MUROC JOINT UNIFIED SCHOOL DISTRICT

OPENING DAY PACKET
2025-2026

www.muroc.k12.ca.us

MUROC JOINT UNIFIED SCHOOL DISTRICT

2025-26 STUDENT ATTENDANCE CALENDAR

(180 Student Instruction Days)
Student Attendance Days are shaded

2025

	Su	M	Tu	W	Th	F	Sa
JULY							
			1	2	3	**4H**	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						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15**ER**	16
	17	18	19	20	21	22**ER**	23
	24	25	26	27	28	29**H**	30
	31						
SEPTEMBER							
		1H	2	3	4	5**ER**	6
	7	8	9	10	11	12**ER**	13
	14	15	16	17	18	19**ER**	20
	21	22	23	24	25	26**ER**	27
	28	29	30				
OCTOBER				1	2	3**ER**	4
	5	6	7	8	9**Q**	10**H**	11
	12	13**H**	14	15	16	17**ER**	18
	19	20**EE**	21**EE**	22**EE**	23**EE**	24**ER**	25
	26	27	28	29	30	31**ER**	
NOVEMBER							1
	2	3	4	5	6	7**ER**	8
	9	10	**11H**	12	13	14**ER**	15
	16	17	18	19	20	21**ER**	22
	23	**24H**	**25H**	**26H**	**27H**	**28H**	29
	30						
DECEMBER							
		1	2	3	4	5**ER**	6
	7	8	9	10	11	12**ER**	13
	14	15	16	17**SE**	18**SE**	19**ERQ**	20
	21	**22H**	**23H**	**24H**	**25H**	**26H**	27
	28	**29H**	**30H**	**31H**			

2026

	Su	M	Tu	W	Th	F	Sa
JANUARY							
					1H	**2H**	3
	4	5**H**	6	7	8	9**ER**	10
	11	12	13	14	15	16**H**	17
	18	**19H**	20	21	22	23**ER**	24
	25	26	27	28	29	30**ER**	31
FEBRUARY							
	1	2	3	4	5	6**ER**	7
	8	9	10	11	12	**13H**	14
	15	**16H**	17	18	19	20**ER**	21
	22	23	24	25	26	27**ER**	28
MARCH							
	1	2	3	4	5	6**ER**	7
	8	9	10	11	12	13**ERQ**	14
	15	16	17	18	19	20**ER**	21
	22	23	24	25	26	27**ER**	28
	29	30	31				
APRIL				1	2	3**H**	4
	5	**6H**	**7H**	**8H**	**9H**	**10H**	11
	12	13	14	15	16	17**ER**	18
	19	20	21	22	23	24**ER**	25
	26	27	28	29	30		
MAY						1**ER**	2
	3	4	5	6	7	8**ER**	9
	10	11	12	13	14	15**ER**	16
	17	18	19	20	21	22**ER**	23
	24	**25H**	26	27	28	29**ER**	30
	31						
JUNE							
		1	2	3**SE**	4**SE**	5**ERQ**	6
	7	8	9	10	11	12	13
	14	15	16	17	18	**19H**	20
	21	22	23	24	25	26	27
	28	29	30				

H = HOLIDAYS (Observed)

Independence Day	July 4	Winter Break	Dec 22-Jan 5
Labor Day	Aug. 29 - Sep. 1	Lincoln's Birthday	February 13
Indigenous Day	October 10-13	President's Day	February 16
Martin Luther King	January 19	Spring Break	April 3-10
Veterans Day	November 11	Memorial Day	May 25
Thanksgiving Break	November 24-28	Juneteenth	June 19

LEGEND

First Day of Instruction
August 14, 2025

H - Holidays/No School for Students
EE - Elementary Early Release
SE - Secondary Early Release
Q - End of Quarters for Student Grades
ER - Early Release

Last Day of Instruction
June 5, 2026

Board Adoption Date: March 13, 2025

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Dear Parents and Guardians:

This document is the “Opening Day Packet" which informs parents/guardians of their rights and responsibilities as required by Section 48980 of the Education Code and provides additional useful information about MJUSD operations. Please take a moment of your time to carefully review the attached information and share it with your child. As required by Education Code Section 48982. **Please sign and return page 2 acknowledging that you have received and reviewed these materials.**

This annual notice and any midyear updates also appear on the District’s website: **www.muroc.k12.ca.us**, by clicking on “Programs.” Parents/guardians are invited to log on and check there for further information.

DISTRICT AND SCHOOL PHONE NUMBERS:

District Office	North Edwards	(760) 769-4821
Boron Junior-Senior High (7-12)	Boron	(760) 762-5121
William A Bailey Elementary (PreK-2)	Edwards	(760) 306-4991
Irving L Branch Elementary (3-6)	Edwards	(760) 306-4966
Desert Junior-Senior High (7-12)	Edwards	(760) 306-4964
West Boron Elementary (K-6)	Boron	(760) 762-5430
Robert McGowan High School (Continuation)	Boron	(760) 762-5121

PARENT ACKNOWLEDGMENT OF RECEIPT OF "OPENING DAY PACKET" INFORMATION

PLEASE RETURN TO SCHOOL BY AUGUST 19, 2025

Education Code Section 48982 requires parents or guardians to sign and return this acknowledgement.

By signing below, I am neither giving nor withholding my consent for my child/children to participate in any program. I am merely indicating that I have received and read the attached notice regarding my rights as required by Section 48980 of the Education Code.

Date:_____ _____

Signature of Parent/Guardian *(or student if 18 years or older)*

_____ _____

Printed Name of Student(s) Printed Name of Parent/Guardian

_____

Name of School

RELEASE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act ("FERPA"; 20 U.S.C. § 1232g; 34 CFR Part 99) allows schools to release "directory information" to certain persons or organizations. Directory information may include a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, grade level, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams; degrees, honors and awards received; and the most recent previous public or private school attended by the student.

Please check the box below if you DO NOT permit the release of the following directory information

- ☐ Release of names, photos, and activities for the school yearbook, newspaper, or other school-sponsored publications, including social media.
- ☐ Release of names, photos and activities, including but not limited to, honor rolls, sports, and etc., to representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations.
- ☐ Release of parent or guardian name and phone number to enable persons in charge of school projects to contact you for assistance.
- ☐ Release information to Congressmen or other public officials who might wish to send congratulatory messages or information regarding scholarships.
- ☐ Release of directory information to colleges, employers and prospective employers, including recruitment representatives of private industry and federal, state, or local government agencies.
- ☐ Release of name and address of students enrolled in grade 12 or who have terminated enrollment before graduation to private schools or colleges
- ☐ Release of student names, addresses, and telephone numbers to representatives of the military forces of the United States.

Please return this form by **August 19, 2025**. If this form is not returned by **August 19, 2025**, then your student's directory information may be released pursuant to FERPA.

Date:_____ _____

Signature of Parent/Guardian *(or student if 18 years or older)*

_____ _____

Printed Name of Student(s) Printed Name of Parent/Guardian

_____

Name of School

KNOW YOUR RIGHTS

Your Child Has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
- In California:
    - All children have the right to a free public education.
    - All children ages 6 to 18 years must be enrolled in school.
    - All students and staff have the right to attend safe, secure, and peaceful schools.
    - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence and intimidation.
    - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information.
    - These federal laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

Family Safety Plan if You Are Detained or Deported

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

ATTENDANCE

SCHOOL ATTENDANCE: Students are expected to be in class and to report to class on time. Specific tardy policies are available at each school.

ABSENCES: The state has some very strict rules to follow in determining what absences are considered "excused" and "unexcused." However, as a result of SB 727, excused absences will no longer be reported as apportion able attendance. **THE SCHOOL DISTRICT REQUESTS THAT ALL APPOINTMENTS AND OTHER ABSENCES BE SCHEDULED OUTSIDE OF THE SCHOOL DAY AS MUCH AS POSSIBLE SO THAT THE DISTRICT DOES NOT LOSE FUNDING.**

a. **Excused Absences:** Students absent for any of the following causes are considered excused, but will **NOT** be included in the ADA computation:

(1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
(2) Due to quarantine under the direction of a country or city health officer.
(3) For the purpose of having medical, dental, optometric or chiropractic services rendered.
(4) For the purpose of attending the funeral services or grieving the death of either a member of his/her immediate family *(immediate family members include the mother, father, grandmother, grandfather, or a grandchild of the student or of the spouse of the student, brother, sister, son, son-in-law, daughter, daughter-in-law, spouse or any relative living in the immediate household of the student),* so long as the absence is not more than one (5) days per incident.
(5) For the purpose of jury duty, in a manner provided for by law.
(6) attendance at certain student education conferences;
(7) for the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code;
(8) for the purpose of spending time with a member of his/her immediate family, who is an active duty member of the uniformed services, as defined in Education Code section 49701, and has been called to duty for, is on leave from, or has immediately returned from, a deployment. Absences granted for a period of time to be determined at the discretion of the Superintendent of the School District;
(9) For the purpose of attending his/her naturalization ceremony to become a United States citizen.
The above reasons do not apply to summer school, adult schools and classes, regional occupational centers and programs (ROC/P's) other than students concurrently enrolled. Excused absences do not apply to full-time independent study students. *[E.C. 46010]*
(10) For the purpose of participating in a cultural ceremony or event.
(11) For the purpose of a middle school or high school pupil engaging in a civic or political event, provided that the pupil notifies the school ahead of the absence.
Pupils will only be excused for only one school day-long absence per school year.
Pupils may be permitted additional excused absences in the discretion of a school administrator.
(12) For the purpose of participating in military entrance processing.

b. **Unexcused Absences:** Any absence other than those identified as "excused" in above paragraphs will be marked "unexcused."

ABSENCE FOR JUSTIFIABLE PERSONAL REASONS: A student shall be excused from school for justifiable personal reasons, including but not limited to, appearance in court, attendance at religious retreats, observance of a holiday or ceremony of his/her religion or an employment conference. Attendance at religious retreats shall not exceed one school-day per semester. The parent/guardian must submit a request in writing for approval by the principal or designated representative pursuant to uniform standards established by the Governing Board. A student shall also be excused from school when he/she is the custodial parent of a child who is ill or has a medical appointment during school hours. Students can be excused for compulsory attendance purposes, but funding for that student will not be provided for each day of non-attendance. *[E.C. 48205]*

ABSENCE FOR RELIGIOUS PURPOSES: With the written consent of their parent/guardian, students may be excused from school in order to participate in religious exercises or to receive moral and religious instruction for not more than sixty (60) minutes per week. Such absences are limited to four (4) days per month. *[E.C. 46014]*

ABSENCE TO CARE FOR A SICK CHILD: Absence to care for a sick child is an excused absence and the school is prohibited from requiring a note from a doctor for such an absence. *[E.C. 46015]*

ABSENCE TO ATTEND FUNERAL SERVICES: Absence to attend funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident. *[E.C. 48205]*

ABSENCE TO ACCESS SERVICES: Absence to access services from a victim services organization or agency, accessing grief support services, or participating in a safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation if an immediate family member of the pupil, when the pupil is grieving the death of an immediate family member or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family. *[E.C. 48205]*

ABSENCE TO OBTAIN CONFIDENTIAL MEDICAL SERVICES: A pupil may be excused from the school for the purpose of obtaining medical services that are private in nature and scheduled confidentially, that is, without the consent of the pupil's parent or guardian. *[E.C. 46010.1]*

NO GRADE REDUCTION OR LOSS OF ACADEMIC CREDIT: No student shall have his/her grade reduced or lose academic credit for any excused absence(s) if missed assignments and tests can be reasonably provided and are satisfactorily completed in a reasonable time. *[E.C. 48980(j)]*

TRANSITIONAL KINDERGARTEN: The district offers a high-quality transitional kindergarten program for eligible children who do not yet meet the minimum age criterion for kindergarten. The program shall assist children in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond. The district's transitional kindergarten shall be the first year of a two-year kindergarten program.

The district's transitional kindergarten program is available to all children who will have their fourth birthday by September 1st of the school year. *(Ed Code 48000)*

ALTERNATIVE SCHOOLS AND PROGRAMS: California state law authorizes all school districts to provide for alternative schools or programs. Alternative schools and programs provided by the Muroc Joint Unified School District are the Regional Occupational Program and Independent Study Program.

INDEPENDENT STUDY PROGRAM: In order to keep up with school work if a student is going to be out-of-district, Independent Study may be an option. Parents/guardians should consult their student's school.

