptar y actualizar anualmente sus Planes de Responsabilidad de Control Local ("LCAPs"). Una queja que alega incumplimiento con el LCAP puede presentarse bajo la UCP del Distrito y puede presentarse de forma anónima. Se puede presentar una queja de forma anónima si el demandante presenta evidencia o información que lleve a la evidencia para respaldar la queja.

Requisitos de graduación y cursos para jóvenes de crianza temporal, estudiantes sin hogar, ex alumnos de la corte de menores, estudiantes que viven en hogares militares de servicio activo, y estudiantes inmigrantes migratorios y recién llegados que participan en un "Programa para recién llegados". , quienes están sin hogar, que son ex alumnos de la escuela de la corte juvenil, estudiantes que viven en la casa de un padre que es miembro activo del servicio militar, y inmigrantes migratorios y recién llegados que participan en un "Programa para Recién Llegados", que es un programa diseñado para satisfacer las necesidades académicas y de transición de los estudiantes inmigrantes recién llegados, incluidos, entre otros, los derechos relacionados con la escuela de origen, la inscripción, los créditos, la graduación, la universidad, la disciplina, los registros y / o ciertos derechos no educativos de un estudiante. En el <http://www.cde.ca.gov/ls/pf/fy/documents/fosteryouthrights.pdf> hay un aviso que resume los derechos de los jóvenes en hogares temporales.

Acomodaciones de lactancia para estudiantes de crianza (Código de Educación § 222)

Una escuela operada por un distrito escolar o una oficina de educación del Condado, la escuela para Sordos de California, la escuela para Ciegos de California, y una escuela Charter deben proporcionar adaptaciones razonables a un estudiante lactante en un campus de la escuela para que exprese leche, dé el pecho a un niño pequeño o aborde otras necesidades relacionadas con la lactancia materna. Las acomodaciones razonables bajo esta sección incluyen, pero no se limitan a, todas las siguientes:

- Acceso a una habitación privada y segura, que no sea un baño, para extraer leche materna o dar el pecho a un bebé.
- Permiso para llevar a un campus de la escuela una bomba de mama y cualquier otro equipo usado para expresar la leche materna.
- Acceso a una fuente de alimentación para una bomba de mama o cualquier otro equipo utilizado para expresar la leche materna.
- Acceso a un lugar para almacenar la leche materna de forma segura.
- Una cantidad razonable de tiempo para dar cabida a la necesidad de expresar la leche materna o amamantar a un niño.

Un estudiante no puede incurrir en una sanción académica como resultado de su uso de adaptaciones razonables de lactancia y se debe proporcionar una oportunidad para compensar cualquier trabajo perdido debido a dicho uso.

Una queja de incumplimiento de los requisitos de esta disposición puede ser presentada bajo los procedimientos de Queja Uniformes del distrito. Los denunciantes que no estén satisfechos con la decisión del distrito Pueden apelar la decisión ante el Departamento de Educación de California y recibir una decisión por escrito en un plazo de 60 días. Si el Distrito encuentra mérito en una queja, o si el Superintendente encuentra mérito en una apelación, el Distrito proporcionará un recurso al estudiante afectado.

Los Derechos de las Estudiantes Embarazadas y Parentales (Código de Educación § § 221.51, 46015

El distrito escolar no puede aplicar ninguna norma relativa a los padres, la familia o el estado civil actuales o potenciales de un estudiante que trate a los estudiantes de manera diferente en función del sexo. El distrito escolar no puede excluir ni negar a ningún estudiante de ningún programa o actividad educativa, incluidas las clases o las actividades extracurriculares, únicamente sobre la base del embarazo, parto, falso embarazo, interrupción del embarazo o su recuperación.

El distrito escolar puede requerir que cualquier estudiante obtenga la certificación de un médico o enfermero que el estudiante sea física y emocionalmente capaz de continuar participando en el programa o actividad de educación regular.

No se puede exigir a las estudiantes embarazadas o parentales que participen en programas de educación secundaria o alternativa. A las estudiantes embarazadas o que voluntariamente participen en programas de educación alternativa se les darán programas educativos, actividades y cursos iguales a aquellos en los que hubieran participado si hubieran participado en el programa de educación regular.

El distrito Debe tratar el embarazo, el parto, el falso embarazo, la terminación del embarazo y su recuperación de la misma manera y bajo las mismas políticas que cualquier otra condición de incapacidad temporal.

Los estudiantes que estén embarazadas o sean padres tienen derecho a ocho semanas de licencia parental, que el estudiante puede tomar antes del nacimiento del bebé del estudiante si hay necesidad médica y después del parto durante el año escolar en el que el nacimiento tiene lugar, incluyendo cualquier instrucción de verano, con el fin de declarar la salud del estudiante que da o espera dar a luz y el bebé, y para permitir que la estudiante embarazada o de crianza para cuidar y vínculo con el bebé. El estudiante, si tiene 18 años o más, o, si tiene menos de 18 años, la persona que tenga el derecho a tomar decisiones educativas para el estudiante notificará a la escuela la intención del estudiante de ejercer este derecho. El hecho de no notificar a la escuela no reducirá estos derechos. No podrá exigirse que lo haga un estudiante que esté embarazada o que sea padre o madre y que no desee tomar la totalidad o una parte de la licencia parental a la que tenga derecho. Una estudiante embarazada o la crianza tiene derecho a recibir más de ocho semanas de licencia parental si se considera médicamente necesario por el médico del estudiante.

Cuando un estudiante toma la licencia parental, el supervisor de asistencia se asegurará de que las ausencias del programa regular de la escuela del estudiante se excusan hasta que el estudiante pueda volver al programa regular de la escuela o a un programa de educación alternativa. Durante la licencia por nacimiento de un hijo, el distrito escolar No exigirá que una estudiante embarazada o que está a cargo de la crianza de un hijo complete el trabajo académico u otros requisitos escolares.

Un estudiante que esté embarazada o que sea padre o madre puede regresar a la escuela y al curso de estudio en el que estaba matriculado antes de tomar la licencia de los padres. Al regresar a la escuela después de tomar la licencia parental, una estudiante embarazada o de crianza tiene derecho a oportunidades de recuperar el trabajo perdido durante su licencia, incluyendo, pero no limitado a, los planes de retomar el trabajo perdido y reingreso en los cursos.

Sin perjuicio de cualquier otra ley, una estudiante embarazada o de crianza puede permanecer matriculada durante un quinto año de instrucción en la escuela en la que el estudiante estaba previamente matriculado cuando sea necesario para que el estudiante pueda completar el estado y cualquier requisito de graduación local, a menos que el Distrito haga una conclusión que el estudiante es razonablemente capaz de completar los requisitos de graduación del Distrito a tiempo para graduarse de la escuela secundaria al final del Cuarto año de la escuela secundaria del estudiante.

El estudiante que opte por no regresar a la escuela en la que estaba matriculado antes de tomar la licencia por nacimiento de un hijo tiene derecho a las opciones de educación alternativas que ofrece el distrito escolar. A una estudiante embarazada o parental que participe en un programa de educación alternativa se le darán programas educativos, actividades y cursos equivalentes a aquellos en los que él o ella hubiera participado si hubieran participado en el programa de educación regular.

Un estudiante no incurrirá en una sanción académica como resultado de su uso de estas acomodaciones. Una queja de incumplimiento de estos requisitos puede ser presentada ante el Distrito bajo su UCP.

Procedimientos de Quejas Uniformes de Williams (Código de Educación § 35186; 5 C. C. R. § § 4680, 4681)

Los Procedimientos de Quejas Uniformes de Williams del Distrito abordan la suficiencia de materiales de instrucción, condiciones de emergencia o instalaciones urgentes que plantean una amenaza para la salud y la seguridad de los estudiantes o el personal, y vacantes de profesores o desajustes. Vea el apéndice para los procedimientos de Queja de Williams del Distrito. El director de la escuela, o el designado del Superintendente, hará todos los esfuerzos razonables para investigar las quejas presentadas bajo los Procedimientos de Quejas Uniformes de Williams del Distrito.

No Discriminación (Código de Educación § 200, 220, 234.1, 48985; 20 § § 1681-1688, 6311-6312; 29 U. S. C. § 794; 42 U. S. C. § § 2000d-d7, 12101-12213; 28 C. F. R. § 35.106; 34 C. F. R. § § 104.8, 106.8, 106.9)

La ley estatal y / o federal prohíbe la discriminación por motivos de raza, color, origen nacional o sexo en programas o actividades de educación financiados por el gobierno federal. Los programas y actividades de distrito estarán libres de discriminación, incluyendo acoso, intimidación e inhibir, basados en cualquiera de las siguientes características reales o percibidas:

- Edad
- Ascendencia
- Color
- Etnicidad
- Identificación de grupos étnicos
- El género, incluida la identidad y la expresión de género de una persona, que es la apariencia y el comportamiento de una persona relacionados con el género, estén o no asociados de manera estereotipada con el sexo asignado al nacimiento de una persona
- Información genética
- Estatus migratorio
- Falta de conocimientos de inglés
- Estado civil, familiar o parental
- Nacionalidad u origen nacional
- Discapacidad física o mental
- Raza
- Religión o credo religioso, incluyendo el agnosticismo, ateísmo, y todos los aspectos de la creencia religiosa, la observancia, y la práctica

- Sexo, incluyendo la discriminación contra un estudiante basado en el embarazo, parto, falso embarazo, terminación del embarazo o recuperación del embarazo o condiciones relacionadas con el parto, o la negación de la lactancia
- Orientación Sexual, incluyendo heterosexualidad, homosexualidad, y bisexualidad

También está prohibido el acoso, la intimidación o el acoso basados en la asociación de una persona o grupo con una o más de estas características reales o percibidas. Cualquier pregunta o inquietud sobre el incumplimiento puede dirigirse a Mr. Perry D. Jensen, Superintendent/Principal, 23958 Ave. 324, Lemon Cove, CA 93244, Phone (559) 564-2106. Vea el apéndice para la política del distrito sobre no Discriminación/Acoso.