INTRADISTRICT ATTENDANCE: Students who reside within District boundaries may apply for enrollment in any District school. Such requests are routinely approved if space permits. The District does not provide transportation outside each school's normal attendance area. *[E.C. 35160.5, 48980]*

INTERDISTRICT TRANSFER AGREEMENTS: Two or more districts may enter into an agreement for the interdistrict transfer of students. The agreement must specify the terms and conditions under which transfers are permitted. For more information, please contact the District Office at 760-769-4821 ext. 1221. If either district denies an interdistrict transfer request, you may appeal the decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision. If such a situation arises, you will be advised of the applicable timelines and of your student's enrollment status pending the appeal.

OPEN ENROLLMENT ACT: A parent whose child is attending a District school on the Open Enrollment List and who wishes to have his/her child attend another school within the District must apply using the District's Intradistrict Open Enrollment policy. *[E.C. 48350]*

DUAL ENROLLMENT: If any dual enrollment or International Baccalaureate courses are offered by the district to 7th- 8th grade or high school students, parents must be so advised. *[E.C. 48980.6]*

APPRENTICESHIP PROGRAMS: If the district offers any apprenticeship programs or pre-apprenticeships, the parents of 11th and 12th grade students must be notified. *[E.C. 48980 and 48940.5]*

ATTENDANCE BASED ON PARENT/GUARDIAN EMPLOYMENT: A student may have the option of attending school in the district where one or both of the parents/guardians of the student is employed within the boundaries of the district for at least ten (10) hours during the school week. If a parent/guardian elects to apply for admission because they are employed within our district boundaries, they should complete and submit to the Muroc Joint Unified School District the *Residency Based on Employment Application & Agreement* form *(available in school offices and on the District's website: www.muroc.k12.ca.us by clicking on "District Forms"). [E.C. 48204]*

ATTENDANCE WHERE CAREGIVER RESIDES: If a student lives in the home of a caregiving adult, as defined by law, the student may attend the school district in which that residence is located. Execution of an affidavit *(Caregiver's Affidavit form available in school offices)* under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that the student lives in the caregiver's home. *[E.C. 48204(f), 48980(e)]*

INDIVIDUALIZED INSTRUCTION: A student with a temporary disability, which makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable, shall receive individual instruction provided by the district in which the student is deemed to reside. *[E.C. 48206.3]*

STUDENTS IN HOSPITALS OUTSIDE OF SCHOOL DISTRICT: A student with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the student's parent/guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. *[E.C. 48207]*

It is the primary responsibility of the parent/guardian of a student with a temporary disability to notify the school district that the student now resides in the district where the hospital is located pursuant to §48207. That district, when possible, will provide that student an individualized instruction, within five (5) working days of receipt of the notification, and within five (5) working days of the commencement of the individualized instruction, provide the previous school district with notice that the student shall no longer be counted by that district for ADA purposes. *[E.C. 48208]*

SCHOOL RULES/DISCIPLINE

SCHOOL RULES: All schools have available rules regarding student discipline. You will soon be reviewing those rules with your child and signing a return form that you have read the rules together. *[E.C. 48915]*

SUSPENSION AND EXPULSION: A student shall not be suspended from school or recommended for expulsion unless the Superintendent or the principal of the school in which the student is enrolled determines that the student has:

a. (1) caused, attempted to cause, or threatened to cause, physical injury to another person;
(2) willfully used force or violence upon the person of another, except in self-defense; *[E.C. 48900(a)]*

b. possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of an object of this type, the student had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee; *[E.C. 48900(b)]*

c. unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind; *[E.C. 48900(c)]*

d. unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage or intoxicant of any kind, and either sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as a controlled substance, alcoholic beverage, or intoxicant; *[E.C. 48900(d)]*

e. committed or attempted to commit robbery or extortion; *[E.C. 48900(e)]*

f. caused or attempted to cause damage to school property or private property; *[E.C. 48900(f)*]

g. stolen or attempted to steal school property or private property; *[E.C. 48900(g)]*

h. possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel (this restriction does not prohibit a student from using or possessing his/her own prescription products); *[E.C. 48900(h)]*

i. committed an obscene act or engaged in habitual profanity or vulgarity; *[E.C. 48900(i)]*

j. unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code; *[E.C. 48900(j)]*

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; *[E.C. 48900(k)]*

l. knowingly received stolen school property or private property; *[E.C. 48900(l)]*

m. possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm; *[E.C. 48900(m)]*

n. committed or attempted to commit a sexual assault as defined in Penal Code Section 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code Section 243.4; *[E.C. 48900(n)]*

o. harassed, threatened, or intimidated a student who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness and/or retaliating against that student for being a witness; *[E.C. 48900(o)]*

p. unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma; *[E.C. 48900(p)]*

q. engaged in, or attempted to engage in, hazing ("hazing" means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student) (for purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events); *[E.C. 48900(q)]*

r. engaged in an act of bullying, including but not limited to, bullying committed by means of an electronic act, as defined in Education Section 32261, subdivisions (f) and (g), directed specifically toward a student or school personnel; *[E.C. 48900(r)]*

s. committed sexual harassment as defined in Education Code 212.5; *[E.C. 48900.2]*

t. caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code; or *[E.C. 48900.3]*

u. intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. *[E.C. 48900.4]*

As used in this section, "school property" includes, but is not limited to, electronic files and databases.

No student shall be suspended or expelled for any of the acts enumerated in this section unless that act is related to school activity or school attendance. A student may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
[E.C. 48900(s)]

(1) while on school grounds;
(2) while going to or coming from school;
(3) during the lunch period, whether on or off the campus;
(4) during, or while going to or coming from, a school sponsored activity.

The Superintendent or principal may use his/her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a student subject to discipline under this section.

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against a student who is truant, tardy, or otherwise absent from school.

Each suspension is limited to five (5) consecutive school days. An informal conference is required in order for the student to have an opportunity to present his/her side. There is provision for suspension without a conference in an emergency situation. The principal is required to make a reasonable effort to contact the student's parent/guardian in person or by telephone. The principal, or designee, shall provide written notice to the parent/guardian in a timely manner. The law requires the parent/guardian to attend a conference with the school official. The student and/or the parent/guardian have the right to request a meeting with the Superintendent to appeal the suspension on the basis of determining whether the principal had sufficient evidence for the suspension. The records shall be destroyed if there were no grounds for the suspension. The suspended student may make up work missed. Suspension or expulsion on the first offense is limited only to acts involving danger or disruption. The parent/guardian is to be notified of the right to meet with the Governing Board, inspect all pertinent documents prior to expulsion, and the availability of periodic review if expulsion occurs. If expulsion is ordered by the Board, there is the ability to appeal to the County Board to review the expulsion process.
[E.C. 48900 et al.]

VOLUNTARY DISCLOSURE / USE OF CONTROLLED SUBSTANCES / PROHIBITION AGAINST SUSPENSION: School officials are precluded from suspending and recommending expulsion for students who have voluntarily disclosed their use of a controlled substance, alcohol, intoxicants of any kind, or tobacco products in order to seek help through services or supports when based solely on the disclosure. *[E.C. 48900]*

SEXUAL HARASSMENT: The District takes allegation of sexual harassment seriously. Students in grades 4-12 may be suspended or expelled for engaging in sexual harassment. A copy of the policy is enclosed. *(BP 5145.7; page 63)*

BULLYING: The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. A copy of the policy is enclosed. *(BP 5131.2; page 65)*

PROCEDURE FOR PREVENTING ACTS OF BULLYING, INCLUDING CYBERBULLYING:
To ensure that parents/guardians and family members of students are provided with opportunities to be involved in their children's education, each year the district endeavors to involve parents/guardians and family members by:

- Establishing district-level parent advisory committees;
- Inviting input from district committees and school site councils;
- Providing information about opportunities for parents/guardians and family engagement through the district newsletter, website, or other written or electronic means
- Providing copies of working drafts to parents/guardians;
- Providing a master calendar of district activities and district meetings;
- Ensuring that there is an opportunity at a public board meeting for public comment; and
- Assisting parents/guardians in understanding the state academic content standards and academic achievement standards, state and local academic assessments, and how to monitor a child's progress.

A more complete discussion may be found in board policy BP and AR 6020 and in the district's LCAP Annual Update posted on the district's website.

Any complaint of bullying must be investigated and, if determined to be discriminatory bullying, resolved in accordance with law and the district's uniform complaint procedures specified in board policy AR 1312.3. Discriminatory bullying includes bullying on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, age, disability, and/or another legally protected category. When "discriminatory bullying" is committed and the bullying is sufficiently serious to create a hostile educational environment for the alleged victim to otherwise deny or limit the student's educational benefits and services, including denial of a free appropriate public education, the victim must be afforded the protections specified under relevant state and/or federal law.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

The district must develop strategies for addressing bullying in its schools and do so with the involvement of students, parents/guardians, and staff. District may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

For more information regarding the district's general anti-bullying policy please review board policy BP/AR 5131.2 and 5145.3.

PARENT/GUARDIAN RESPONSIBILITY: A parent/guardian is liable for all the damages caused by the willful misconduct of his/her minor child which result in death or injury to other students, school personnel or school property. The parent/guardian is also liable for any school property loaned to the student and willfully not returned. The parent's liability may be as much as $10,000 in damages and another maximum of the same amount for payment of a reward, if any. We expect these amounts to be indexed and rise annually. The District may withhold grades, diplomas or transcripts of the student responsible until such damages are paid or the property returned, or until completion of a voluntary work program in lieu of payment of monetary damages. *[E.C. 48904, Civil Code 1714.1]*

If a student commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, the student's parent/guardian may be required to attend a portion of a school day in their student's classroom. *[E.C. 48900.1]*

DRUG-FREE ENVIRONMENT: Because the use of tobacco, alcohol and other drugs adversely affects a student's ability to achieve academically, is physically and emotionally harmful, and has serious social and legal consequences, the Muroc Joint Unified School District Governing Board intends to keep District Schools tobacco, alcohol and drug free. Every effort will be made to reduce the chances that our students will begin or continue using tobacco, alcohol and other drugs. A prevention program that includes instruction, intervention, recovering student support and enforcement/ discipline will be implemented. The Governing Board recognizes that effectively keeping Schools tobacco, alcohol and drug free is a cooperative effort between schools, home and the community. The District will fully enforce all aspects of the tobacco-free, alcohol and other drugs policies adopted by the Governing Board. A copy of the policy is enclosed.
(BP/AR 3513.3, BP 5131.62, BP 5131.6; pages 67-70)

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

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action. Specific dress codes are included in each school's site handbook. A copy of the policy is enclosed. *(AR 5132; page 71)*

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

STUDENT SEARCH: The school principal or designee may search the person of a student *(including backpack, purse, bag, etc.)* or the student's locker if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property or contraband. *[U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S. 325]*

Evidence gathered from video surveillance tape systems in posted areas is specifically admissible in discipline hearings, as no one has a reasonable expectation of privacy in those circumstances. A copy of the policy is enclosed.
(BP 5145.12; page 72)

NOTIFICATION OF DISTRICT POLICY AND PROCEDURES FOR SEARCHES: All vehicles parked on Muroc Joint Unified School District property are subject to random search without reasonable suspicion per California Vehicle Code Section 21113(b). In an effort to keep the schools free of dangerous contraband, the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or board policy.

Per Board Policy and Administrative Regulation 5145.12 students, their belongings, their vehicles parked on district property, and district properties under a student's control, including lockers or desks are subject to random searches.

RELEASE OF STUDENT TO PEACE OFFICER: When a school official releases a minor student from school to a peace officer for the purpose of removing the minor from the school premises, the school official shall take immediate steps to notify the parent/guardian or responsible relative of the minor, except when a minor has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer shall notify the parent or responsible relative that the child is in custody and the place where the child is being held, unless the child would be endangered by disclosure of the place. Parents may be notified by a school official if their child is going to be questioned at school by a peace officer. *[E.C. 48906]*

INVOLUNTARY TRANSFER OF A STUDENT CONVICTED OF A VIOLENT FELONY OR MISDEMEANOR WHERE VICTIM ENROLLED AT SAME SCHOOL: Pursuant to Board Policy, a student perpetrator who has been convicted of a violent felony or a misdemeanor involving a firearm may be involuntarily transferred to another school site if the victim of the offense is enrolled at the same school as the perpetrator. District policy provides that (i) the school first attempt to resolve their conflict using restorative justice or counseling, if the victim will participate; (ii) the student perpetrator be notified of his/her right to request a meeting with the school principal before the principal makes a recommendation; (iii) the Superintendent or his/her designee make a recommendation to the governing board; and (iv) the board deliberate in closed session as may be necessary to maintain the confidentiality of student information. The board's decision will be final.
(BP 5116.2; page 73)

STUDENT MEAL PROGRAM

FREE AND REDUCED MEALS: All students who were approved for free or reduced tickets will be reinstated for up to four (4) weeks or until the time when their new application is processed. All students must file a new application each school year. Students who were approved in the prior year must submit an application by September 16, 2025, or their benefits may be terminated. An application for free or reduced meals is included on page 18. Applications may also be downloaded by visiting the District webpage at www.muroc.k12.ca.us and clicking on "Food Services." An approved application is good for both the School Breakfast Program and the National School Lunch Program.