La Sección 504 de la ley de Rehabilitación de 1973 y la ley de americanos con discapacidades prohíben la discriminación contra individuos con discapacidades calificadas en programas o actividades de educación financiados por el gobierno federal. El distrito no discrimina en la admisión o acceso a sus programas o actividades. En caso de denuncia por discriminación basada en una discapacidad física o mental real o percibida, diríjase al Departamento del distrito Mr. Perry D. Jensen, Superintendent/Principal, 23958 Ave. 324, Lemon Cove, CA 93244, Phone (559) 564-2106.

Política de Acoso Sexual (Código de Educación § 231.5, 48980; 5 C. C. R. § 4917)

Véase el Apéndice de la política del Distrito sobre acoso sexual.

DISCIPLINA

Normas; Disciplina Escolar (Código de Educación §§ 35291, 48980)

El Consejo de administración del Distrito ha adoptado normas y reglamentos relativos a la disciplina de los estudiantes, incluida la Política del Consejo 5144, 5144.1, and 5144.2 y los Reglamentos Administrativos 5144 and 5144.2. Los padres pueden solicitar una copia de esas normas y reglamentos.

La Asistencia Obligatoria De Los Padres (Código de Educación §§ 48900.1, 48914)

Los padres pueden ser obligados a asistir a la clase de su estudiante si él o ella es suspendido por conducta rebelde o disruptiva.

INSTALACIONES Y SEGURIDAD

Plan de Manejo de los Materiales que Contienen Asbesto (40 C. F. R. § 763.84, 763.93)

El Distrito tiene, disponible a pedido, un plan de manejo completo y actualizado para el material que contiene asbesto.

Uso de Productos Plaguicidas (Código de Educación §§ 48980.3, 17611.5, 17612)

Todas las escuelas deben notificar anualmente a los padres el uso previsto de plaguicidas en las escuelas. Para más información, véase el apéndice sobre la lista de productos de plaguicidas, incluido el nombre de cada plaguicida, su(s) ingrediente(s) activo(s) y la dirección de Internet. Por favor, póngase en contacto con Mr. Perry D. Jensen or Mr. Jerry Line en la Oficina del Distrito al (559) 564-2106 si desea recibir una notificación por escrito al menos 72 horas antes de la aplicación de un plaguicida individual en su escuela. Cada escuela mantendrá una lista de padres que deseen ser notificados antes de que se presenten solicitudes individuales de pesticidas. Antes de la aplicación de cualquier plaguicida, el Distrito colocará una señal de advertencia en el área a tratar al menos 24 horas antes de la aplicación del plaguicida y dicha señal permanecerá publicada durante al menos 72 horas después de la aplicación. En caso de emergencia, puede que no sea posible la notificación previa y el envío previo de señales, pero se enviará inmediatamente una señal de advertencia tras la aplicación del plaguicida.

Para más información sobre pesticidas y uso de pesticidas, por favor visite el sitio web del Departamento de regulación de pesticidas en: www.cdpr.ca.gov. Los padres pueden ver una copia del plan de manejo integrado de plagas de la escuela en la oficina del sitio de la escuela

SALUD Y VACUNAS

Administración de Medicamentos Recetados (Código de Educación §§ 48980, 49423, 49480)

Cualquier estudiante que deba tomar, durante el día regular de la escuela, medicación prescrita para él o ella por un médico o un cirujano, o por un médico asistente, puede ser asistido por la enfermera de la escuela u otro personal designado de la escuela si el Distrito recibe lo siguiente: (1) una declaración escrita del médico o cirujano o asistente médico detallando el nombre del medicamento, método, cantidad, y horario por el cual el medicamento debe ser tomado, y (2) una declaración escrita del padre del estudiante, indicar el deseo de que el Distrito ayude al estudiante en los asuntos expuestos en la declaración del médico, cirujano o asistente médico. Estas declaraciones escritas deben ser proporcionadas al menos anualmente y con mayor frecuencia si cambia la medicación, la dosis, la frecuencia de administración o la razón de la administración.

Cualquier estudiante que está obligado a tomar, durante el día escolar regular, el medicamento recetado para él o ella por un médico, cirujano o asistente médico, puede llevar y auto-administrar epinefrina auto-inyectable, si el Distrito recibe el siguiente: (1) una declaración por escrito del médico, cirujano o el asistente médico detallando el nombre del medicamento, el método, la cantidad y los horarios en que la medicación se debe tomar y la confirmación de que el alumno es capaz de auto-administrar epinefrina auto-inyectable, y (2) el consentimiento escrito del padre a la auto-administración, una autorización para que la enfermera de la escuela u otro personal de la escuela designado consulte con el médico del estudiante sobre cualquier pregunta que pueda surgir con respecto a la medicación, y un acuerdo para liberar el Distrito y al personal de la escuela de la responsabilidad civil si el estudiante auto-administrado sufre una reacción adversa como resultado de la medicación auto-administrada. Estas declaraciones escritas deben ser proporcionadas al menos anualmente y con mayor frecuencia si cambia la medicación, la dosis, la frecuencia de administración o la razón de la administración. Los estudiantes pueden ser objeto de medidas disciplinarias con arreglo A la sección 48900 del código de Educación por utilizar epinefrina de auto-inyección de una manera distinta de la prescrita.

Los padres de cualquier estudiante en medicación continua por una condición no episódica deben informar a la enfermera de la escuela u otro empleado certificado designado de la escuela del medicamento que se está tomando, la dosis actual y el nombre del médico supervisor. Con el consentimiento de los padres, la enfermera de la escuela puede comunicarse con el médico del estudiante y puede asesorar al personal de la escuela con respecto a los posibles efectos del medicamento, así como los posibles signos de comportamiento y síntomas de efectos copias adversos, omisión o sobredosis.

Inhalación de Medicamentos Para El Asma (Código de Educación § 49423.1)

Cualquier estudiante que deba tomar, durante el día regular de escuela, medicamentos recetados para él por un médico o cirujano, puede ser asistido por la enfermera de la escuela u otro personal designado si el Distrito recibe lo siguiente: (1) una declaración escrita del médico o cirujano detallando el nombre, método, cantidad y horario del medicamento por el cual se va a tomar el medicamento, y (2) una declaración escrita del padre del estudiante solicitando que el Distrito asista al estudiante en la administración de la medicación que se establece en la declaración escrita del médico o cirujano. Estas declaraciones escritas deben ser proporcionadas al menos anualmente y con mayor frecuencia si cambia la medicación, la dosis, la frecuencia de administración o la razón de la administración.

Cualquier estudiante que deba tomar, durante el día regular de escuela, medicación prescrita para ella por un médico o cirujano, puede llevar y auto-administrarse medicamentos inhalados para el asma si el Distrito recibe lo siguiente: (1) una declaración escrita del médico o cirujano que confirme que el niño es capaz de auto-administrarse el medicamento y detalle el nombre del medicamento, el método, la cantidad y los horarios para la administración, y (2) el consentimiento escrito del padre para la auto-administración, una autorización para la enfermera de la escuela u otro personal de la escuela designado que les permita consultar con el médico del estudiante, y un acuerdo para liberar al personal del Distrito escolar de la responsabilidad civil en caso de una reacción adversa como resultado de la autoadministración de medicamentos. Estas declaraciones escritas deben ser proporcionadas a la escuela al menos anualmente o con mayor frecuencia si la medicación, la dosis, la frecuencia o la razón de la administración cambia. Los estudiantes pueden ser objeto de medidas disciplinarias de acuerdo Con la sección 48900 del código de Educación para el uso de medicamentos inhalados para el asma de manera no prescrita.

Examen Físico Exenciones (Código de Educación §§ 48980, 49451)

Los padres pueden eximir a sus estudiantes de los exámenes físicos en la escuela presentando anualmente una declaración escrita con el director de la escuela rechazando tal examen. Sin embargo, cuando hay una buena razón para creer que un estudiante exento del examen físico está sufriendo de una enfermedad contagiosa o infecciosa, él o ella será enviado a casa y no se le permitirá regresar a la escuela hasta que las autoridades escolares estén satisfechas de que no existe cualquier enfermedad infecciosa o contagiosa.

El distrito no proporciona ni pone a disposición servicios médicos y hospitalarios para los estudiantes que resulten lesionados mientras participan en actividades deportivas.

Servicios de Salud Mental para Estudiantes (Código de Educación § 49428)

Los servicios de salud mental de los estudiantes están disponibles a través
District: Judah Tanner Judah.Tanner@coe.org (559) 909-2612
Claudia Oregel, Triage Social Worker, coregel@sequoiainion.org (559) 730-2969
contactando a:
County: Tulare County Mental Health and Human Services (559)730-9922 or (800) 320-1616
Suicide Prevention Lifeline (800) 273-8255
The Trevor Project (866) 488-7386
Crisis Text Line, "GO" to 741741

Inmunizaciones y Control de Enfermedades Transmisibles (Ed. Código § § 49403, 48216, 48980; H. & S. Código § § 120335, 120370)

El Distrito colabora con el oficial de salud local en el control y la prevención de las enfermedades transmisibles en los niños en edad escolar. Si uno de los padres consiente por escrito, el Distrito puede permitir que cualquier persona con licencia como médico, cirujano o un profesional de la salud (incluyendo un médico asistente, enfermera profesional, enfermera registrada, enfermera con licencia vocacional, o estudiante de enfermería que está actuando bajo la supervisión de una enfermera registrada según lo dispuesto por la ley) que está actuando bajo la dirección de un médico supervisor o cirujano para administrar un agente inmunizador a su estudiante.

Los estudiantes deben ser inmunizados contra ciertas enfermedades antes de ser admitidos en la escuela, a menos que estén exentos por razones médicas. Los estudiantes que tengan una renuncia firmada basada en creencias religiosas o personales en los archivos antes del 1 de enero de 2016 estarán exentos del requisito de vacunas hasta que completen la " extensión de grado " en la que estaban a partir del 1 de enero de 2016. Los intervalos de grado son: (1) nacimiento a preescolar, (2) Kindergarten a sexto grado, y (3) séptimo a duodécimo grado. Los estudiantes que ingresen al distrito Por primera vez o que pasen al 7º grado después del 1º de julio de 2016 ya no estarán exentos de inmunizaciones basadas en sus creencias religiosas o personales. El distrito Debe excluir de la escuela a cualquier estudiante que no proporcione evidencia de la vacunación (para cualquiera de las enfermedades enumeradas en la sección 120335 Del código de salud y Seguridad), y notificará al padre que él / ella tiene dos semanas para suministrar evidencia de que el estudiante está inmunizado.