MEAL ACCOUNTS: A meal account has been established for each student in the District. **It is the Parents Responsibility to check and keep track of your students Account Balances.** Parents/guardians may add money to their student's meal account at the school office, the Food Services office, or directly with the school cafeteria cashier. Parents/guardians may check balances and also add funds to their student's account by visiting www.linqconnect.com Parents/ guardians may find it advantageous to purchase meals in weekly or monthly blocks if their student buys breakfast or lunch at school on a regular basis. Students may purchase breakfast, lunch, or ala-carte items with funds in their meal account. Please contact the Food Services office if you do not wish to allow your student to purchase ala-carte items with the funds in their meal account. **There will be NO Charging allowed.** School lunch and breakfast prices are listed below (Milk = .35¢):

Combined Breakfast and Lunch Prices				
School	Daily	Weekly (5 days)	Monthly (20 days)	Semester (86 days)
Junior-Senior High	$4.75	$23.75	$95.00	$408.50
Elementary	$4.75	$23.75	$95.00	$408.50
Reduced Rate	70¢	$3.50	$14.00	$60.20
School Lunch Prices				
School	Daily	Weekly (5 days)	Monthly (20 days)	Semester (86 days)
Adult	$3.75	$18.75	$75.00	$322.50
Junior-Senior High	$3.00	$15.00	$60.00	$258.00
Elementary	$3.00	$15.00	$60.00	$258.00
Reduced Rate	40¢	$2.00	$8.00	$34.40
School Breakfast Prices				
	Daily	Weekly (5 days)	Monthly (20 days)	Semester (86 days)
Adult	$2.25	$11.25	$45.00	$193.50
K-12	$1.75	$8.75	$35.00	$150.50
Reduced Rate	30¢	$1.50	$6.00	$25.80

School lunch prices are subject to change upon Board approval at any time during the school year. All meal account purchases are kept on record with the school cashier and debited only when the student purchases a meal. Students may pay cash daily. Adults may purchase a school lunch for $3.75. Please notify your school office in advance if you wish to purchase an adult school lunch.

MEAL ACCOUNT REFUNDS: Parents/guardians may request a refund of their child's meal account by submitting a Meal Account Refund Request, which may be obtained from any school office. Any credit due on accounts at the end of the school year (June 2, 2025) will be used at the start of the 2025-26 school year. *[E.C. 49510-49520]*

SPECIAL MILITARY SITUATIONS: The following provisions apply to families that receive pay or benefits from the military and participate in the National School Lunch Program.

a. The United States Department of Agriculture has issued instructions that individuals called to active duty in response to national events should be considered temporarily absent from the household. As a result, deployed military service personnel should not be included in determinations of household size and income for meal eligibility. However, if part of the individual's income is returned to the household, then that portion should be counted along with the other sources of household income. *[Nutrition Services Management Bulletin No. 2-105]*

b. Housing allowances given to military families for on-base, privatized housing must not be counted in the calculation of income for the determination of eligibility for free and reduced meals and free milk. Section 4302 of the Farm Security and Rural Investment Act of 2002 excludes these benefits from income consideration.

The reason on-base, privatized housing allowances are not counted as income is that they are not actually received by military personnel and only appear on the leave and earnings statements. However, housing allowances given to military families to offset the cost of private, off-base housing must be declared, along with all other sources of income, in the statement of total family or household income. Such allowances are actual cash benefits that are received by the families and are thus considered a source of household income. *[Nutrition Services Management Bulletin No. 2-108]*

FOOD SUBSTITUTIONS FOR ALLERGIES, DISABILITIES OR RELIGIOUS REASONS: Schools are required to make substitutions in food for students who are considered to have a disability under 7 CFR part 15 b and whose disability restricts their diet. Schools may also make substitutions for students with no disability who are unable to consume the regular meal because of medical or other special dietary needs. Substitutions shall be made on a case-by-case basis only when supported by a statement of the need for substitutions that includes recommended alternate foods, unless otherwise exempted by FCS. Such a statement shall, in the case of a student with a disability, be signed by a physician or, in the case of a student not having a disability, by a recognized medical authority. Copies of the Medical Statement for students with disabilities and students with allergies are available at your child's school or from the Food Services office. The school is required to obtain approval from the USDA prior to substituting for religious reasons.

DELINQUENT PAYMENTS AND EXCESS ACCOUNT BALANCES: The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. *[E.C. 49557.5]*

The Superintendent or designee may enter into an agreement with a student's parent/guardian for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year. *[Nutrition Services Management Bulletin SNP-03-2017].*

The district shall not direct any action toward a student to collect unpaid school meal fees. *[E.C. 49557.5].*

The district's efforts to collect debt shall be consistent with 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges. *[Nutrition Services Management Bulletin SNP-03-2017].*

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss. *[Nutrition Services Management Bulletin SNP-06-2015 and SNP-03-2017].*

UNITED STATES DEPARTMENT OF AGRICULTURE NONDISCRIMINATION STATEMENT: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additional, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: USDA Program Discrimination Complaint Form, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2)
Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov This institution is an equal opportunity provider.

APPLICATION FOR FREE AND REDUCED PRICED MEALS

Dear Parent/Guardian:

The Muroc Joint Unified School District participates in the National School Lunch Program and/or School Breakfast Program by offering nutritious meals every school day. Students may buy lunch for $3.00 and breakfast for $1.75. Eligible students may receive meals free of charge or at the reduced-price rate of $0.40 for lunch and $0.30 for breakfast. You and your children do not have to be United States citizens to qualify for free or reduced-price meals. If there are more household members than the number of lines on the application, attach a second application. For a simple and secure method to apply, use our online application at www.linqconnect.com.

This packet includes an Application for Free and Reduced-Price Meals and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

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

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

July 1, 2025–June 30, 2026

	Free Eligibility Scale for **Lunch, Breakfast, and Milk**					**Reduced-Price** Eligibility Scale for **Lunch and Breakfast**				
Household size	**Year**	**Month**	**Twice Per Month**	**Every Two Weeks**	**Week**	**Year**	**Month**	**Twice Per Month**	**Every Two Weeks**	**Week**
1	$ 20,345	$ 1,696	$ 848	$ 783	$ 392	$ 28,953	$ 2,413	$ 1,207	$ 1,114	$ 557
2	27,495	2,292	1,146	1,058	529	39,128	3,261	1,631	1,505	753
3	34,645	2,888	1,444	1,333	667	49,303	4,109	2,055	1,897	949
4	41,795	3,483	1,742	1,608	804	59,478	4,957	2,479	2,288	1,144
5	48,945	4,079	2,040	1,883	942	69,653	5,805	2,903	2,679	1,340
6	56,095	4,675	2,338	2,158	1,079	79,828	6,653	3,327	3,071	1,536
7	63,245	5,271	2,636	2,433	1,217	90,003	7,501	3,751	3,462	1,731
8	70,395	5,867	2,934	2,708	1,354	100,178	8,349	4,175	3,853	1,927
For each additional family member, add:										
	7,150	596	298	275	138	10,175	848	424	392	196

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?

Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will qualify for free meals, please call Trevor Walker at 760-769-4821 x 1221 or email at: twalker@muroc.k12.ca.us

3. DO I NEED TO COMPLETE AN APPLICATION FOR EACH CHILD?

No. Complete **one** Application for Free and Reduced-Price Meals for **all** students in your household. We cannot approve an Application that is not complete, so be sure to fill out all required information. Return the completed Application to: Trevor Walker, 17100 Foothill Ave., North Edwards, CA 93523. Call 760-769-4821 x 1234 or email at: twalker@muroc.k12.ca.us

4. SHOULD I COMPLETE AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?

No, but please read the letter carefully and follow any instructions. If any children in your household were missing from your eligibility notification, please contact Trevor Walker, 17100 Foothill Ave., North Edwards, CA 93523. Call 760-769-4821 x 1221 or email at: twalker@muroc.k12.ca.us immediately.

5. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?

Yes, if you want to participate in the meal program. Your child's Application is only good for one school year at a time and for the first few days of the following school year. You must send in a new application by **September 30, 2025** unless the school told

you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

6. **I RECEIVE WOMEN, INFANTS AND CHILDREN (WIC) BENEFITS. CAN MY CHILDREN RECEIVE FREE MEALS?**
   Children in households participating in WIC **may** be eligible for free or reduced-price meals. Please complete an application.

7. **WILL THE INFORMATION I PROVIDE BE CHECKED?**
   Yes. School officials may verify the information on the application at any time during the school year. You may be asked to send additional information to prove your income, or current eligibility for CalFresh, CalWORKS, or FDPIR.

8. **IF I DO NOT QUALIFY NOW, MAY I APPLY LATER?**
   Yes, you can apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may be eligible for free and reduced-price meals if the household income drops below the income limit.

9. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION REGARDING MY APPLICATION?**
   You should talk to the school officials. You may also ask for a hearing by writing to: Trevor Walker, 17100 Foothill Ave., North Edwards, CA 93523.

10. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?**
    Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.

11. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?**
    List the amount that you **normally** receive. For example, if you normally make $1,000 each month, but you missed some work last month and only made $900, enter on the application that you made $1,000 per month. If you normally receive overtime, include it, but do not include it if you only occasionally work overtime. If you have lost your job or had your hours or wages reduced, use your current income.

12. **WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?**
    All household members must be included on the Application even if the individual does not receive income. Whenever this happens, please write a "0" in the income field. However, if any income fields are left empty or blank, the income will be counted as zero. Please be careful when leaving income fields blank, as we will assume you meant to do so.

13. **WE ARE IN THE MILITARY, DO WE REPORT OUR INCOME DIFFERENTLY?**
    Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

14. **WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?**
    List any additional household members on a separate piece of paper, and attach it to your application. Contact: Trevor Walker 760-769-4821 x 1221 or twalker@muroc.k12.ca.us to receive a second application.

15. **MY FAMILY NEEDS ADDITIONAL FINANCIAL ASSISTANCE. ARE THERE OTHER PROGRAMS WE CAN APPLY FOR?**
    Yes. For information on CalFresh and CalWORKs, contact your county welfare department by reviewing the CalFresh Web page at http://www.calfresh.ca.gov/PG839.htm or by phone at 877-847-3663. For additional assistance in your local area, contact the California referral hotline by phone at 211.

If you have other questions or need help, please contact Trevor Walker 760-769-4821 x 1221.

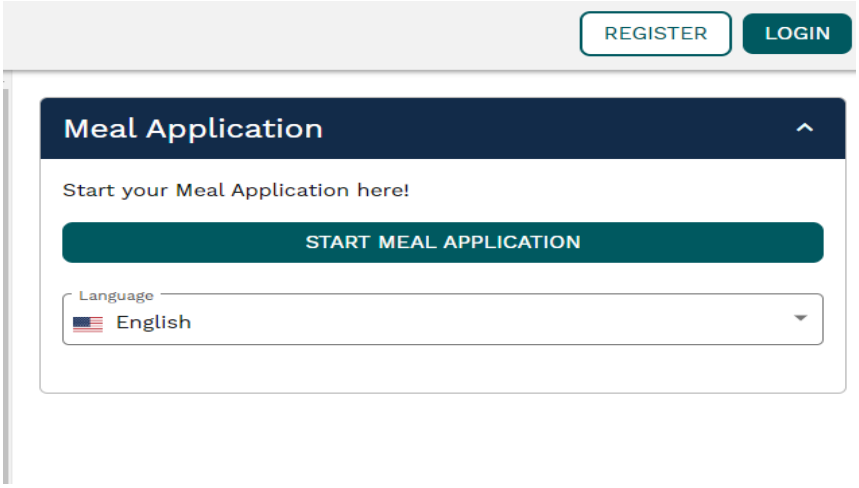
HOW TO APPLY FOR FREE/REDUCED MEALS

We would like to encourage everyone to apply for Free/Reduced Meals. To apply, please go to **www.linqconnect.com**. Applying using this link is the fastest and most effective way for families to apply. If you do not have access to electronic form, the alternate paper form may be filled out and returned to the school.