Nutrición Infantil; Comidas Escolares (Código de Educación § § 49510-49520, 48980)

Los padres pueden solicitar la participación en el programa de Almuerzo gratuito y Reducido ofrecido por el Distrito para proporcionar comidas nutritivas a los estudiantes cuyos padres califiquen, sobre la base de los ingresos anuales del hogar. La información y las aplicaciones están disponibles a través de la oficina de la escuela.

INSTRUCCIÓN

Días Mínimos y de Desarrollo del Personal (Código de Educación § 48980)

Vea el apéndice para el día de desarrollo del personal sin alumnos del Distrito Y el horario mínimo del día. Los padres del estudiante serán notificados durante el año escolar de cualquier día adicional mínimo o días de desarrollo del personal sin alumnos a más tardar un mes antes de la fecha real.

La Orientación Vocacional y la Selección de Cursos (Código de Educación § 221.5)

Los consejeros, maestros, instructores, ayudantes no pueden, sobre la base del sexo de un estudiante, ofrecer orientación profesional o escolar al estudiante que es diferente de la ofrecida a un estudiante del sexo opuesto, ni puede un consejero diferenciar oportunidades de carrera, vocacional, o educación superior en base al sexo del estudiante aconsejado. Cualquier personal de Distrito que actúe en función de orientación profesional o capacidad de selección de cursos deberá explorar de manera positiva con el estudiante la posibilidad de carreras o cursos que conduzcan a carreras que no sean tradicionales para el sexo de ese estudiante.

Derecho a Abstenerse del Uso Nocivo o Destructivo de los Animales (Código de Educación § 32255 et seq.)

Cualquier estudiante con una objeción moral a diseccionar, dañar, o destruir animales notificará a su profesor con respecto a esta objeción. Se puede organizar un proyecto de educación alternativa si el maestro cree que el proyecto de educación alternativo puede proporcionar el curso de estudio en cuestión. La alternativa requiere una cantidad comparable de tiempo y esfuerzo, pero no debe ser más ardua que el proyecto original. El distrito Requiere una nota firmada de un padre indicando la objeción de su hijo.

Educación Especial (Código de Educación § 56000 et seq.; 20 U. S. C. § 1412; 35 C. F. R. § 300.111)

Los estudiantes con necesidades especiales tienen derecho a una educación pública gratuita y apropiada en el ambiente menos restrictivo. El distrito quiere localizar, identificar y evaluar a todos los niños con discapacidades, ya sean niños sin hogar, pupilos del estado o matriculados en escuelas públicas o privadas. Los padres deben informar a los oficiales escolares si tienen razones para creer que su hijo tiene una discapacidad que requiere servicios especiales o alojamiento. El niño será evaluado para determinar si es elegible para recibir instrucción o servicios especiales gratuitos.

Excusa de Instrucción de Salud basada en Motivos Religiosos y Morales (Código de Educación § 51240)

A petición escrita de uno de los padres, un estudiante será excusado de cualquier parte de la instrucción de salud que esté en conflicto con su formación religiosa y creencias (incluyendo convicciones morales personales).

Educación Integral en Salud Sexual y Prevención del VIH/SIDA (Código de Educación § 51938, 51939, 48980)

Los padres tienen derecho a excusar a sus hijos de la totalidad o de una parte de la educación general sobre salud sexual, la educación sobre la prevención del VIH / SIDA y las evaluaciones relacionadas con esa educación, de la manera siguiente:

Los padres pueden solicitar por escrito que se excuse a su estudiante de participar en la prevención del VIH/SIDA o en la educación integral sobre salud sexual. Los estudiantes excusados por sus padres recibirán una actividad educativa alternativa.

Los padres pueden inspeccionar los materiales educativos escritos y audiovisuales utilizados en la educación integral sobre salud sexual y la educación para la prevención del VIH/SIDA. Los padres tienen derecho a solicitar que el Distrito les proporcione una copia de las secciones 51930-51939 del código de educación.

Los padres de cada estudiante serán notificados antes del comienzo de cualquier instrucción de educación integral sobre salud sexual y prevención del VIH/SIDA en cuanto a la fecha de dicha instrucción y si la instrucción será impartida por personal del Distrito o por consultores externos. Si se utilizan consultores externos, se identificará el nombre de la organización de cada orador invitado. Los padres tienen derecho a solicitar que el Distrito les proporcione una copia de los artículos 51933, 51934 y 51938 Del código de educación.

Las herramientas de investigación y evaluación anónimas, voluntarias y confidenciales para medir los comportamientos y riesgos de salud de los estudiantes, incluyendo pruebas, cuestionarios y encuestas que contienen preguntas apropiadas a la edad acerca de las actitudes o prácticas de los estudiantes en relación con el sexo, se pueden administrar a los alumnos de los grados 7 a 12. Se notificará a los padres por escrito y se les dará la oportunidad de revisar dichas pruebas, cuestionarios y encuestas y se les informará de que, para excusar a su alumno, deben presentar su solicitud por escrito. Si una escuela recibe una solicitud por escrito de uno de los padres que excusan a un estudiante de esta actividad, el estudiante no puede estar sujeto a una acción disciplinaria, sanción académica u otra sanción y una actividad educativa alternativa debe estar disponible para el estudiante.

Encuestas a estudiantes, Pruebas y Cuestionarios con Respecto a las Creencias y Prácticas (Código de Educación §§ 51513, 60614; 20 U. S. C. § 1232h)

Ninguna prueba, cuestionario, encuesta o examen que tenga preguntas sobre las creencias y prácticas de un estudiante o sus padres en el sexo, la vida familiar, la moral, la religión, las afiliaciones políticas o las creencias, los comportamientos ilegales, antisociales, auto inculpatórios o degradantes, los problemas mentales o psicológicos, las relaciones privilegiadas legalmente reconocidas (como las de abogado, médico o ministro), las valoraciones críticas de las personas con las que usted tiene relaciones familiares cercanas., o los ingresos (excepto según lo requerido por la ley para determinar la elegibilidad para participar en un programa o para recibir ayuda financiera en virtud de tal programa) se administrará sin notificación previa y permiso por escrito de los padres. Los padres pueden inspeccionar todos los materiales de instrucción, incluyendo los manuales del profesor, películas, cintas u otro material suplementario que se utilizará en relación con cualquier encuesta, análisis o evaluación.

Evaluación de California del Rendimiento y Progreso de los Estudiante (CAASPP) (Código de Educación §§ 60604, 60615, 60640; 5 C. C. R. § 852.)

Cada año, se notificará a los padres la participación de sus estudiantes en el sistema de evaluación CAASPP. Los padres que quieran excusar a sus estudiantes de cualquiera o todas las partes de la CAASPP deben presentar una solicitud por escrito. Las solicitudes por escrito deben presentarse a la escuela anualmente.

Notificación de Grado de Falla Potencial (Código de Educación §§ 49063, 49067)

Los padres serán notificados cuando un maestro haya determinado que su estudiante está en peligro de reprobar un curso profesional y, si es así, sus calificaciones.

REGISTRO

Política de Registros Estudiantiles (Código de Educación §§ 49063, 49064; 5 C. C. R. § 432)

El Distrito mantiene los registros estudiantiles obligatorios permanentes (mantenidos por tiempo indefinido) e interinos (pueden ser destruidos después de un tiempo estipulado). Los registros obligatorios permanentes de estudiante incluyen el nombre legal del estudiante, fecha de nacimiento, método de verificación de la fecha de nacimiento, sexo del estudiante, nombre y dirección del padre o madre del estudiante menor, fecha de entrada y salida de cada año escolar y para cualquier sesión de verano u otra sesión extra; temas tomados durante cada año, medio año, sesión de verano, o trimestre; si se dan las marcas o el crédito, la marca o el número de créditos hacia la graduación permite el trabajo tomado; verificación o exención de las vacunas exigidas; y fecha de graduación de la escuela secundaria o equivalente. Los registros provisionales obligatorios del estudiante incluyen un registro o registro que identifica a esas personas (excepto el personal autorizado de la escuela) u organizaciones que solicitan o reciben información del registro; información de salud, incluida la verificación o exención del Programa de prevención de discapacidades del desarrollo de la salud infantil; participación en programas de educación especial que incluyen pruebas requeridas, estudios de casos, autorizaciones y acciones necesarias para establecer la elegibilidad para la admisión o el alta; registros de formación lingüística; boletas de progreso y / o avisos; restricciones de los padres con respecto al acceso a la información del directorio o estipulaciones relacionadas; las respuestas de los padres o estudiantes adultos a los registros impugnados y a las medidas disciplinarias; Autorizaciones de los padres o prohibiciones de participación de los estudiantes en programas específicos; y los resultados de las pruebas estandarizadas administradas en los tres años anteriores. Además, se conservan los registros permitidos de los estudiantes (que pueden ser destruidos cuando ya no son útiles). Los registros permitidos de los estudiantes incluyen calificaciones de consejeros objetivos y / o maestros, resultados de exámenes estandarizados de más de tres años, datos de disciplina de rutina, informes verificados de patrones de comportamiento relevantes, todos los avisos disciplinarios, y registros de asistencia. La siguiente posición es responsable de mantener todos los registros de los estudiantes:

Mrs. Devon Navarro, Registrar dnavarro@sequoiaunion.org (559) 564-2106

An access log or record of who has requested or received information from a student's records is kept at Sequoia Union Elementary School District Office, 23958 Ave. 324, Lemon Cove, CA 93244. The Education Code and the District's Administrative Regulation 5125, set forth the criteria under which school officials and employees may access, change, or delete information in a student's records.

Acceso de los Padres a los Registros (Código de Educación §§ 49063, 49065, 49069, 49070, 56504; 34 § 99.7)

Los padres de los estudiantes matriculados o anteriores tienen el derecho absoluto de acceder a todos los expedientes de los estudiantes relacionados con sus hijos que mantiene el distrito. Los padres tienen derecho a inspeccionar y revisar los registros escolares de sus hijos durante las horas regulares de la escuela dentro de cinco días posteriores a la solicitud. El Distrito Escolar puede cobrar a los padres una tarifa razonable que no exceda el costo real de la copia para reproducir copias de los registros del estudiante.

Los padres pueden cuestionar el contenido del registro de un estudiante si hay una inexactitud, una conclusión o inferencia personal sin fundamento, una conclusión o inferencia fuera del área de competencia del observador, un comentario no basado en la observación personal de una persona con el tiempo y el lugar de la observación anotada, o si el expediente del estudiante incluye información engañosa o viola la privacidad del estudiante u otros derechos. El Superintendente o su designado se reunirán con el padre y el empleado certificado que registraron la información en cuestión, si corresponde y actualmente empleados por el Distrito dentro de los 30 días. El Superintendente determinará si sostiene o niega las acusaciones. Si el desafío es sostenido, se harán los cambios. Si se niega el desafío, el padre puede apelar la decisión por escrito a la junta de gobierno del Distrito dentro de los 30 días de la negativa. La junta de gobierno del Distrito determinará si sostiene o niega las acusaciones dentro de los 30 días posteriores a la recepción de una apelación. La decisión de la junta directiva del Distrito es definitiva. El Superintendente y la junta de gobierno del Distrito no pueden ordenar que se cambie la calificación de un estudiante a menos que el maestro que determinó la calificación tenga la oportunidad de indicar las razones por las cuales se otorgó la calificación y se incluya en todas las discusiones relacionadas con el cambio de calificación.

Revisión del Currículo (Ed. Código §§ 49063, 49091.14)

Un folleto del plan de estudios, incluyendo títulos, descripciones, e instrucciones de los objetivos de cada curso ofrecido, está disponible en el sitio de la escuela para que los padres lo revisen si lo solicitan. Las copias están disponibles por una tarifa razonable que no debe exceder el costo real de la copia.

Revisión de Expedientes Estudiantiles (Código de Educación §§ 49063, 49064, 49076; 34 C. F. R. §§ 99.7, 99.31)

El Distrito puede compartir los registros de los estudiantes con funcionarios escolares y empleados que tienen un interés educativo legítimo. "Funcionarios y empleados de las escuelas" y "interés educativo legítimo" se definen en el Reglamento Administrativo adjunto

Consentimiento de los Padres para Divulgar Información del Estudiante; Sin consentimiento de los Padres para Divulgar Información del Directorio (Código de Educación §§ 49061 (c), 49063, 49073, 49076, 49077; 10 U.S.C. § 503; 20 U.S.C. §§ 1232g, 7908; 34 C.F.R. § 99.37)

Las leyes federales y estatales requieren que el Distrito obtenga el consentimiento escrito de los padres antes de la divulgación de información personal contenida en los registros de un estudiante, excepto en la medida en que la ley permita la divulgación sin consentimiento (por ejemplo, citación u orden judicial). Sin embargo, el Distrito puede divulgar información sin el consentimiento de los padres a determinadas entidades. Información de directorio publicada a A petición de un reclutador militar o de una Institución de educación superior, el Distrito debe dar al solicitante los nombres, direcciones y números de teléfono de sus estudiantes secundarios.

Si no desea que el Distrito divulgue la información del directorio de los registros de educación de su estudiante sin su consentimiento previo por escrito, debe notificarlo al Distrito por escrito mediante within 30 days from this notice.

El distrito no dará a Conocer la información del directorio relativa a un estudiante sin hogar, a menos que uno de los padres o un estudiante con derechos parentales acordados haya dado su consentimiento por escrito para que la información del directorio pueda ser liberada.

Transferencia de Registros Estudiantiles (Código de Educación § 49068; 34 C. F. R. § § 99.7, 99.34)

El Distrito enviará los registros de los estudiantes, incluyendo las transcripciones, registros de vacunación, y, cuando sea aplicable, avisos de suspensión, registros de expulsión y programas de educación individualizados, a otros distritos escolares que hayan solicitado los registros y en los cuales el estudiante busca o tiene la intención de inscribirse o que ya esté matriculado siempre y cuando la divulgación sea para propósitos relacionados con la inscripción o transferencia del estudiante.

Quejas de Registros de Estudiantes (Ed. Código § 49063; 20 U. S. C. § 1232g; 34 C. F. R. § § 99.7, 99.63)

Los padres tienen derecho a presentar una queja ante el Departamento de Educación de los Estados Unidos en relación con una presunta falla por parte del Distrito para cumplir con los requisitos de la Ley de Disposiciones Generales de Educación o FERPA. El nombre y la dirección de la oficina que administra FERPA son:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

APPENDIX

Adjunto:

1. **Política De Acoso Sexual**
2. **Política De No Discriminación/Hostigamiento**
3. **Formulario para Solicitar un cambio de Asistencia Y Opciones**
4. **Procedimientos Uniformes De Quejas**
5. **Procedimientos de Quejas Uniforme de Williams**
6. **Lista de productos Plaguicidas**
7. **Calendario en el que se indican los días libres mínimos o de alumnos y se planean todas las actividades escolares.**
8. **Hoja Informativa sobre la Diabetes Tipo 2-7° grado solamente**
11. **Formulario para que el padre firme y devuelva, verificando la Recepción de la notificación.**
11. **Todos los servicios de Salud Para todas las Familias Hoja Informativa**
12. **Información Del Directorio Formulario De Opt-Out**

Forma de Opt-Out del Directorio de Información 2019-2020

Este formulario ofrece a los padres y tutores la oportunidad de optar por su estudiante fuera de la publicación de la información del directorio. Por favor, lea cuidadosamente cada sección del formulario. Si tiene alguna pregunta sobre este formulario, póngase en contacto con el Mr. Jensen at (559) 564-2106.

De acuerdo con la ley de derechos educacionales y privacidad de la Familia (Family Educational Rights and Privacy Act, FERPA) y el Código de Educación de California, el Distrito puede liberar información del directorio a ciertas personas u organizaciones, como se especifica en este aviso anual, cuando se solicita. La información del directorio puede ser liberada a agencias de la aplicación de la ley, patrones y empleadores anticipados, medios de noticias y puede incluir [list types of directory information that may be disclosed this year, which may be found in Administrative Regulation 5125.1, nombre del estudiante, dirección, número de teléfono, fecha del nacimiento, dirección del email, campo principal del estudio, la participación en actividades y los deportes oficialmente reconocidos, peso y altura de los miembros de los equipos atléticos, fechas de la asistencia, títulos y premios recibidos, la más reciente agencia educativa o Institución asistió]. En el caso de los estudiantes que han sido identificados como con necesidades especiales o sin hogar, no se puede liberar ningún material sin el consentimiento de los padres o tutores.

Nota: este es un formulario OPCIONAL. El formulario sólo debe devolverse a la escuela si desea que su hijo salga de una de estas áreas.

Si no desea que se libere la información del directorio de su hijo, por favor marque la casilla de abajo. Este opt-out no se aplica a la información del directorio publicada para los propósitos anuales del distrito.

- ☐ No quiero que la información del directorio de mi hijo se publique.

Para los grados 9-12 solamente:

- ☐ No quiero que la información del directorio de mi hijo sea entregada a los reclutadores militares.
☐ No quiero que la información del directorio de mi hijo se publique en instituciones de educación superior.

El Distrito puede utilizar y ceder esa información del directorio a terceros para fines tales como, entre otros, recopilar, completar e imprimir el anuario anual del distrito y/o los listados de adjudicaciones. Si usted no quiere que la información del directorio de su hijo sea liberada y/o usada para tales propósitos, por favor marque la casilla de abajo.

- ☐ No quiero que la información del directorio de mi hijo se publique en anuarios y listados de premios.

Firma del Padre/Guardián: _____ Fecha: _____

Nombre del Estudiante: _____ ID#: _____

Dirección: _____ Teléfono: _____

Escuela: _____ Grado: _____

ADMISSION

The Board of Trustees encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent/Principal or designee shall inform parents/guardians of students entering the district school at any grade level about admission requirements and shall assist them with enrollment procedures.

The Superintendent/Principal or designee shall verify the student's age, residency, and any other admission criteria specified in law and in Board policies and administrative regulations.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5125 - Student Records)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

Nonresident students may apply for interdistrict attendance in accordance with the timelines specified in applicable Board policies and administrative regulations.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 5118 - Open Enrollment Act Transfers)

Legal Reference: (see next page)

ADMISSION (continued)

Legal Reference:

EDUCATION CODE

46300 *Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten*

46600 *Agreements for admission of students desiring interdistrict attendance*

48000 *Minimum age of admission (kindergarten)*

48002 *Evidence of minimum age required to enter kindergarten or first grade*

48010 *Minimum age of admission (first grade)*

48011 *Admission from kindergarten or other school; minimum age*

48050-48053 *Nonresidents*

48200 *Children between ages of 6 and 18 years (compulsory full-time education)*

48350-48361 *Open Enrollment Act*

48850-48859 *Educational placement of foster youth*

49076 *Access to records by persons without written consent or under judicial order*

49408 *Information of use in emergencies*

49700-49704 *Education of children of military families*

HEALTH AND SAFETY CODE

120325-120380 *Education and child care facility immunization requirements*

121475-121520 *Tuberculosis tests for students*

CODE OF REGULATIONS, TITLE 5

200 *Promotion from kindergarten to first grade*

201 *Admission to high school*

CODE OF REGULATIONS, TITLE 17

6000-6075 *School attendance immunization requirements*

UNITED STATES CODE, TITLE 42

11431-11435 *McKinney Homeless Assistance Act*

Management Resources:

CSBA PUBLICATIONS

Transitional Kindergarten, Issue Brief, July 2011

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

Dear Colleague Letter, May 6, 2011

WEB SITES

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

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

Office for Civil Rights, U.S. Department of Education: <http://www2.ed.gov/about/offices/list/ocr>

ADMISSION**Age of Admittance to Grades K-1**

A child shall be eligible for enrollment in kindergarten or first grade, at the beginning of the school year or at a later time in the same year, if the child has his/her fifth or sixth birthday, respectively, on or before one of the following dates: (Education Code 48000, 48010)

1. December 2 of the 2011-12 school year
2. November 1 of the 2012-13 school year
3. October 1 of the 2013-14 school year
4. September 1 of the 2014-15 school year and each school year thereafter

Any child who will have his/her fifth birthday between the date listed above for the applicable school year and December 2 shall be offered a transitional kindergarten program in accordance with law and Board policy. (Education Code 48000)

(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6170.1 - Transitional Kindergarten)

On a case-by-case basis, a child who reaches age five after the date listed above for the applicable school year may be admitted to kindergarten at any time during the school year with the approval of the child's parent/guardian, provided that: (Education Code 48000)

1. The Superintendent/Principal or designee determines that the admittance is in the best interests of the child.
2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

(cf. 5145.6 - Parental Notifications)

In determining whether a child may be granted early entry to kindergarten, the Superintendent/Principal or designee may also consider the availability of classroom space and any negotiated maximum class size.