Click on ***School Services*** and scroll down to ***Free & Reduced Meal Application*** and follow these instructions:

1. ***District*** – Type in Muroc Joint Unified School District
2. ***General Info*** – Complete all information and click on **Next** button.
3. ***Letter to Household*** – Read over letter and click on **Next** button.
4. ***Students*** – Click on **Add Student** and enter student information. If you do not know your student's ID#, you can find it in Student Portal.
5. ***Household*** – Enter total number of household members. Click on **Add Household Member** to add each member. Click **Next** button.
6. ***Review*** – Review all information to make sure everything is correct. Click **Next** button.
7. ***Submit*** – Sign, enter last four of SSN and press **Submit** button.

Create an account by clicking on **"REGISTER"**



If you already have an account, just click on **"LOGIN"**

For any questions or help with your application, please call Titan Solutions at (916) 467-4700 or Savannah King (661) 754-4520.

Dear Parent or Guardian:
The Muroc Joint Unified School District participates in the National School Lunch Program and/or School Breakfast Program by offering nutritious meals every school day. Students may buy lunch for $3.00 and breakfast for $1.75. Eligible students may receive meals free of charge or at the reduced-price rate of $0.40 for lunch and $0.30 for breakfast. $0.35 for milk. Adult breakfast is $2.25 and adult lunch $3.75 advance orders in office. Prices subject to change. *There will be NO charging allowed*. Payments may be made by cash, check, or on a meal account at www.lingconnect.com. You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals. If there are more household members than the number of lines on the application, attach a second application. For a simple and secure method to apply, use our online application at www.lingconnect.com.

LETTER TO HOUSEHOLD FOR FREE AND REDUCED-PRICE MEALS

QUALIFICATION: Your children may qualify for free or reduced-price meals if your household income falls at or below the federal Income Eligibility Guidelines below.

Effective July 1, 2025–June 30, 2026

Reduced-price Eligibility Scale
Meals and Snacks

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	$ 28,953	$ 2,413	$ 1,207	$ 1,114	$ 557
2	$ 39,128	$ 3,261	$ 1,631	$ 1,505	$ 753
3	$ 49,303	$ 4,109	$ 2,055	$ 1,897	$ 949
4	$ 59,478	$ 4,957	$ 2,479	$ 2,288	$ 1,144
5	$ 69,653	$ 5,805	$ 2,903	$ 2,679	$ 1,340
6	$ 79,828	$ 6,653	$ 3,327	$ 3,071	$ 1,536
7	$ 90,003	$ 7,501	$ 3,751	$ 3,462	$ 1,731
8	$ 100,178	$ 8,349	$ 4,175	$ 3,853	$ 1,927
For each additional family member, add:	$ 10,175	$ 848	$ 424	$ 392	$ 196

APPLYING FOR BENEFITS: An application for free or reduced-price meals cannot be reviewed unless all required fields are completed. A household may apply at any time during the school year. If you are not eligible now, but your household income decreases, household size increases, or a household member becomes eligible for CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs), or Food Distribution Program on Indian Reservations (FDPIR) benefits, you may submit an application at that time.

DIRECT CERTIFICATION: An application is not required if the household receives a notification letter indicating all children are automatically certified for free meals. If you did not receive a letter, please complete an application.

VERIFICATION: School officials may check the information on the application at any time during the school year. You may be asked to submit information to validate your income or current eligibility for CalFresh, CalWORKs, or FDPIR benefits.

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

HOMELESS, MIGRANT, RUNAWAY & HEAD START: Children who meet the definition of homeless, migrant, or runaway, and children participating in their school's Head Start program are eligible for free meals. Please contact school official Trevor Walker for assistance at (760) 769-4821 x1234 or email at: twalker@muroc.k12.ca.us.

FOSTER CHILD: The legal responsibility must be through a foster care agency or court to qualify for free meals. A foster child may be included as a household member if the foster family chooses to apply for their non-foster children on the same application and must report any personal income earned by the foster child. If the non-foster children are not eligible, this does not prevent a foster child from receiving free meals.

FAIR HEARING: If you do not agree with the school's decision regarding your application's determination or the result of verification, you may discuss it with the hearing official. You also have the right to a fair hearing, which may be requested by calling or writing the following: Trevor Walker at (760) 769-4821 x1234 or email at: twalker@muroc.k12.ca.us.

ELIGIBILITY CARRYOVER: Your child's eligibility status from the previous school year will continue into the new school year for up to 30 operating days or until a new determination is made. When the carryover period ends, your child will be charged the full price for meals, unless the household receives a notification letter for free or reduced-price meals. School officials are not required to send reminder or expired eligibility notices.

NON-DISCRIMINATION STATEMENT: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

HOW TO APPLY FOR FREE OR REDUCED-PRICE MEALS – Complete one application per household. Please print clearly with a pen. Incomplete, illegible, or incorrect information will delay processing.

STEP 1: STUDENT INFORMATION – Include ALL STUDENTS who attend Muroc Joint Unified School District. Print their name (first, middle initial, last), school, grade level, and birthdate. If any student listed is a foster child, check the "Foster" box. If you are only applying for a foster child, complete STEP 1, and then continue to STEP 4. If any student listed may be homeless, migrant, or runaway, check the applicable "Homeless, Migrant, or Runaway" box and complete all STEPS of the application.

STEP 2: ASSISTANCE PROGRAMS – If ANY household member (child or adult) participates in CalFresh, CalWORKs, or FDPIR, then all children are eligible for free meals. Must check the applicable assistance program box, enter one case number, and then continue to STEP 4. If no one participates, skip STEP 2 and continue to STEP 3.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS – Must report GROSS income (before deductions) from ALL household members (children and adults) in whole dollars. Enter "0" for any household member that does not receive income.

A) Report the combined GROSS income for all students listed in STEP 1 and enter the appropriate pay period. Include a foster child's income if you are applying for foster and non-foster children on the same application.
B) Print the names (first and last) of ALL OTHER household members not listed in STEP 1, including yourself. Report the total GROSS income from each source and enter the appropriate pay period.
C) Enter the total household size (children and adults). This number MUST equal the listed household members from STEP 1 and STEP 3.
D) Enter the last four digits of your Social Security number (SSN). If no adult household member has a SSN, check the "NO SSN" box.

STEP 4: CONTACT INFORMATION & ADULT SIGNATURE – The application must be signed by an adult household member. Print the name of the adult signing the application, contact information, and today's date.

OPTIONAL: CHILDREN'S ETHNIC AND RACIAL IDENTITIES – This field is optional to complete and does not affect your children's eligibility for free or reduced-price meals. Please check the appropriate boxes.

INFORMATION STATEMENT: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are not required when you list a CalFresh, CalWORKs, or FDPIR case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs.

QUESTIONS/NEED ASSISTANCE: Please contact Trevor Walker

SUBMIT: Please submit a complete application to your child's school or the nutrition office at 17100 Foothill Avenue, North Edwards, CA 93523. You will be notified if your application is approved or denied for free or reduced-price meals.

Estimado padre, madre o tutor:

Muroc Joint Unified School District participa en el Programa Estatal de Comidas National School Lunch Program y School Breakfast Program ofreciendo comidas nutritivas todos los días de clases. Los estudiantes pueden comprar los almuerzos por $3.00 y los desayunos por $2.25. Los estudiantes que reúnen los requisitos pueden recibir comidas gratis o al precio reducido de $0.40 por el almuerzo y $0.30 por el desayuno. $0.35 por leche. Almuerzo por adulto $3.75 y $2.75 por el desayuno. Pagos se pueden hacer en efectivo, cheque o por la cuenta de comida en www.lingconnect.com. Ni usted ni sus hijos tienen que ser ciudadanos de los Estados Unidos para recibir comidas gratis o precio reducido. Si hay más miembros del hogar que número de renglones en la solicitud, adjunte una segunda solicitud. Un método sencillo y seguro de solicitar la asistencia es usar nuestra solicitud que se encuentra en línea en www.lingconnect.com.

CARTA PARA LOS HOGARES SOBRE LAS COMIDAS GRATIS Y A PRECIO

REQUISITOS: Sus hijos podrían reunir los requisitos para recibir comidas gratis o a precio reducido si los ingresos de su hogar son iguales o menores a las directrices federales de elegibilidad que se indican continuación.

A partir del 1 de Julio de 2025 y hasta el 30 de Junio de 2026

Elegibilidad de precio reducido

Hogar	Anual	Mensual	Dos veces al mes	Cada dos semanas	Semenal
1	$ 28,953	$ 2,413	$ 1,207	$ 1,114	$ 557
2	$ 39,128	$ 3,261	$ 1,631	$ 1,505	$ 753
3	$ 49,303	$ 4,109	$ 2,055	$ 1,897	$ 949
4	$ 59,478	$ 4,957	$ 2,479	$ 2,288	$ 1,144
5	$ 69,653	$ 5,805	$ 2,903	$ 2,679	$ 1,340
6	$ 79,828	$ 6,653	$ 3,327	$ 3,071	$ 1,536
7	$ 90,003	$ 7,501	$ 3,751	$ 3,462	$ 1,731
8	$ 100,178	$ 8,349	$ 4,175	$ 3,853	$ 1,927
For each additional family member, add:	$ 10,175	$ 848	$ 424	$ 392	$ 196

SOLICITUD DE LA ASISTENCIA: No podemos revisar su solicitud para comidas gratis o a precio reducido a menos que llene todos los campos requeridos. Los hogares pueden presentar una solicitud en cualquier momento del año escolar. Si no reúne los requisitos en este momento, pero los ingresos de su hogar disminuyen, el tamaño de su familia aumenta o algún miembro de su hogar reúne los requisitos para recibir beneficios de CalFresh, Oportunidad de Trabajo y Responsabilidad hacia los Niños de California (California Work Opportunity and Responsibility to Kids, CalWORKs) o Programa de Distribución de Alimentos en Reservas Indígenas (Food Distribution Program on Indian Reservations, FDPIR) puede presentar una solicitud en ese momento.

CERTIFICACIÓN DIRECTA: No se requiere llenar una solicitud si el hogar recibe una carta de notificación informándole que todos los niños fueron automáticamente certificados para recibir comidas gratis. Si no recibió una carta, llene una solicitud.

VERIFICACIÓN: Los funcionarios escolares podrían verificar la información en la solicitud en cualquier momento durante el año escolar. Se le podría pedir que presente información para validar sus ingresos o verificar que reúne los requisitos para recibir beneficios de CalFresh, CalWORKs o FDPIR.

PARTICIPANTES DE WIC: Los hogares que reciben beneficios del Programa Especial de Nutrición Suplementaria para Mujeres, Infantes y Niños (Special Supplemental Nutrition Program for Women, Infants, and Children, WIC) podrían reunir los requisitos para obtener comidas gratis o a precio reducido llenando esta solicitud.

NIÑOS SIN HOGAR, MIGRANTES, FUGADOS DEL HOGAR O EN HEAD START: Los niños que cumplen con la definición de sin hogar, migrantes o fugados del hogar y los niños que participan en el programa de Head Start de su escuela reúnen los requisitos para recibir comidas gratis. Póngase en contacto con Trevor Walker al (760) 769-4821 x1234 o mandar correo electrónico a: twalker@muroc.k12.ca.us para obtener ayuda.

NIÑOS BAJO CUIDADO ADOPTIVO TEMPORAL: La responsabilidad legal debe ser a través de una agencia de cuidado adoptivo temporal o un tribunal para poder recibir comidas gratis. Un niño bajo cuidado adoptivo temporal podría ser incluido como miembro de la familia si la familia adoptiva temporal también elige solicitar asistencia para los niños que no están bajo cuidado adoptivo temporal usando la misma solicitud. Si los niños que no están bajo cuidado adoptivo temporal no cumplen con los requisitos, esto no impide que los niños que si lo están reciban comidas gratis.

AUDIENCIA IMPARCIAL: Si no está de acuerdo con la decisión de su escuela en cuanto a la determinación de su solicitud o los resultados de la verificación, puede hablar con el funcionario de audiencia. También tiene derecho a una audiencia imparcial, la que puede solicitar llamando o escribiendo a: Trevor Walker a (760) 769-4821 x1234 o mandar correo electrónico a: twalker@muroc.k12.ca.us.

PRÓRROGA DE LA CONDICIÓN DE ELEGIBLE: La condición de elegible de su hijo del año escolar anterior continuará durante el nuevo año escolar por un máximo de 30 días operativos, o hasta que se haga una nueva determinación. Cuando finalice el período de prórroga, su hijo pagará el precio completo por las comidas, a menos que el hogar reciba una carta de notificación de comidas gratis o a precio reducido. Los funcionarios escolares no están obligados a enviar recordatorios o avisos de expiración de la condición de elegible.

DECLARACIÓN DE NO DISCRIMINACIÓN: De conformidad con la ley federal de derechos civiles y los reglamentos y las políticas de derechos civiles del Departamento de Agricultura de EE. UU. (U.S. Department of Agriculture, USDA), se prohíbe al USDA, sus agencias, oficinas y empleados y a las instituciones que participan o administran programas del USDA a discriminar por motivos de raza, color, origen nacional, sexo, discapacidad, edad, o represalias o venganza por actividades previas relacionadas con los derechos civiles, en cualquier programa o actividad realizado o financiado por el USDA.

Las personas con discapacidades que necesitan medios de comunicación alternativos para obtener información de los programas (por ejemplo, Braille, letra grande, cinta de audio o lenguaje de signos americano) deben ponerse en contacto con la agencia (local o estatal) donde solicitaron los beneficios. Las personas sordas, con dificultades auditivas o con discapacidad del habla pueden contactar al USDA por medio del servicio federal de retransmisión (Federal Relay Service) al 800-877-8339. Además, podría estar disponible información de los programas en otros idiomas aparte del inglés.

Para presentar una queja por discriminación, llene el formulario de quejas por discriminación en los programas del USDA (USDA Program Discrimination Complaint Form, AD-3027) que se encuentra en línea en: http://www.ascr.usda.gov/complaint_filing_cust.html o en cualquier oficina del USDA, o escriba una carta dirigida a USDA y adjunte toda la información solicitada en el formulario. Para pedir una copia del formulario de queja, llame al 866-632-9992. Envíe su formulario de queja completo o carta a USDA por: (1) Correo postal: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; o (3) correo electrónico: program.intake@usda.gov.

Esta institución es un proveedor que ofrece igualdad de oportunidades.

CÓMO SOLICITAR COMIDAS GRATIS Y A PRECIO REDUCIDO – Llene una solicitud por hogar. Escriba claramente con tinta. La información incomplete, illegible o incorrecta retrasará el procesamiento de la solicitud.

PASO 1: INFORMACIÓN DE LOS ESTUDIANTES – Incluya a TODOS LOS ESTUDIANTES que asisten a Muroc Joint Unified School District. Escriba sus nombres (primer nombre, inicial del segundo nombre, apellido), escuela, grado y fecha de nacimiento. Si alguno de los estudiantes está bajo cuidado adoptivo temporal, marque la casilla "Bajo cuidado adoptivo temporal". Si sólo está solicitando asistencia para un niño bajo cuidado adoptivo temporal, llene el PASO 1 y luego vaya al PASO 4. Si cualquiera de los estudiantes enumerados está sin hogar, es migrante o fugado del hogar, marque la casilla "Sin hogar", "Migrante" o "Fugado del hogar" correspondiente y llene todos los PASOS de la solicitud.

PASO 2: PROGRAMAS DE ASISTENCIA – Si ALGÚN miembro del hogar (niño o adulto) participa en CalFresh, CalWORKs o FDPIR, todos los niños cumplen con los requisitos para recibir comidas gratis. Debe marcar la casilla del programa de asistencia pertinente, anotar un número de caso e ir al PASO 4. Si nadie participa, sáltese el PASO 2 y vaya al PASO 3.

PASO 3: DECLARE LOS INGRESOS DE TODOS LOS MIEMBROS DEL HOGAR – Debe declarar los ingresos BRUTOS (antes de deducciones) de TODOS los miembros del hogar (niños y adultos) en números enteros. Anote "0" para cualquier miembro del hogar que no recibe ingresos.

A) Declare los ingresos BRUTOS combinados de todos los estudiantes enumerados en el PASO 1 y anote la frecuencia correspondiente. Incluya los ingresos de los niños bajo cuidado adoptivo temporal si está solicitando asistencia para niños bajo cuidado adoptivo temporal y niños que no están bajo cuidado adoptivo temporal en la misma solicitud.

B) Escriba los nombres (nombre y apellido) de TODOS LOS DEMÁS miembros del hogar que no enumeró en el PASO 1, incluyéndose a sí mismo. Declare los ingresos BRUTOS totales de cada fuente y anote la frecuencia correspondiente.

C) Anote el total de miembros del hogar (niños y adultos). Este número debe ser igual a la cantidad de miembros del hogar enumerados en el PASO 1 y PASO 3.

D) Anote los últimos cuatro dígitos de su número de Seguro Social (SSN). Si ningún miembro adulto del hogar tiene un SSN, marque la casilla "NO tiene SSN".

PASO 4: INFORMACIÓN DE CONTACTO Y FIRMA DE UN ADULTO – La solicitud debe ser firmada por un miembro adulto del hogar. Escriba el nombre del adulto que firma la solicitud, su información de contacto y la fecha de hoy.

OPCIONAL: IDENTIDAD ÉTNICA Y RACIAL DE LOS NIÑOS – Responder a esta sección es opcional y no afecta la elegibilidad de sus hijos para recibir comidas gratis o a precio reducido. Marque las casillas apropiadas.

DECLARACIÓN DE INFORMACIÓN: La Ley Nacional de Almuerzos Escolares Richard B. Russell (Richard B. Russell National School Lunch Act) requiere la información que se proporciona en esta solicitud. Usted no tiene que dar esta información, pero si no lo hace no podemos aprobar a su hijo para que reciba comidas gratis o a precio reducido. Debe incluir los últimos cuatro dígitos del número de Seguro Social del miembro adulto del hogar que firma esta solicitud. Los últimos cuatro dígitos del número de Seguro Social no son necesarios cuando anota un número de caso de CalFresh, CalWORKs o FDPIR u otro identificador de FDPIR para su hijo, o cuando indica que el miembro adulto del hogar que firma la solicitud no tiene un número de Seguro Social. Usaremos su información para determinar si su hijo reúne los requisitos para obtener comidas gratis o a precio reducido y para la administración y ejecución de los programas de almuerzos y desayunos.

SI TIENE PREGUNTAS/NECESITA AYUDA: Póngase en contacto con Trevor Walker a (760) 769-4821 x1234 o mandar correo electrónico a: twalker@muroc.k12.ca.us.

PRESENTACIÓN DE LA SOLICITUD: Presente una solicitud completa en la escuela de su hijo o en la oficina de nutrición en 17100 Foothill Avenue, North Edwards, CA 93523. Se le notificará si su solicitud es aprobada o denegada para recibir comidas gratis o a precio reducido.

Atentamente,
Trevor Walker-CBO / Muroc Joint Unified School District

School Year 2025-2026 Muroc Joint Unified School District Application for Free and Reduced-Price Meals Complete one application per household.

Please read the instructions on how to apply. Print clearly with a pen. You may also apply online at www.lingconnect.com. This institution is an equal opportunity provider.

California *Education Code* Section 49557(a): Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the federal National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

STEP 1 – STUDENT INFORMATION

Children in **Foster Care** and children who meet the definition of **Homeless**, **Migrant**, or **Runaway** are eligible for free meals.

Print the name of **EACH STUDENT** (First, Middle Initial, Last)	Enter **school name** and **grade level**		Enter **student's birthdate**	Check the applicable box if the student is **foster**, **homeless**, **migrant**, or **runaway**.			
				Foster	Homeless	Migrant	Runaway
EXAMPLE: Joseph P Adams	Lincoln Elementary	1st	12-15-2010				
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐

STEP 2 – ASSISTANCE PROGRAMS: CalFresh, CalWORKs, or FDPIR

Do ANY household members (child or adult) currently participate in CalFresh, CalWORKs or FDPIR? **If NO**, skip STEP 2 and continue to STEP 3.

If YES, check the applicable program box, enter one case number, skip STEP 3, and continue to STEP 4.	**Select Program Type:** ☐ **CalFresh** ☐ **CalWORKs** ☐ **FDPIR**	**Enter Case Number:**

STEP 3 – REPORT INCOME FOR ALL HOUSEHOLD MEMBERS (Skip this step if you answered 'YES' in STEP 2)

A. STUDENT INCOME: Sometimes students in the household earn income. Enter the **TOTAL GROSS** income (before deductions) in whole dollars earned by all students listed in STEP 1. **Enter the appropriate pay period in the "How Often" box: W = Weekly, 2W = Biweekly, 2M = Twice a Month, M = Monthly, Y = Yearly**	Total Student Income	**How Often**
	$	

B. ALL OTHER HOUSEHOLD MEMBERS (including yourself): List **ALL** household members not listed in STEP 1, **even if they do not receive income**. For each household member, report the **TOTAL GROSS** income (before deductions) in whole dollars for each source. If the household member does not receive income from any sources, write "0". If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report.
Enter the appropriate pay period in the "How Often" box: W = Weekly, 2W = Biweekly, 2M = Twice a Month, M = Monthly, Y = Yearly

Print the name of **ALL OTHER** Household Members (First and Last)	Earnings from Work	**How Often**	Public Assistance/SSI/ Child Support/Alimony	**How Often**	Pensions/Retirement/ All Other Income	**How Often**
	$		$		$	
	$		$		$	
	$		$		$	
	$		$		$	

C. Total Household Members (Children and Adults)		**D. Enter the last four digits of Social Security number (SSN) from the Primary Wage Earner or Other Adult Household Member**		**Check the box if NO SSN** ☐

STEP 4 – CONTACT INFORMATION & ADULT SIGNATURE

Certification: I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable state and federal laws.

Signature of adult completing this application:		
Print Name:		
Date:	Phone Number:	
Mailing Address:		
City:	State:	Zip:
E-mail:		

DO NOT COMPLETE. SCHOOL USE ONLY	
How Often? ☐ Weekly ☐ Bi-Weekly ☐ Twice a Month ☐ Monthly ☐ Yearly Annual Income Conversion: Weekly x52, Biweekly x26, Twice a Month x24, Monthly x12	Total Household Income $
Total Household Size	Eligibility Status: ☐ Free ☐ Reduced-price ☐ Paid (Denied) ☐ Categorical Verified as: ☐ Homeless ☐ Migrant ☐ Runaway ☐ Error Prone
Determining Official's Signature:	**Date:**
Confirming Official's Signature:	**Date:**
Verifying Official's Signature:	**Date:**

OPTIONAL – CHILDREN'S ETHNIC AND RACIAL IDENTITIES

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

Ethnicity (check one):

☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race (check one or more):

☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American
☐ Native Hawaiian or other Pacific Islander ☐ White

Año escolar 2025-2026 Muroc Joint Unified School District Solicitud para comidas gratis y a precio reducido

Llene una solicitud por hogar. Lea las instrucciones sobre cómo llenar la solicitud. Escriba claramente con tinta. También puede hacer su solicitud en línea en www.lingconnect.com. Esta institución es un proveedor que ofrece igualdad de oportunidades.

Sección 49557(a) del *Código de Educación* de California: Las solicitudes para comidas gratis y a precio reducido pueden presentarse en cualquier momento durante el día de clases. A los niños que participan en el Programa Nacional de Almuerzos Escolares federal no se les identificará abiertamente con el uso de fichas especiales, boletos especiales, filas de servicio especiales, entradas separadas, comedores separados o por cualquier otro medio.

PASO 1 – INFORMACIÓN DE LOS ESTUDIANTES

Los niños **bajo cuidado adoptivo temporal** y los niños que cumplen con la definición de **sin hogar**, **migrante** o **fugado del hogar** reúnen los requisitos para recibir comidas gratis.

Anote el nombre de **CADA ESTUDIANTE** (Primer nombre, inicial del segundo nombre, apellido)	Anote el **nombre de la escuela** y el **grado escolar**		Anote **la fecha de nacimiento del estudiante**	Marque la casilla pertinente si el estudiante está **bajo cuidado adoptivo temporal**, **sin hogar** o es **migrante** o **fugado del hogar**.			
				Bajo cuidado adoptivo temporal	Sin hogar	Migrante	Fugado del hogar
EJEMPLO: Joseph P Adams	Lincoln Elementary	1º	12-15-2010				
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐

PASO 2 – PROGRAMAS DE ASISTENCIA: CalFresh, CalWORKs o FDPIR

¿ALGÚN miembro del hogar (niño o adulto) participa actualmente en CalFresh, CalWORKs o FDPIR?

Si contestó NO, sáltese el PASO 2 y vaya al PASO 3.