(cf. 6151 - Class Size)
(cf. 7111 - Evaluating Existing Buildings)

Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

ADMISSION (continued)

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
2. A duly attested baptism certificate
3. Passport

When none of the foregoing is obtainable, the parent/guardian may provide any other appropriate means of proving the age of the child. (Education Code 48002)

A student enrolling in the district school at any other grade level shall present records from his/her previous school district documenting his/her age and current grade level.

(cf. 5125 - Student Records)

(cf. 6146.3 - Reciprocity of Academic Credit)

DISTRICT RESIDENCY

Criteria for Residency

A student shall be deemed to have complied with district residency requirements for enrollment in the district school if he/she meets any of the following criteria:

1. The student's parent/guardian resides within district boundaries. (Education Code 48200)
2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)
3. The student has been admitted through an interdistrict attendance option. (Education Code 48204, 48356)

(cf. 5117 - Interdistrict Attendance)

(cf. 5118 - Open Enrollment Act Transfers)

4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)
5. The student lives with a caregiving adult within district boundaries. (Education Code 48204)
6. The student resides in a state hospital located within district boundaries. (Education Code 48204)
7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48207)

(cf. 6183 - Home and Hospital Instruction)

In addition, district residency status may be granted to a student if at least one parent/guardian is physically employed within district boundaries. (Education Code 48204)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)

(cf. 6178.2 - Regional Occupational Center/Program)

The district may admit a nonresident student living in an adjoining state or foreign country in accordance with Education Code 48050-48052.

(cf. 5111.2 - Nonresident Foreign Students)

DISTRICT RESIDENCY (continued)

The Superintendent/Principal or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

Proof of Residency

The Superintendent/Principal or designee shall annually verify each student's district residency status and retain a copy of the document or written statement offered as verification in the student's mandatory permanent record. (5 CCR 432)

(cf. 5111 - Admission)

(cf. 5125 - Student Records)

Evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district, including, but not limited to, any of the following: (Education Code 48204.1)

1. Property tax payment receipt
2. Rental property contract, lease, or payment receipt
3. Utility service contract, statement, or payment receipt
4. Pay stub
5. Voter registration
6. Correspondence from a government agency
7. Declaration of residency executed by the student's parent/guardian
8. If the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency executed by the student
9. If the student is residing in the home of a caregiving adult within district boundaries, an affidavit executed by the caregiving adult in accordance with Family Code 6552

(cf. 5141 - Health Care and Emergencies)

The Superintendent/Principal or designee shall make a reasonable effort to secure evidence that a homeless or foster youth resides within the district, including, but not limited to, a

DISTRICT RESIDENCY (continued)

utility bill, letter from a homeless shelter, hotel/motel receipt, or affidavit from the student's parent/guardian or other qualified adult relative.

However, a homeless or foster youth shall not be required to provide proof of residency as a condition of enrollment in the district school. (Education Code 48853.5; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

Failure to Verify Residency

When the Superintendent/Principal or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. (Education Code 48204.1)

If the Superintendent/Principal or designee, upon investigation, determines that a student's enrollment or attempted enrollment is based on false or unreliable evidence of residency, he/she shall deny or revoke the student's enrollment. Before any such denial or revocation is final, the parent/guardian shall be sent written notice of the facts leading to the decision. This notice also shall inform the parent/guardian that he/she may provide new material evidence of residency, in writing, to the Superintendent/Principal or designee within 10 school days. The Superintendent/Principal or designee shall review any new evidence and make a final decision within 10 school days.

Safe at Home/Confidential Address Program

When a student or parent/guardian participating in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent/Principal or designee shall use the substitute address for all future communications and correspondence and shall not include the actual address in the student's file or any other public record. The Superintendent/Principal or designee may request the actual residence address for the purpose of establishing residency within district boundaries. (Government Code 6206, 6207)

(cf. 3580 - District Records)

Legal Reference: (see next page)

DISTRICT RESIDENCY (continued)

Legal Reference:

EDUCATION CODE

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance permits

48050-48054 Nonresidents

48200-48208 Compulsory education law

48356 Open Enrollment Act transfer, fulfillment of residency requirement

48853.5 Education of foster youth; immediate enrollment

48980 Notifications at beginning of term

52317 Regional occupational program, admission of persons including nonresidents

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6210 Confidentiality of residence for victims of domestic violence

CODE OF REGULATIONS, TITLE 5

432 Varieties of student records

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

0303.95 Verification of residency, LO: 1-95

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

Dear Colleague Letter, May 6, 2011

WEB SITES

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

California Secretary of State, Safe at Home Program: <http://www.sos.ca.gov/safeathome>

Office for Civil Rights, U.S. Department of Education: <http://www2.ed.gov/about/offices/list/ocr>

RESIDENCY BASED ON PARENT/GUARDIAN EMPLOYMENT

Applications for Admission into District Schools

For purposes of determining eligibility for enrollment in the district school, district residency status may be granted to a student if at least one of his/her parents/guardians is physically employed within district boundaries for a minimum of 10 hours during the school week. (Education Code 48204)

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

When applying for admission, the parent/guardian shall submit proof of the employment to the Superintendent/Principal or designee. This evidence may include, but not be limited to, a paycheck stub or letter from his/her employer listing an actual address within district boundaries. Documentation listing only a post office box as an address shall not be accepted.

Such evidence shall also indicate the number of hours per school week that the parent/guardian is employed at that location.

The Superintendent/Principal or designee may deny enrollment based on parent/guardian employment if any of the following circumstances exists:

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer. (Education Code 48204)
2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan. (Education Code 48204)
3. The school facilities are overcrowded at the relevant grade level.
4. Other circumstances exist that are not arbitrary. (Education Code 48204)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Students enrolled in the district on the basis of parent/guardian employment shall not be required to reapply for enrollment in subsequent school years. Such students may continue to attend school in the district through the highest grade offered by the district, if the parent/guardian so chooses and if at least one of the student's parents/guardians continues to be physically employed within district boundaries, subject to the restrictions specified in items #1-4 above. (Education Code 48204)

The Superintendent/Principal or designee shall annually request the student's parent/guardian to provide evidence of the employment in order to determine the student's continuing eligibility for enrollment.

RESIDENCY BASED ON PARENT/GUARDIAN EMPLOYMENT (continued)

Requests for Transfers out of District Schools

When a student requests a transfer out of the district on the grounds that his/her parent/guardian is employed within the boundaries of another district, the Superintendent/Principal or designee may disallow the transfer for either of the following reasons: (Education Code 48204)

1. The difference between the number of students entering and exiting the district on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48204.
2. The transfer would negatively impact the district's court-ordered or voluntary desegregation plan.

Notifications

Whenever a student's application for a transfer into or out of the district is denied, the Superintendent/Principal or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

(cf. 9324 - Minutes and Recordings)

Legal Reference:

EDUCATION CODE

46601 Failure to approve interdistrict attendance

46607 ADA calculation for residency based on parent employment

48200-48284 Compulsory education law, especially:

48204 Residency based on parent/guardian employment

ATTORNEY GENERAL OPINIONS

84 Ops. Cal. Atty. Gen. 198 (2001)

Management Resources:

WEB SITES

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

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

IMMUNIZATIONS

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Board of Trustees shall cooperate with state and local public health agencies to encourage and facilitate immunization of all district students against preventable diseases.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 6142.8 - Comprehensive Health Education)

Each student enrolling for the first time in the district school, preschool, or child care and development program shall present an immunization record from any authorized private or public health care provider certifying that he/she has received all required immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

Each transfer student shall be requested to present his/her immunization record upon registration at a district school.

However, when necessary, a transfer student may be conditionally admitted for up to 30 school days while his/her immunization records are being transferred from the previous school. If these records do not arrive within 30 school days, the student shall present written documentation by an authorized health care provider showing that the required immunizations were received. If such documentation is not presented, the student shall be excluded from school until the required immunizations have been administered. (17 CCR 6070)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

The Superintendent/Principal or designee may arrange for an authorized health care provider to administer immunizations at school to any student whose parent/guardian has consented in writing. At the beginning of the school year, parents/guardians shall be notified of their right to provide consent for the administration of an immunization to their child at school. (Education Code 49403)

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

(cf. 5145.6 - Parental Notifications)

Legal Reference: (see next page)

IMMUNIZATIONS (continued)

Legal Reference:

EDUCATION CODE

- 44871 *Qualifications of supervisor of health*
- 46010 *Total days of attendance*
- 48216 *Immunization*
- 48853.5 *Immediate enrollment of foster youth*
- 48980 *Required notification of rights*
- 49403 *Cooperation in control of communicable disease and immunizations*
- 49426 *Duties of school nurses*
- 49701 *Flexibility in enrollment of children of military families*

HEALTH AND SAFETY CODE

- 120325-120380 *Immunization against communicable disease, especially:*
- 120335 *Immunization requirement for admission*
- 120395 *Information about meningococcal disease, including recommendation for vaccination*
- 120440 *Disclosure of immunization information*

CODE OF REGULATIONS, TITLE 5

- 430 *Student records*

CODE OF REGULATIONS, TITLE 17

- 6000-6075 *School attendance immunization requirements*

UNITED STATES CODE, TITLE 20

- 1232g *Family Educational Rights and Privacy Act*

UNITED STATES CODE, TITLE 42

- 11432 *Immediate enrollment of homeless children*

CODE OF FEDERAL REGULATIONS, TITLE 34

- 99.1-99.67 *Family Educational Rights and Privacy*

Management Resources:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

California Immunization Handbook for Schools and Child Care Programs, July 2003

Guide to Immunizations Required for School Entry

Guide to the Requirements of the California School Immunization Law for Parents of Children in or Entering School or Child Care

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Family Educational Rights and Privacy Act (FERPA) and H1N1, October 2009

WEB SITES

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

California Department of Public Health, Immunization Branch:

<http://www.cdph.ca.gov/programs/immunize>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

U.S. Department of Education: <http://www.ed.gov>

IMMUNIZATIONS**Required Immunizations**

The Superintendent/Principal or designee shall provide parents/guardians, upon school registration, a written notice summarizing the state's immunization requirements.

The Superintendent/Principal or designee shall not unconditionally admit any student to the district school, preschool, or child care and development program nor advance a student to specified grade levels unless the student has presented documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases: (Health and Safety Code 120335; 17 CCR 6020)

1. Measles, mumps, and rubella (MMR)
2. Diphtheria, tetanus, and pertussis (whooping cough) (DTP, DTaP, or Tdap)
3. Poliomyelitis (polio)
4. Hepatitis B
5. Varicella (chickenpox)
6. Haemophilus influenza type b (Hib meningitis)
7. Any other disease designated by the CDPH

(cf. 5141.22 - Infectious Diseases)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

The student's immunization record shall be provided by the student's health care provider or from the student's previous school immunization record. The record must show the date that each dose was administered.

Exemptions

Exemption from immunization requirements shall be granted under either of the following circumstances: (Health and Safety Code 120365, 120370; 17 CCR 6051)

1. The student's parent/guardian provides a written statement by a licensed physician that, due to the physical condition or medical circumstances of the student, one or more immunizations are considered unsafe or are permanently not indicated. The

IMMUNIZATIONS (continued)

physician's statement shall indicate the specific nature and probable duration of the medical condition or circumstances that contraindicate immunization. In such circumstances, the student shall be exempted from one or more vaccines to the extent indicated by the physician's statement.

2. The student's parent/guardian provides a letter or affidavit documenting which immunizations required by Health and Safety Code 120355 have been given and which immunizations have not been given on the basis that they are contrary to the parent/guardian's beliefs.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

When immunization(s) are contrary to the parent/guardian's personal beliefs but there is good cause to believe that the student has been exposed to one of the communicable diseases listed in Health and Safety Code 120325, the student may be temporarily excluded from school until the local public health officer is satisfied that the student is no longer at risk of developing the disease.

On or after January 1, 2014, the parent/guardian shall also submit a form prescribed by the CDPH which includes a signed attestation by a health care practitioner that indicates he/she has provided the parent/guardian with information regarding the benefits and risks of the immunization and the health risks of the communicable diseases listed in Health and Safety Code 120335 to the person and the community. The parent/guardian shall sign a statement indicating that he/she has received this information. Neither the health care practitioner nor the parent/guardian shall sign these statements more than six months prior to the date that the student is subject to the immunization requirement. In lieu of the original form, the district shall accept a photocopy of the signed form or a letter by a health care practitioner that includes all information and attestations included on the form.

Exclusions Due to Lack of Immunizations

Any student without the required evidence of immunization may be excluded from school until the immunization is obtained or an exemption is granted in accordance with the section "Exemptions" above.

(cf. 5112.2 - Exclusions from Attendance)

(cf. 6183 - Home and Hospital Instruction)

Before an already admitted student is excluded from school attendance because of lack of immunization, the Superintendent/Principal or designee shall notify the parent/guardian that he/she has 10 school days to supply evidence of proper immunization or an appropriate exemption. (Education Code 48216; 17 CCR 6040)

This notice shall refer the parent/guardian to the student's usual source of medical care or, if the student has no usual source of medical care, then to the county health department or school immunization program, if any. (Education Code 48216)

IMMUNIZATIONS (continued)

(cf. 5141.6 - School Health Services)

The Superintendent/Principal or designee shall exclude from further attendance any already admitted student who fails to obtain the required immunization within 10 school days following the parent/guardian's receipt of the notice specified above, unless the student is exempt from immunization for medical reasons or personal beliefs. The student shall remain excluded from school until he/she provides written evidence that he/she has received a dose of each required vaccine due at that time. The student shall also be reported to the attendance supervisor or principal. (17 CCR 6055)

Conditional Enrollment

The Superintendent/Principal or designee may conditionally admit a student with documentation from an authorized health care provider that: (Health and Safety Code 120340; 17 CCR 6000, 6035)

1. The student has received some but not all required immunizations and is not due for any vaccine dose at the time of admission.
2. The student has a temporary exemption from immunization for medical reasons.

The Superintendent/Principal or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses when they become due as specified in 17 CCR 6035.

The Superintendent/Principal or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, he/she shall be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR 6070)

Records

The Superintendent/Principal or designee shall record each new entrant's immunizations in the California School Immunization Record and retain it as part of the student's mandatory permanent student record. District staff shall maintain the confidentiality of immunization records and may disclose such information to state and local health departments only in accordance with law. (Health and Safety Code 120375, 120440; 17 CCR 6070)

(cf. 5125 - Student Records)

Regulation
approved: (6/15)

SEQUOIA UNION ELEMENTARY SCHOOL DISTRICT
Lemon Cove, California

HEALTH SCREENING FOR SCHOOL ENTRY

Cautionary Notice: AB 97 (Ch. 47, Statutes of 2013) repealed Education Code 42605, which provided temporary flexibility for specified "Tier 3" categorical programs, and instead redirects the funding for those categorical programs into the Local Control Funding Formula (LCFF) (Education Code 42238.01-42251). The supplemental and concentration grant portions of the LCFF may be used for any schoolwide or districtwide educational purpose in accordance with state regulations to be adopted by January 31, 2014, with a goal of increasing or improving services for English learners, foster youth, and students eligible for free and reduced-price meals. Certain requirements related to Tier 3 categorical program(s) in the following policy or regulation are no longer applicable.

Comprehensive Health Screening for Grades K-1

The parent/guardian of a student in kindergarten or first grade shall submit to the Superintendent/Principal or designee a certification form developed by the California Department of Health Care Services (DHCS) and signed by the student's health examiner certifying that the student has completed a comprehensive health screening within 18 months prior to entry into first grade or within 90 days thereafter. (Health and Safety Code 124040, 124085)

(cf. 5111 - Admission)

(cf. 5141.3 - Health Examinations)

The Superintendent/Principal or designee shall notify parents/guardians of all kindergarten students of the requirement to obtain a health screening and of the availability of the Child Health and Disability Prevention (CHDP) program established pursuant to Health and Safety Code 124025-124110 to assist eligible low-income families in obtaining the health screening. (Health and Safety Code 124100)

(cf. 5145.6 - Parental Notifications)

The notice and certification form shall be included with the notification of immunization requirements provided to parents/guardians prior to their child's enrollment in kindergarten and shall encourage completion of the health screening simultaneously with immunizations. The notice shall also be provided to the parent/guardian of any student who is enrolling in first grade without having attended kindergarten in the district.

(cf. 5141.31 - Immunizations)

In lieu of the certification, the parent/guardian may submit a waiver on a form developed by DHCS indicating that he/she does not want or is unable to obtain a health screening. If the waiver indicates that the parent/guardian was unable to obtain the services, the reasons should be included in the waiver. (Health and Safety Code 124085)

The waiver form shall be provided to a parent/guardian upon request.

HEALTH SCREENING FOR SCHOOL ENTRY (continued)

The completed certification form or the waiver shall be maintained in the student's health file or cumulative record. (5 CCR 432)

(cf. 5125 - Student Records)

During the first 90 days of the school year, the Superintendent/Principal or designee may contact any parent/guardian of a first-grade student who has not provided either the certification form or the waiver to ensure that the parent/guardian understands the health screening requirement and, if appropriate, his/her possible eligibility for the CHDP program.

The Superintendent/Principal or designee shall exclude from school, for not more than five school days, any first-grade student who does not present evidence of a health screening or a waiver on or before the 90th day after entering first grade. The exclusion shall begin on the 91st day after the student's entrance into the first grade, or if school is not in session, then on the next succeeding school day. (Health and Safety Code 124105)

The Superintendent/Principal or designee may exempt a student from exclusion when his/her parents/guardians have been contacted at least twice between the first day and the 90th day after the student's enrollment in first grade and the parents/guardians refuse to provide either a certification form or a waiver. (Health and Safety Code 124105)

(cf. 5112.2 - Exclusions from Attendance)

Oral Health Assessment for Grades K-1

No later than May 31 of the relevant school year, the parent/guardian of a kindergarten student, or first-grade student who was not previously enrolled in kindergarten in a public school, shall certify that the student has received an oral health assessment. The oral health assessment shall have been performed by a licensed dentist or other authorized dental health professional no earlier than 12 months prior to the date of the student's initial enrollment. The parent/guardian shall submit to the Superintendent/Principal or designee a California Department of Education standardized form which has been completed and signed by the dental health professional. (Education Code 49452.8)

The Superintendent/Principal or designee shall notify parents/guardians of the oral health assessment requirement. The notification shall, at a minimum, consist of a letter that includes all of the following: (Education Code 49452.8)

1. An explanation of the administrative requirements of the law
2. Information on the importance of primary teeth

HEALTH SCREENING FOR SCHOOL ENTRY (continued)

3. Information on the importance of oral health to overall health and to learning
4. A toll-free telephone number to request an application for Healthy Families, Medi-Cal, or other government-subsidized health insurance programs
5. Contact information for county public health departments
6. A statement of privacy applicable under state and federal laws and regulations

The notification and certification form shall be provided to parents/guardians when they register their child for school.

The student may be excused from complying with the oral health assessment if his/her parent/guardian indicates on the standardized form that it could not be completed for any of the following reasons: (Education Code 49452.8)

1. Completion of an assessment poses an undue financial burden on the parent/guardian.
2. The parent/guardian lacks access to a licensed dentist or other dental health professional.
3. The parent/guardian does not consent to an assessment.

Students who are not assessed, or for whom the parents/guardians fail to return the standardized form, shall not be excluded from school attendance.

By December 31 of each year, the Superintendent/Principal or designee shall report data on oral health assessments to the county office of education in accordance with Education Code 49452.8.

The report shall also be provided to the Board of Trustees. The identity of any student shall not be included in the report.