Si contestó SÍ, marque la casilla del programa pertinente, sáltese el PASO 3 y vaya al PASO 4. ☐ **CalFresh** ☐ **CalWORKs** ☐ **FDPIR**	**Anote el número de caso:**

PASO 3 – DECLARE LOS INGRESOS DE TODOS LOS MIEMBROS DEL HOGAR (Sáltese este paso si contestó 'SÍ' en el PASO 2)

A. INGRESOS DE LOS ESTUDIANTES: En ocasiones, los estudiantes del hogar tienen ingresos. Anote los ingresos **BRUTOS TOTALES** (antes de deducciones) en números enteros de los estudiantes que se enumeraron en el PASO 1. **Anote el período de pago correspondiente en la casilla de "Frecuencia": S = Semanal, 2S = Cada dos semanas, 2M = Dos veces al mes, M = Mensual, A = Anual**	Ingresos totales de los estudiantes				**Frecuencia**
	$				

B. TODOS LOS DEMÁS MIEMBROS DEL HOGAR (incluido usted): Anote a **TODOS** los miembros del hogar que no anotó en el PASO 1, **incluso si no reciben ingresos**. Para cada miembro del hogar, anote sus ingresos **BRUTOS TOTALES** (antes de deducciones) en números enteros para cada fuente. Si el miembro del hogar no recibe ingresos de ninguna fuente, anote "0". Si anota "0" o deja cualquier campo en blanco, está certificando (prometiendo) que no hay ingresos que declarar.

Anote el período de pago correspondiente en la casilla de "Frecuencia": S = Semanal, 2S = Cada dos semanas, 2M = Dos veces al mes, M = Mensual, A = Anual

Anote el nombre de **TODOS LOS DEMÁS** miembros del hogar (Apellido y nombre)	Ingresos del trabajo				**Frecuencia**	Asistencia pública/SSI/ manutención de menores/pensión alimenticia				**Frecuencia**	Pensiones/retiro/jubilación otros ingresos				**Frecuencia**
	$					$					$				
	$					$					$				
	$					$					$				
	$					$					$				

C. Total de miembros del hogar (Niños y adultos)		**D. Anote los últimos cuatro dígitos del número de Seguro Social (SSN) de la persona que recibe más ingresos o de otro miembro adulto del hogar**				**Marque la casilla si NO tiene SSN** ☐

PASO 4 – INFORMACIÓN DE CONTACTO Y FIRMA DE UN ADULTO

Certificación: Certifico (prometo) que toda la información en esta solicitud es verdadera y que se declararon todos los ingresos. Entiendo que proporciono esta información en relación con la recepción de fondos federales y que los funcionarios de la escuela podrían verificar (revisar) la información. Soy consciente de que si proporciono deliberadamente información falsa, mis hijos podrían perder la asistencia para las comidas y se me podría procesar conforme a las leyes estatales y federales aplicables.

Firma del adulto que llenó esta solicitud:	Nombre en letra de molde:	Fecha:
Dirección:		
Correo electrónico:	Teléfono:	

OPCIONAL – IDENTIDAD ÉTNICA Y RACIAL DE LOS NIÑOS

Estamos obligados a pedir información acerca de la raza y origen étnico de sus hijos. Esta información es importante y nos ayuda a servir plenamente a nuestra comunidad. Responder a esta sección es opcional y no afecta la elegibilidad de sus hijos para recibir comidas gratis o a precio reducido.

Origen étnico (marque uno):	☐ Hispano o latino	☐ No hispano o latino			
Raza (marque una o más):	☐ Indígena americano o nativo de Alaska	☐ Asiático	☐ Negro o afroestadounidense	☐ Nativo de Hawái u otro isla del Pacífico	☐ Blanco

DO NOT COMPLETE. SCHOOL USE ONLY (PARA USO DE LA ESCUELA SOLAMENTE)		
How Often? ☐ Weekly ☐ Bi-Weekly ☐ Twice a Month ☐ Monthly ☐ Yearly Annual Income Conversion: Weekly x52, Biweekly x26, Twice a Month x24, Monthly x12		Total Household Income $
Total Household Size	Eligibility Status: ☐ Free ☐ Reduced-price ☐ Paid (Denied)	☐ Categorical
	Verified as: ☐ Homeless ☐ Migrant ☐ Runaway	☐ Error Prone
Determining Official's Signature:		**Date:**
Confirming Official's Signature:		**Date:**
Verifying Official's Signature:		**Date:**

STUDENT SERVICES

SERVICES TO DISABLED STUDENTS: Upon referral by a teacher, parent/guardian, student or other appropriate party, the District will set in motion the process for determining whether a student will need a program other than the regular school program. The parent/guardian participates in all deliberations and decisions. Any handicapped student for whom a Special Education placement is unavailable or inappropriate may receive services in an out-of-district facility, but only after a local IEP team meeting has been held. *[E.C. 56020 et seq.]*

You will be notified in writing of all district decisions regarding the identification, evaluation, or educational placement of your student if he/she has a disability or suspected disability. All such notifications will include a statement regarding procedural safeguards, including but not limited to, your right to examine relevant records, have an impartial hearing with an opportunity for participation by you and your counsel, and have a review procedure.

LIMITED ENGLISH PROFICIENT STUDENTS: If your child is an English learner, he/she may be offered English language development instruction targeted to their English proficiency level and designed to ensure English acquisition as rapidly and effectively as possible. Such programs are designed to be aligned with the state content standards and curriculum framework. They are based on sound instructional theory, use standard-aligned instructional materials, and will assist students in accessing the full educational program. A teacher who is assigned to provide either English language development, specially designed academic instruction in English, and/or primary language instruction to English learns, must hold an appropriate authorization from the California Teaching Commission. The district provides a structured English immersion program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English.

PROSPECTUS OF SCHOOL CURRICULUM: The curriculum of every course offered by the schools of the District is compiled annually by each school in a prospectus which contains the titles, descriptions, and instructional aims of every course offered by each school. Each school prospectus is available for review upon request at each school site. *[E.C. 49063, 49091.14]*

CHILD ABUSE REPORTING: All District personnel are required by law to report any indication of suspected child abuse to the civil authorities.

SEX EQUITY IN COURSE SELECTION AND CAREER COUNSELING; ADVANCE NOTICE: Commencing with the 7th grade, parents must be notified in advance of Course Selection and Career Counseling. Parents may participate in such counseling along with their child. Recommendations by counselors cannot differentiate between students on the basis of the student's sex and shall affirmatively explore with each student the possibility of careers and courses leading to careers that may be considered nontraditional for that student's sex.

HEALTH/SAFETY SERVICES

IMMUNIZATIONS: In order to protect the health of all students and staff and to curtail the spread of infectious diseases, the school district cooperates with state and local public health agencies to encourage and facilitate immunization of all district students against preventable diseases. Accordingly, parents must provide 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:

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 influenzae type B (Hib meningitis); and
7. Any other disease designated by the CDPH.

Any first time newly admitted student who has not obtained the required immunization(s) within 10 school days following the parent/guardian's receipt of notice, must be excluded from school unless the student is exempt from immunization for medical reasons.

A medical exemption requires a written statement from a licensed physician to the effect that the physical condition or the medical circumstances of the child are such that immunization is not safe. The physician's statement must indicate the specific nature and probable duration of the medical condition or circumstances for which the physician does not recommend immunization.

Beginning January 1, 2020, a medical exemption must be submitted using the standardized form developed by the California Department of Public Health (CDPH) and transmitted through the California Immunization Registry (CAIR). The information must include a description of the medical basis for which the exemption for each individual immunization is sought and whether the medical exemption is permanent or temporary.

A student who has a medical exemption issued prior to January 1, 2020, will be allowed to continue enrollment until the next grade span, except that after July 1, 2021, a student may not be admitted or advanced to grade 7 unless the student has been immunized or a medical exemption form filed as stated above.

A temporary exemption cannot exceed one year, and all medical exemptions cannot extend beyond the grade span.

If a student's medical exemption is revoked by CDPH on the basis that the exemption does not meet applicable criteria for medical exemptions, the student shall continue in attendance and, within 30 calendar days of the revocation, commence the immunization schedule required for conditional admittance.

The student's parent/guardian may appeal a revocation to the Secretary of California Health and Human Services. If a revocation is appealed, the student may continue in attendance and cannot be required to commence the immunization schedule required for conditional admittance provided the appeal is filed within 30 calendar days of the revocation.

If it is determined, however, that a child has been exposed to one of the 10 diseases named in the immunization requirements and does not have proof of immunization, the child may be temporarily kept out of school.

A student may also be exempt from the state immunization requirements if he/she is enrolled in an independent study program pursuant to Education Code sections 51745-51749.6 and does not receive any classroom-based instruction.

The "personal beliefs" exemption to the immunization requirements requires that parent submit a letter stating that they object to immunizations based on their personal beliefs and that letter must have been submitted no later than January 1, 2016. As most newly enrolling students were not born by January 1, 2016, this exemption is not available to them. For any continuing student, note that any personal beliefs exemption granted prior to January 1, 2016 is only effective until the student enters the next grade span. For this purpose, Health and Safety Code 12335 defines three grade spans: birth through preschool, grades K-6 (including TK), and grades 7-12. For example, a student granted a personal beliefs exemption in preschool must be immunized when entering kindergarten, and a student granted such an exemption in grade 4 must be immunized when entering grade 7.

If the student has not been granted a valid exemption, the student must remain excluded from school until an immunization record is provided that certifies that he/she has received a dose of each required vaccine due at that time.

An immunization record must be either a personal record with entries made by a physician or agency preforming the immunizations or a school record from the student's previous school documenting the student's immunizations.

A special education student who is not fully immunized must nevertheless continue to receive all his/her special education and related services. That is, the IEP must continue to be fully implemented.

Homeless children and foster youth must be immediately enrolled even if they are unable to produce records normally required for enrollment, including medical records.

Military families must be given 30 days from the date of enrollment to show that their children are fully immunized before being excluded. A transfer student must be given 30 days while his/her records are being transferred from a previous school before being excluded.

The rules governing the rights and obligations associated with immunizations and exclusion from school are more fully explained in board policy BP and AR 5141.31 and AR 5112.2.

If you have questions or concerns, you may contact and discuss those questions and concerns with the school nurse. If you are having financial difficulty fully immunizing your child or difficulty locating a medical provider, contact the school nurse for guidance. If you need a short extension of this timeline, also contact the school nurse.

Table A, "California Immunization Requirements for Pre-Kindergarten," sets forth, according to age or grade, the required immunizations and number of doses for admission to and attendance at a pre-kindergarten facility.

TABLE A: CALIFORNIA IMMUNIZATION REQUIREMENTS FOR PRE-KINDERGARTEN[1]

AGE WHEN ADMITTED	TOTAL NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION[2] [3]				
2 through 3 months	1 Polio	1 DTaP	1 Hep B	1 Hib	
4 through 5 months	2 Polio	2 DTaP	2 Hep B	2 Hib	
6 through 14 months	2 Polio	3 DTaP	2 Hep B	2 Hib	
15 through 17 months	3 Polio	3 DTaP	2 Hep B	1 Hib[4]	1 Varicella
	On or after the 1st birthday:				1 MMR
18 through 5 years	3 Polio	4 DTaP	3 Hep B	1 Hib[4]	1 Varicella
	On or after the 1st birthday:				1 MMR

[1] A pupil's parent or guardian must provide documentation of a pupil's proof of immunization to the governing authority no more than 30 days after a pupil becomes subject to any additional requirement(s) based on age, as indicated in Table A.

[2] Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.

[3] Any vaccine administered four or fewer days prior to the minimum required age is valid.

[4] One Hib dose must be given on or after the first birthday regardless of previous doses. Required only for children who have not reached the age of five years.

Table B, "California Immunization Requirements for Grades K-12," sets forth, according to age or grade, the required immunizations and number of doses for admission to and attendance at a school.

TABLE B: CALIFORNIA IMMUNIZATION REQUIREMENTS FOR GRADES K-12

GRADE ADMITTED	NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION[1 2 3]				
K-12 Admission (7th-12th)[8]	4 Polio[4] 1 Tdap	5 DTaP[5]	3 Hep B[6]	2 MMR[7]	2 Varicella
7th Grade Advancement[9 10]	2 Varicella[10]	1 DTaP[8]			

[1] Requirements for K-12 admission also apply to transfer pupils.

[2] Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.

[3] Any vaccine administered four or fewer days prior to the minimum required age is valid.

[4] Three doses of polio vaccine meet the requirement if one dose was given on or after the fourth birthday.

[5] Four doses of DTaP meet the requirement if at least one dose was given on or after the fourth birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday. One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement.

[6] For 7th grade admission, refer to Health and Safety Code section 120335, subdivision (c).

[7] Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Only doses administered on or after the first birthday meet the requirement.

[8] For 7th through 12th graders, at least one dose of pertussis-containing vaccine is required on or after the seventh birthday.

[9] For children in ungraded schools, pupils 12 years and older are subject to the 7th grade advancement requirements.

[10] The varicella requirement for seventh grade advancement expires after June 30, 2025.

DISCLOSURE OF IMMUNIZATION INFORMATION

Pursuant to Health and Safety Code section 120440, health care providers, and other agencies, including schools…shall disclose certain information from a student's medical record to local health departments operating countywide or regional immunization information and reminder systems and the State Department of Public Health. The following information shall be subject to disclosure:
(1) The name of the student and their parent or guardian.
(2) Date of birth of the student.
(3) Types and dates of immunizations received by the student.
(4) Manufacturer and lot number for each immunization received.
(5) Adverse reaction to immunizations received.
(6) Other nonmedical information necessary to establish the student's unique identity and record.
(7) Results of tuberculosis screening.
(8) Current address and telephone number of the student and their parent or guardian.
(9) Student's gender.
(10) Student's place of birth.
(11) Student's race and ethnicity.
(12) Student's information needed to comply with Chapter 1 (commencing with Section 120325), but excluding Section 120380.

TYPE 2 DIABETES INFORMATION

TYPE 2 DIABETES

Pursuant to California *Education Code* Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents/guardians of incoming seventh grade students. The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County.

Description

Type 2 diabetes is the most common form of diabetes in adults.

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

Risk Factors

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

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

Warning Signs and Symptoms Associated with Type 2 Diabetes

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

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

Type 2 Diabetes Prevention Methods and Treatments

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

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

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests That Are Available

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

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

References

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

TYPE 1 DIABETES INFORMATION

TYPE 1 DIABETES

Pursuant to California Education Code Section 49452.6, this type 1 diabetes information is for local educational agencies to provide to parents and guardians of incoming elementary school students beginning January 1, 2023.

Description

Type 1 diabetes usually develops in children and young adults but can occur at any age.

- According to the U.S. Centers for Disease Control and Prevention (CDC), cases of type 1 diabetes in youth increased nationally from 187,000 in 2018 to 244,000 in 2019, representing an increase of 25 per 10,000 youths to 35 per 10,000 youths, respectively.
- The peak age of diagnosis of type 1 diabetes is 13-14 years, but diagnosis can also occur much earlier or later in life

Type 1 diabetes affects insulin production.

- As a normal function, the body turns the carbohydrates in food into glucose (blood sugar), the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood into the cells.
- In type 1 diabetes, the body's pancreas stops making insulin, and blood glucose levels rise.
- Over time, glucose can reach dangerously high levels in the blood, which is called hyperglycemia.
- Untreated hyperglycemia can result in diabetic ketoacidosis (DKA), which is a life-threatening complication of diabetes.

Risk Factors Associated with Type 1 Diabetes

It is recommended that students displaying warning signs associated with type 1 diabetes, which are described below, should be screened (tested) for the disease by their health care provider.

Risk Factors

Researchers do not completely understand why some people develop type 1 diabetes and others do not; however, having a family history of type 1 diabetes can increase the likelihood of developing type 1 diabetes. Other factors may play a role in developing type 1 diabetes, including environmental triggers such as viruses. Type 1 diabetes is not caused by diet or lifestyle choices.

Warning Signs and Symptoms Associated with Type 1 Diabetes and Diabetic Ketoacodosis

Warning signs and symptoms of type 1 diabetes in children develop quickly, in a few weeks or months, and can be severe. If your child displays the warning signs below, contact your child's primary health care provider or pediatrician for a consultation to determine if screening your child for type 1 diabetes is appropriate:

- Increased thirst
- Increased urination, including bed-wetting after toilet training
- Increased hunger, even after eating
- Unexplained weight loss
- Feeling very tired
- Blurred vision
- Very dry skin
- Slow healing of sores or cuts
- Moodiness, restlessness, irritability, or behavior changes

DKA is a complication of untreated type 1 diabetes. DKA is a medical emergency. Symptoms include:

- Fruity breath
- Dry/flushed skin
- Nausea
- Vomiting
- Stomach pains
- Trouble breathing
- Confusion

Types of Diabetes Screening Tests That Are Available

- **Glycated hemoglobin (A1C) test**. A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- **Random (non-fasting) blood sugar test**. A blood sample is taken any time without fasting. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes.

- **Fasting blood sugar test**. A blood sample is taken after an overnight fast. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- **Oral glucose tolerance test**. A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 1 Diabetes Treatments

There are no known ways to prevent type 1 diabetes. Once type 1 diabetes develops, medication is the only treatment. If your child is diagnosed with type 1 diabetes, their health care provider will be able to help develop a treatment plan. Your child's health care provider may refer your child to an endocrinologist, a doctor specializing in the endocrine system and its disorders, such as diabetes. Contact your student's school nurse, school administrator, or health care provider if you have questions.

References

Centers for Disease Control and Prevention
KidsHealth
Mayo Clinic
National Library of Medicine and National Institutes of Health's MedLine

COMPREHENSIVE HEALTH SCREENING: (Health and Safety Code Sections 124025-124110; E.C. 49452.8)
Good health, including good oral health, is important to your child's learning and successful academic career. State law requires that students have a comprehensive health screening within 18 months prior to each child entering into the or within 90 days thereafter. The parent must present evidence of the comprehensive health screening on the "Report of Health Examination for School Entry" certification form provided by the Department of Health Services, 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. Likewise, state law requires that by May 31st of your child's first school year in a public school, proof of an oral health assessment by a licensed dentist must be presented. You may file with the district a written objection or waiver stating the reasons if you are unable to obtain such services. Your child may be sent home if you fail to provide the certificate of waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the comprehensive health screening is conducted. These services may be available to you at no cost with Children's Presumptive Eligibility through the Department of Health Services. To learn more visit https://www.dhcs.ca.gov/ and search for 'children's presumptive eligibility."

KINDERGARTEN AND FIRST GRADE PHYSICAL EXAMINATION: All kindergarten and first grade first-time school entrants must have received the health assessment prescribed by California state law before first attendance at school. The health assessment should be performed no more than six (6) months before kindergarten entry in order to meet current State legal requirements that the child has received a physical examination within eighteen (18) months before first grade entry. A parent/guardian may file annually with the school nurse/principal of the school a written statement that he/she will not consent to a physical examination of his/her child. The child shall be exempt from any physical examination. However, if a school official believes that the child is suffering from a recognized contagious or infectious disease, the child shall be sent home and shall not be permitted to return until the school official is satisfied that the condition no longer exists. *[E.C. 49450]*

CONTROL OF COMMUNICABLE DISEASE: The District cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children. For that purpose, the District may expend funds and permit a licensed physician or a licensed registered nurse to administer an immunizing agent to any student whose parent/guardian has consented in writing. *[E.C. 49403]*

CANCER PREVENTION ACT: (Health and Safety Code Sections 48980.4; E.C. 48980.4)
Students entering 6th grade are advised to adhere to current immunization guidelines regarding full human papillomavirus ("HPV") immunization before admission or advancement to the 8th grade of any private or public elementary or secondary school. Vaccination against HPV is recommended by the Federal Advisory Committee on Immunization Practices, the American Academy of Pediatrics and the American Academy of Family Physicians. HPV vaccination can prevent over 90% of cancers caused by HPV. HPV vaccines are safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks.

PHYSICAL EXAMINATIONS AT SCHOOL: Physical examinations and screenings may be conducted at various times throughout the year. If you want your child to be exempt from physical examinations at school, you may file a written statement with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. *[E.C. 49451]*

SIGHT AND HEARING TEST: The school district is required to provide for the testing of the sight and hearing of each student enrolled in the schools unless the parent/guardian submits a written denial of consent. *[E.C. 49452]*

VISION APPRAISAL: Each child's vision will be checked by an authorized person between grades K-8, unless the parent/guardian presents to the school a certificate from a physician or optometrist verifying prior testing or that it violates their faith in a recognized religious belief. *[E.C. 49455]*

ORAL HEALTH ASSESSMENT: California law now requires that each child have an oral health assessment by May 31 in kindergarten or first grade, whichever is his/her first year of public school. The law specifies that the assessment must be performed by a licensed dentist or other licensed or registered dental health professional. Oral health assessments that have happened within the twelve (12) months before the child enters school also meet this requirement. If a parent/guardian is unable to take their child for this assessment, they may fill out a waiver requesting that their child be excused from this requirement. *[E.C. 49452.8]*

DENTAL FLUORIDE TREATMENT: Pupils will be provided the opportunity to receive topical application of fluoride or other decay-inhibiting agent to their teeth. Parents/guardians or eligible pupils should submit a written request for this treatment.
[Health & Safety Code 104830]

SCOLIOSIS SCREENING: If your child is enrolled in grades 7-12, and is suspected of having curvature of the spine, please notify the school office. The District may screen female students in grade 7 and male students in grade 8 for the condition known as scoliosis. If the initial screening indicates the student may have scoliosis, additional screening may be required. You may request in writing that your student not be screened. If your child is identified at school as having this condition, you will be notified in accordance with the law. *[E.C. 49452.5]*

ASSISTANCE WITH MEDICATION; EPINEPHRINE; USE OF SUNSCREEN PERMITTED: The district nurse *(or other designated school personnel)* may assist any student who is required to take, during the regular school day, medication prescribed for him/her by a physician if the District receives a written statement from the physician detailing the method, amount and time schedule by which the medication is to be taken *(this is not the prescription instructions on the medication)* and a written statement from the student's parent/guardian requesting the District assist in administering of the medication *(see form on pages 36-37 - form also available in school offices).* Medication will be supplied in a container from the pharmacy. The first dose of a new medication/prescription must be given at least twelve (12) hours before a dose is given at school. Additionally, such unlicensed personnel will be supervised by, and provided immediate communication access to, a school nurse or physician. In an emergency situation such as a public disaster or epidemic, a trained, unlicensed district employee may administer medication to the student.

When a child is on a continuing medication regimen, the parent/guardian must inform the nurse or school principal of the medication being taken, the current dosage, and the name of the supervising physician. The nurse may, with the consent of the parent/guardian, communicate with the physician and counsel with school personnel regarding the possible effects of the drug. *[E.C. 49423, 49480]*

State law now allows students with doctor authorization to carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the District receives a release of civil liability for such self-administration, and a written statement of instructions from the physician detailing the method, amount, and time schedules by which such medication is to be taken. Your child must observe universal precautions in the handling of blood and other bodily fluids. *[E.C. 49423, 49423.1]*

Students may carry and use sunscreen without a doctor's note or prescription, and may also wear sun-protective clothing. *[E.C. 35183.5]*

SYNTHETIC DRUG DANGERS: The use of synthetic drugs that are not prescribed by a physician represents an emerging and ongoing public health threat in California.

A synthetic drug is a drug with properties and effects similar to known hallucinogen or narcotic but having a slightly altered chemical structure, especially such a drug created in order to evade existing restrictions against illegal substances. Synthetic drugs include but are not limited to synthetic cannabinoids ("synthetic marijuana", "spice", "k2"), methamphetamines, bath salts, and fentanyl.

The CDPH has expounded on the extreme danger of drugs laced with fentanyl. Illicit fentanyl can be added to other drugs to make them cheaper, more powerful, and more addictive. Illicit fentanyl has been found in many drugs, including heroin, methamphetamine, counterfeit pills, and cocaine. Fentanyl mixed with any drug increases the likelihood of a fatal overdose. Furthermore, it is nearly impossible to tell if drugs have been laced with fentanyl without additional testing because fentanyl cannot be seen, smelled, or tasted when used as a lacing agent.

The fentanyl crisis, specifically, has impacted communities across the state, leading to a sharp increase in fentanyl poisonings and deaths in recent years.

Be advised that social media is being used as a way to market and sell synthetic drugs. *[E.C. 48985.5]*

THE SEIZURE SAFE SCHOOL ACT (E.C. sections 49468-49468.5)
If a student is diagnosed with seizures, a seizure disorder or epilepsy, has been prescribed an emergency anti-seizure medication by a health care provider, the school, upon request from the student's parent or guardian, may designate one or more volunteers at the student's school to receive specific initial and annual refresher training regarding the emergency use of anti-seizure medication from a qualified person. Prior to administering any emergency anti-seizure medication or therapy, the district shall obtain from the pupil's parent or guardian a "Seizure Action Plan" as specified in Education Code section 49468.3.