Legal Reference: (see next page)

HEALTH SCREENING FOR SCHOOL ENTRY (continued)

Legal Reference:

EDUCATION CODE

48985 Notice to parents in language other than English

49060-49079 Pupil records

49452.8 Oral health assessment

HEALTH AND SAFETY CODE

104395 Child Health and Disability Prevention Program expansion

124025-124110 Child Health and Disability Prevention Program, especially:

124085 Certificate documenting health screening and evaluation services; waiver by parent/guardian

124100 Distribution of program information to parents/guardians of kindergarten children

124105 Exclusions and exemption; legislative intent of notification contents

CODE OF REGULATIONS, TITLE 5

432 Student records

CODE OF REGULATIONS, TITLE 17

6800-6874 Child Health and Disability Prevention Program

Management Resources:

CSBA PUBLICATIONS

Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools.

Governance and Policy Services, Policy Brief, February 2007

CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES PUBLICATIONS

CHDP School Handbook: School Entry Health Examination Requirements, rev. January 2006

WEB SITES

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

California Department of Education, Health Services: <http://www.cde.ca.gov/ls/he/hn>

California Dental Association: <http://www.cda.org>

California Department of Health Care Services, Child Health and Disability Prevention Program:

<http://www.dhcs.ca.gov/services/chdp>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

HEAD LICE

The Board of Trustees recognizes that head lice infestations among students require treatment but do not pose a risk of transmitting disease. The Superintendent/Principal or designee shall encourage early detection and treatment in a manner that minimizes disruption to the educational program and reduces student absences.

The Superintendent/Principal or designee may distribute information to parents/guardians of preschool and elementary students regarding routine screening, symptoms, accurate diagnosis, and proper treatment of head lice infestations. The Superintendent/Principal or designee also may provide related information to school staff.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible.

If a student is found with active, adult head lice, he/she shall be allowed to stay in school until the end of the school day. The parent/guardian of any such student shall be given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.

Upon the student's return to school, the school nurse or designee shall check the student for active head lice. If it is determined that the student remains infected with head lice, the school nurse or designee shall contact the student's parent/guardian to discuss treatment. As needed, he/she may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

If a student is found consistently infested with head lice, he/she may be referred to a multidisciplinary team, which may consist of the school nurse, representatives from the local health department and social services, and other appropriate individuals, to determine the best approach for identifying and resolving problems contributing to the student's head lice infestations.

(cf. 1020 - Youth Services)

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

When it is determined that one or more students in a class or school are infested with head lice, the Superintendent/Principal or designee may, at his/her discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice.

HEAD LICE (continued)

Staff shall maintain the privacy of students identified as having head lice.

(cf. 4119.23/4219.23/4319.23 - *Unauthorized Release of Confidential/Privileged Information*)
(cf. 5125 - *Student Records*)

Legal Reference:

EDUCATION CODE

48320-48325 *School attendance review boards*

49451 *Physical examinations: parent's refusal to consent*

Management Resources:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

Guidelines on Head Lice Prevention and Control for School Districts and Child Care Facilities, rev. March 2012

A Parent's Guide to Head Lice, 2008

CALIFORNIA SCHOOL NURSES ORGANIZATION

Pediculosis Management, Position Statement, rev. 2011

WEB SITES

American Academy of Pediatrics: <http://www.aap.org>

California Department of Public Health: <http://www.cdph.ca.gov>

California School Nurses Organization: <http://www.csno.org>

Centers for Disease Control and Prevention, Parasitic Disease Information, Head Lice:
<http://www.cdc.gov/parasites/lice/head>

NONDISCRIMINATION/HARASSMENT

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

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code 234.1)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6164.6 - Identification and Education Under Section 504)

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

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

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

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1330 - Use of Facilities)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

NONDISCRIMINATION/HARASSMENT (continued)

(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6164.2 - Guidance/Counseling Services)

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.2 - Freedom of Speech/Expression)

Legal Reference:

EDUCATION CODE

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

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime
422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

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

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

Legal Reference continued: (see next page)

NONDISCRIMINATION/HARASSMENT (continued)

Legal Reference: (continued)

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

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

Interim Guidance Regarding Transgender Students, Privacy, and Facilities, September 27, 2013

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

FIRST AMENDMENT CENTER PUBLICATIONS

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

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

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

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

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEB SITES

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

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

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

First Amendment Center: <http://www.firstamendmentcenter.org>

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

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

NONDISCRIMINATION/HARASSMENT

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying and to answer inquiries regarding the district's nondiscrimination policies: (Education Code 234.1; 5 CCR 4621)

Superintendent/Principal
(position title)
23958 Ave 324, Lemon Cove, Ca, 93244
(address)
559-564-2106
(telephone number)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

To prevent discrimination, harassment, intimidation, and bullying of students at school or in school activities and to ensure equal access of all students to the educational program, the Superintendent/Principal or designee shall implement the following measures:

1. Provide to employees, volunteers, and parents/guardians training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, harassment, intimidation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include guidelines for addressing issues related to transgender and gender-nonconforming students.

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

2. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)
3. Annually notify all students and parents/guardians of the district's nondiscrimination policy and of the opportunity to inform the Coordinator whenever a student's participation in a sex-segregated school program or activity together with another student of the opposite biological sex would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy. In such a case, the Coordinator shall meet with the student and/or parent/guardian to determine how best to accommodate the student.

(cf. 5145.6 - Parental Notifications)

NONDISCRIMINATION/HARASSMENT (continued)

4. Publicize the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, employees, volunteers, and the general public and post them on the district's web site and other locations that are easily accessible to students. (Education Code 234.1)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

5. When 15 percent or more of the school's students speak a single primary language other than English, translate the nondiscrimination policy, related complaint procedures, and all forms for use in the complaint process into that other language. (Education Code 234.1, 48985)
6. At the beginning of each school year, inform school employees that any employee who witnesses any act of discrimination, harassment, intimidation, or bullying against a student is required to intervene if it is safe to do so. (Education Code 234.1)
7. Assure appropriate accommodation(s) are provided to protect students' privacy rights and ensure their safety from threatened or potentially harassing, intimidating, or discriminatory behavior.

Process for Initiating and Responding to Complaints

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall immediately report the incident to the Coordinator, whether or not the victim files a complaint.

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

Transgender and Gender-Nonconforming Students

Gender identity means a person's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth.

NONDISCRIMINATION/HARASSMENT (continued)

Gender expression means a person's gender-related appearance and behavior, whether or not stereotypically associated with the person's assigned sex at birth. (Education Code 210.7)

Transgender student means a student whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. **Right to privacy:** A student's transgender or gender-nonconforming status is his/her private information and the district will only disclose the information to others with the student's prior consent, except when the disclosure is otherwise required by law or is necessary to preserve the student's physical or mental well-being. Any district employee to whom a student discloses his/her transgender or gender-nonconforming status shall seek the student's permission to notify the Coordinator for Nondiscrimination. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to law or district policy, and shall inform the student that it may be impossible to accommodate the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the Coordinator, the employee shall do so within three school days.

As appropriate, the Coordinator shall discuss with the student any need to disclose the student's transgender or gender-nonconformity status to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. Any decision to disclose the student's status to others shall be based on the student's best interest.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

2. **Determining a Student's Gender Identity:** The Coordinator shall accept the student's assertion unless district personnel present a credible basis for believing that the student's assertion is for an improper purpose. In such a case, the Coordinator shall document the improper purpose and, within seven school days of receiving notification of the student's assertion, shall provide a written response to the student and, if appropriate, to his/her parents/guardians.

NONDISCRIMINATION/HARASSMENT (continued)

3. **Addressing a Student's Transition Needs:** The Coordinator shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify potential issues, including transition-related issues, and to develop strategies for addressing them. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the Coordinator shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it.
4. **Accessibility to Sex-segregated Facilities, Programs, and Activities:** The district may maintain sex-segregated facilities, such as restrooms and locker rooms, and sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs. A student shall be entitled to access facilities and participate in programs and activities consistent with his/her gender identity. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. However, a student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

(cf. 7110 - Facilities Master Plan)

5. **Student Records:** A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying district policy.

NONDISCRIMINATION/HARASSMENT (continued)

7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

(cf. 5132 - Dress Code)

SEXUAL HARASSMENT

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Instruction/Information

The Superintendent/Principal or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

Complaint Process

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

SEXUAL HARASSMENT (continued)

The Superintendent/Principal or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent/Principal or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Confidentiality and Record-Keeping

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

The Superintendent/Principal or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the school.

Legal Reference: (see next page)

SEXUAL HARASSMENT (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance, January 2001

WEB SITES

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

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

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

SEXUAL HARASSMENT

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex and under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way

SEXUAL HARASSMENT (continued)

9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

School-Level Complaint Process/Grievance Procedure

Complaints of sexual harassment, or any behavior prohibited by the district's Nondiscrimination/Harassment policy - BP 5145.3, shall be handled in accordance with the following procedure:

1. **Notice and Receipt of Complaint:** Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the district Coordinator for Nondiscrimination/Superintendent. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Coordinator/Superintendent, whether or not the victim files a complaint.

In any case of sexual harassment involving the Coordinator/Superintendent to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall instead report to the Board of Trustees.

2. **Initiation of Investigation:** The Coordinator/Superintendent shall initiate an impartial investigation of an allegation of sexual harassment within five school days of receiving notice of the harassing behavior, regardless of whether a formal complaint has been filed. The district shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to harassment, the student's parent/guardian, an employee who received a complaint from a student, or any employee or student who witnessed the behavior.

If the Coordinator/Superintendent receives an anonymous complaint or media report about alleged sexual harassment, he/she shall determine whether it is reasonable to pursue an investigation considering the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment.

SEXUAL HARASSMENT (continued)

3. **Initial Interview with Student:** When a student or parent/guardian has complained or provided information about sexual harassment, the Coordinator/Superintendent shall describe the district's grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the incident, identify witnesses who may have relevant information, provide other evidence of the harassment, and put his/her complaint in writing. If the student requests confidentiality, he/she shall be informed that such a request may limit the district's ability to investigate.
4. **Investigation Process:** The Coordinator/Superintendent shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

The Coordinator/Superintendent shall interview individuals who are relevant to the investigation, including, but not limited to, the student who is complaining, the person accused of harassment, anyone who witnessed the reported harassment, and anyone mentioned as having relevant information. The Coordinator/Superintendent may take other steps such as reviewing any records, notes, or statements related to the harassment or visiting the location where the harassment is alleged to have taken place.

When necessary to carry out his/her investigation or to protect student safety, the Coordinator/Superintendent also may discuss the complaint with the parent/guardian of the student who complained, the parent/guardian of the alleged harasser if the alleged harasser is a student, a teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth, law enforcement and/or child protective services, and district legal counsel or the district's risk manager.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

5. **Interim Measures:** The Coordinator/Superintendent shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.
6. **Optional Mediation:** In cases of student-on-student harassment, when the student who complained and the alleged harasser so agree, the Coordinator/Superintendent may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree, and he/she shall be advised of the right to end the informal process at any time.

(cf. 5138 - Conflict Resolution)

SEXUAL HARASSMENT (continued)

7. **Factors in Reaching a Determination:** In reaching a decision about the complaint, the Coordinator/Superintendent may take into account:

- a. Statements made by the persons identified above
- b. The details and consistency of each person's account
- c. Evidence of how the complaining student reacted to the incident
- d. Evidence of any past instances of harassment by the alleged harasser
- e. Evidence of any past harassment complaints that were found to be untrue

To judge the severity of the harassment, the Coordinator/Superintendent may take into consideration:

- a. How the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The identity, age, and sex of the harasser and the student who complained, and the relationship between them
- d. The number of persons engaged in the harassing conduct and at whom the harassment was directed
- e. The size of the school, location of the incidents, and context in which they occurred
- f. Other incidents at the school involving different students

8. **Written Report on Findings and Follow-Up:** No more than 30 days after receiving the complaint, the Coordinator/Superintendent shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Coordinator/Superintendent shall notify the student who complained and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If it is determined that harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. This report shall be presented to the student who complained, the person accused, the parents/guardians of the student who complained and the student who was accused.

SEXUAL HARASSMENT (continued)

In addition, the Coordinator/Superintendent shall ensure that the harassed student and his/her parent/guardian are informed of the procedures for reporting any subsequent problems. The Coordinator/Superintendent shall make follow-up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.

Enforcement of District Policy

The Superintendent/Principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism and Graffiti)

2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

3. Disseminating and/or summarizing the district's policy and regulation regarding sexual harassment

4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

5. Taking appropriate disciplinary action

In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

SEXUAL HARASSMENT (continued)

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including the school web site (Education Code 231.5)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
5. Be included in the student handbook
6. Be provided to employees and employee organizations

UNIFORM COMPLAINT PROCEDURES

The Board of Trustees recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions Against the District)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5148 - Child Care and Development)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)

UNIFORM COMPLAINT PROCEDURES (continued)

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with the uniform complaint procedures, whenever all parties to a complaint agree to try resolving the problem through mediation, the Superintendent/Principal or designee shall initiate that process. The Superintendent/Principal or designee shall ensure that the results are consistent with state and federal laws and regulations.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent/Principal or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and misassignments
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference:

EDUCATION CODE

200-262.4 *Prohibition of discrimination*
8200-8498 *Child care and development programs*
8500-8538 *Adult basic education*
18100-18203 *School libraries*
32289 *School safety plan, uniform complaint procedures*
35186 *Williams uniform complaint procedures*
37254 *Intensive instruction and services for students who have not passed exit exam*
41500-41513 *Categorical education block grants*
48985 *Notices in language other than English*
49010-49013 *Student fees*
49060-49079 *Student records*
49490-49590 *Child nutrition programs*
52160-52178 *Bilingual education programs*
52300-52490 *Career technical education*
52500-52616.24 *Adult schools*
52800-52870 *School-based program coordination*
54000-54028 *Economic impact aid programs*
54100-54145 *Miller-Unruh Basic Reading Act*
54400-54425 *Compensatory education programs*
54440-54445 *Migrant education*
54460-54529 *Compensatory education programs*
56000-56867 *Special education programs*
59000-59300 *Special schools and centers*
64000-64001 *Consolidated application process*

GOVERNMENT CODE

11135 *Nondiscrimination in programs or activities funded by state*
12900-12996 *Fair Employment and Housing Act*

PENAL CODE

422.55 *Hate crime; definition*
422.6 *Interference with constitutional right or privilege*

CODE OF REGULATIONS, TITLE 5

3080 *Application of section*
4600-4687 *Uniform complaint procedures*
4900-4965 *Nondiscrimination in elementary and secondary education programs*

UNITED STATES CODE, TITLE 20

6301-6577 *Title I basic programs*
6601-6777 *Title II preparing and recruiting high quality teachers and principals*
6801-6871 *Title III language instruction for limited English proficient and immigrant students*
7101-7184 *Safe and Drug-Free Schools and Communities Act*
7201-7283g *Title V promoting informed parental choice and innovative programs*
7301-7372 *Title V rural and low-income school programs*

Management Resources: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)

Management Resources:

WEB SITES

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

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

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

UNIFORM COMPLAINT PROCEDURES

Except as the Board of Trustees may otherwise specifically provide in other Board policies, the uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying, as specified in accompanying Board policy.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4031 - Complaints Concerning Discrimination in Employment)

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985)

(cf. 5145.6 - Parental Notifications)

Compliance Officers

The following compliance officer(s) shall receive and investigate complaints and shall ensure district compliance with law:

Superintendent /Principal
23958 Avenue 324
Lemon Cove, CA 93244
(559) 564-2106

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

(cf. 9124 - Attorney)

Notifications

The Superintendent/Principal or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013; 5 CCR 4622)

UNIFORM COMPLAINT PROCEDURES (continued)

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 3260 - Fees and Charges)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying.
 - d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
 - e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
 - f. Copies of the district's uniform complaint procedures are available free of charge.

UNIFORM COMPLAINT PROCEDURES (continued)

Procedures

All complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of the district's alleged noncompliance with federal or state laws or regulations governing educational programs. (5 CCR 4630)

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent/Principal or designee may extend the filing period for up to 90 calendar days. (5 CCR 4630)

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. (Education Code 49013)

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.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation

Within three business days of receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

UNIFORM COMPLAINT PROCEDURES (continued)

Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines 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

Within 10 calendar days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Step 4: Response

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to 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 business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

UNIFORM COMPLAINT PROCEDURES (continued)

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 initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The district's decision shall be written in English and, when required by Education Code 48985, in the complainant's primary language.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted
6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

In addition, any decision concerning a discrimination, harassment, intimidation, or bullying complaint based on state law shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

If investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges is found to have merit, the district shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them. (Education Code 49013)

UNIFORM COMPLAINT PROCEDURES (continued)

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE. (Education Code 49013; 5 CCR 4632)

The complainant shall file his/her appeal within 15 calendar days of receiving the district's decision and the appeal shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent/Principal or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in a complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including when the district has not taken action within 60 calendar days of the date the complaint was filed with the district. (5 CCR 4650)

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

UNIFORM COMPLAINT PROCEDURES (continued)

For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law. (Education Code 262.3)

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Cautionary Notice: AB 97 (Ch. 47, Statutes of 2013) repealed Education Code 42605, which provided temporary flexibility for specified "Tier 3" categorical programs, and instead redirects the funding for those categorical programs into the Local Control Funding Formula (LCFF) (Education Code 42238.01-42251). The supplemental and concentration grant portions of the LCFF may be used for any schoolwide or districtwide educational purpose in accordance with state regulations to be adopted by January 31, 2014, with a goal of increasing or improving services for English learners, foster youth, and students eligible for free and reduced-price meals. Certain requirements related to Tier 3 categorical program(s) in the following policy or regulation are no longer applicable.

Types of Complaints

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186; 5 CCR 4681, 4682, 4683)

1. Textbooks and instructional materials
 - a. A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

2. Teacher vacancy or misassignment
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.

(cf. 4112.22 - Staff Teaching English Language Learners)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the pupils enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day pupils attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

3. Facilities

- a. A condition poses an emergency or urgent threat to the health or safety of pupils or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of pupils or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when pupils are not in classes and has kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when the temporary closing of the restroom is necessary for pupil safety or to make repairs. (Education Code 35292.5)

(cf. 6162.52 - High School Exit Examination)
(cf. 6179 - Supplemental Instruction)

Filing of Complaint

A complaint alleging any condition(s) specified above shall be filed with the Superintendent/Principal or designee. (Education Code 35186; 5 CCR 4680)

Investigation and Response

The Superintendent/Principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the Superintendent/Principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Board of Trustees at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of pupils or staff as described in item #3a in the section entitled "Types

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

of Complaints" above, a complainant who is not satisfied with the resolution proffered by the Superintendent/Principal or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

(cf. 1340 - Access to District Records)

Reports

The Superintendent/Principal or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code 35186; 5 CCR 4686)

Forms and Notices

The Superintendent/Principal or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186; 5 CCR 4680)

The Superintendent/Principal or designee shall ensure that a notice containing the components specified in Education Code 35186 is posted in each classroom. (Education Code 35186)

Legal Reference: (see next page)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference:

EDUCATION CODE

1240 County superintendent of schools, duties

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedure

35292.5 Restrooms, maintenance and cleanliness

37254 Supplemental instruction based on failure to pass exit exam by end of grade 12

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures, especially:

4680-4687 Williams complaints

Management Resources:

WEB SITES

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

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc/index.asp>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

WILLIAMS UNIFORM COMPLAINT PROCEDURES

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NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS: COMPLAINT RIGHTS

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

5. A complaint form can be obtained at the school office or downloaded from the district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>.

WILLIAMS UNIFORM COMPLAINT PROCEDURES

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COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, teacher vacancy or misassignment, or the lack of opportunity to receive intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ☐ Yes ☐ No

Contact information:

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Location of the problem that is the subject of this complaint:

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Date problem was observed: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

- ☐ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

- ☐ A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
 - ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - ☐ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4681)
- ☐ A semester begins and a teacher vacancy exists. A *teacher vacancy* is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
 - ☐ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
 - ☐ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
3. Facility conditions: (Education Code 17592.72, 35186, 35292.5; 5 CCR 4683)
- ☐ A condition exists that poses an emergency or urgent threat to the health or safety of pupils or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.
 - ☐ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.
 - ☐ The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when temporary closing of the restroom is necessary for pupil safety or to make repairs.
4. High school exit exam intensive instruction and services: (Education Code 35186)
- ☐ Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after the completion of grade 12.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of pupils or staff.

Please file this complaint at the following location:

(principal or title of designee of the Superintendent)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(signature)

(date)