Emergency anti-seizure medication prescribed to a student shall be provided to the school with the label affixed by the dispensing pharmacy intact.

A student who has been diagnosed with seizures, a seizure disorder, or epilepsy may qualify for services or accommodations pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794) or an individualized education program. The district shall assist the parent or guardian with the exploration of that option. The district may ask the parent or guardian to sign a notice verifying that the parent or guardian was given this information.

INSTRUCTION IN COMPREHENSIVE SEXUAL HEALTH EDUCATION, HIV PREVENTION EDUCATION, AND ASSESSMENTS RELATED TO STUDENT HEALTH BEHAVIORS AND RISKS: A parent or guardian of a pupil has the right to excuse their student from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a written "opt-out" process. You may opt out by so advising the district in writing.

The written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection.

Comprehensive sexual health education or HIV prevention education may be taught by school district personnel or by outside consultants.

If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered.

Anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the pupil's attitudes concerning or practices relating to sex, may be administered to any pupil in grades 7 to 12, inclusive. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey through a written "opt-out" process. You may opt out by so advising the district in writing.

You will be notified in writing if and when such a test, questionnaire, or survey is to be administered.

You have the right to review the test, questionnaire, or survey.

If the school has received a written request from the student's parent or guardian excusing the pupil from participation in comprehensive sexual health education, HIV prevention education, and assessments related to that education, the student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

A pupil may not be subject to disciplinary action, academic penalty, or other sanction if the pupil's parent or guardian declines to permit the pupil to receive comprehensive sexual health education or HIV prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on pupil health behaviors and risks.

While comprehensive sexual health education, HIV prevention education, or anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks is being administered, an alternative educational activity shall be made available to pupils whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

CONFIDENTIAL MEDICAL SERVICES WITHOUT PARENTAL CONSENT: The California Civil Code 25.9, 34 et. seq. provides for a minor to be considered an adult when he/she is seeking advice and help in regard to birth control, venereal disease control, pregnancy, etc. It is possible for a minor to consult the local health department and arrange for contraceptives, venereal disease treatment, or even an abortion without parental consent. When a student requests information regarding birth control, venereal disease or pregnancy, the student may be referred to a health department resource. Then the student may take action as an adult to be absent from school to seek the services desired from the health department. *[E.C. 46010.1]*

PUPIL MENTAL HEALTH SERVICES: Please contact your child's school for available services *[E.C. 49429.5]*

HEALTH INSTRUCTION CONFLICTING WITH RELIGIOUS TRAINING AND BELIEFS OF PARENT OR GUARDIAN: Upon written request, a parent or guardian has the right to excuse their student from any part of a school's instruction in health that may conflict with their religious training and beliefs or personal moral convictions. *[E.C. 51240]*

ASSESSMENTS CONTAINING QUESTIONS ABOUT A STUDENT'S PERSONAL BELIEFS OR THOSE OF HIS/HER FAMILY: No test, questionnaire, survey, or examination containing any questions about a student's personal beliefs, or practices in sex, family life, morality, and religion, or any questions about the pupil's parents' or guardians' beliefs and practices in sex, family life, morality, income, political affiliations and religion may be administered unless:

a. The parent or guardian of the pupil is notified in writing that this test, questionnaire, survey, or examination is to administered; and
b. The parent or guardian of the pupil gives written permission for the pupil to take the test, questionnaire, survey, or examination.

INSURANCE FOR STUDENTS AND ATHLETES: The District provides coverage for immediate medical and surgical treatment of bodily injuries to a regularly enrolled student resulting from an accident occurring on school grounds or other facilities being used in the District's educational programs or during transportation to and from those places. This includes field trips and all interscholastic athletic competitions with the exception of tackle football. Coverage may be applicable for up to 52 weeks following the accident, with a limit of $2,500, and the coverage applies for expenses that exceed the limit of, are less than the deductible of, or are simply not covered by, other insurance available to the student.

For a nominal cost, parent/guardian may purchase the following types of insurance: (1) tackle football; (2) 24-hour accident insurance; and/or (3) illness *(medical)* insurance.
THE DISTRICT STRONGLY ADVISES PARENTS TO OBTAIN THE 24-HOUR-A-DAY COVERAGE IF YOU DO NOT CARRY ANY OTHER INSURANCE! The District will distribute information regarding this optional coverage during the first two weeks of school. *[E.C. 49472]*

Students who play tackle football shall be required to produce evidence of insurance coverage for football in order to be permitted to participate in practice sessions or contests. It is the responsibility of the principal of each high school to provide each parent/guardian with written notification of this requirement and disallow students from participating until the proof of insurance is obtained.

PARENTS ROLE IN EMERGENCY PROCEDURES: In the case of an emergency that would prohibit a parent's access to their child the District has established areas at each school site for parents to receive information and direction from the school principal or designee. If you come to the school site, be aware that rallying points will be determined by the emergency services. It is very important that the public keep all access points to the school sites open for emergency vehicles.

In the event of an emergency, contact with the office staff by phone may not be available. The school district will get information to parents through the communication system as soon as information is available. Please remain calm and DO NOT take your child from the school without being instructed to do so or without notifying school personnel. This will ensure that all students are accounted for.

The following areas are established rally points for parents to receive information and instructions:

West Boron Elementary School
- A. Desert Lake Park grass area

Boron Junior-Senior High School / Robert McGowan High School
- A. Dirt lot across from the main office

William A. Bailey Elementary School
- A. Bailey Elementary School parking lot

Irving L Branch Elementary School
- A. Branch Elementary School parking lot

Desert Junior-Senior High School
- A. Desert Junior-Senior High School parking lot

We will do all we can to protect your child and give the most accurate and up-to-date information we have as soon as possible. Thank you for your cooperation in these difficult times.

AUTHORIZATION FOR ANY MEDICATION TAKEN DURING SCHOOL HOURS

Valid ***only*** for the current school year.

Part 1: To be completed by Parent or Legal Guardian

Note: All medications must be prescribed including over-the-counter medications. Medications must be in the original container and the label must include the child's name, name of the medication, dosage, method of administration, and name of physician.

I request that designated school personnel assist my child in taking this prescribed medication (including prescribed over-the-counter medication). I understand that my child may not have nor take medication at school unless all requirements are met. I hereby give consent for a school nurse or district administrator to communicate with my child's physician and school personnel as needed with regard to this medication.

Child's Name	Sex M F	Birthdate	ID#

Name of School	Grade	Teacher	Room Number

I have read and understand the 'Notice of Provisions' printed below. I will ***immediately*** notify the school if there are any changes in medications my child is taking at school.

Date	X Parent or Legal Guardian Signature	( ) Home Phone	( ) Work Phone	( ) Emergency Phone

Please review the **'Notice of Provisions' California Education Code (CEC) Sections 49423, 49480** and **California Administrative Code (CAC) Title 5, 18170,** listed below.

California Education Code, Section 49423 - Administration of prescribed medication for student

Notwithstanding the provisions of Section 49422, any student who is required to take, during the regular school day, medication prescribed for him or her by a physician, may be assisted by the school nurse or other designated personnel if the school district receives:

1. A written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken, and
2. A written statement from the parent or guardian of the student indicating the desire that the school district assist the student in matters set forth in the physician's statement.

California Education Code, Section 49480 - Continuing medication regimen for nonepisodic condition; required notice to school employees

The parent or legal guardian of any public school student on a continuing medication regimen for a nonepisodic condition shall 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 the consent of the parent or legal guardian of the student, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. The superintendent of each school district shall be responsible for informing parents of all students of the requirements of this section.

California Administrative Code Title 5, 18170 - The agency shall follow these provisions pertaining to medication

1. An assigned staff member shall administer medications prescribed by a physician for a child provided written parental consent has been given.
2. Record of medication dosages to the child and date and time medication is administered shall be maintained by the facility.
3. Centrally stored medicines shall be kept in a safe and locked place that is not accessible to persons other than employees responsible for health supervision. Each container shall carry the name of the medication, the name of the person for whom prescribed, the name of the prescribing physician and the physician's instructions. All centrally stored medications shall be labeled and maintained in compliance with State and Federal laws. Each person's medication shall be stored in its originally received container.

   No medications shall be transferred between containers. The agency shall be responsible for assuring that a record of centrally stored prescription medications for each person in care includes: the name of the person for whom prescribed, the drug name, strength and quantity, the date filled, the prescription number and name of issuing pharmacy.
4. All medications shall be centrally stored in an area which is totally inaccessible to children.

****Procedures under the Individualized Education Program (IEP), Individualized Health Program (IHP) or 504 Plan should not be addressed on this form. Please request form for Specialized Physical Health Care Services pursuant to California Education Code Section 49423.5**

(See reverse)

Revised 7/2017

Part 2: To be completed by the Physician

The child named below is under my care. It is necessary for him or her to receive the following medication during school hours.

Name of Child (Print)_____

Diagnosis for which medication is prescribed_____

Name of medication (one medication per form)_____

Dosage (Be specific, i.e., milligrams, etc.)_____

Time of day to be given_____**Frequency if 'as needed'**_____

If 'as needed' describe indications and sequence orders_____

_____

Method of administration: ORAL ☐ Liquid ☐ Tablet ☐ Inhaler **DROPS** ☐ Eye **R L** ☐ Ear **R L** ☐ Nostril **R L**

Topical ☐ **Other** ☐_____

Precautions, reactions, or side effects_____

For Severe Allergy: If the following symptoms occur (check appropriate)

☐ choking ☐ hives ☐ skin rash ☐ swelling (eyes and lips) ☐ loss of voice ☐ breathing difficulty

☐ loss of consciousness ☐ other_____

Use: (circle one) Epi-pen Jr. or Epi-pen

☐ Transport student to nearest emergency room

Storage and Handling ☐ Routine handling, medications in locked storage and administered by authorized school personnel

☐ 72 hour disaster supply only ☐ Refrigeration

If Medically Necessary ☐ Child to carry, school personnel to administer ☐ Child trained to carry and self-administer (medicate)

Additional special instructions/interventions_____

_____

_____ _____ _____
Physician (Printed Name) Date Signature

_____ _____ _____
Office Address Office Phone Office Fax

*****SCHOOL STAFF: Notify school nurse or district administrator if allergy or asthma is indicated under diagnosis.**

(See reverse)

Revised 7/2017

Muroc Joint Unified School District
Concussion Information Sheet

CONCUSSION/HEAD INJURY DURING ATHLETIC ACTIVITY: The District offers an athletic program in which your child may wish to participate. By law we must provide you with information regarding concussions and head injuries. Please review with your child the information sheet *(pages 41-42)* about concussion and head injuries. You and your child must sign and date the sheet where indicated and return it to your child's school prior to your child beginning practice or competition in our athletic program.

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- "Pressure in head"
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- "Don't feel right"
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

Muroc Joint Unified School District
Concussion Information Sheet

What can happen if my child keeps on playing with a concussion or returns to soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new CIF Bylaw 313 now requires implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

> "A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time and for the remainder of the day."
>
> **and**
>
> "A student-athlete who has been removed may not return to play until the athlete is evaluated by a licensed heath care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider".

You should also inform your child's coach if you think that your child may have a concussion Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to: http://www.cdc.gov/ConcussionInYouthSports/

_____	_____	_____
Student-Athlete Name (Print)	Student-Athlete Signature	Date
_____	_____	_____
Parent or Legal Guardian (Print)	Parent or Legal Guardian Signature	Date

MANAGEMENT PLAN FOR ASBESTOS-CONTAINING MATERIAL: In 1986, the Asbestos Hazard Emergency Response Act *(AHERA)* was signed into law *(Public Law 99-519).* Under this law, all schools were required to inspect their buildings for the presence of friable and non-friable asbestos-containing building materials. Once these materials were identified, schools were required to prepare a management plan which outlined procedures for dealing with asbestos in school buildings. The AHERA regulation also states that schools must perform re-inspections at least once every three (3) years after implementation of the management plan. Additionally, AHERA contains amendments that require the use of accredited asbestos inspectors, management planners, project designers, abatement contractors and workers for any removal project. Muroc Joint Unified School District is in compliance with the AHERA regulations. Each of our school sites has on file an individual management plan for that site, which is available for inspection upon request. *[40 C.F.R. 763.93]*

SCHOOL SAFETY PLANS: Each school site has established a safety plan. Notice of the plan details is available to the public on request, and copies are provided to local law enforcement. *[E.C. 32280 et seq.]*

SCHOOL PESTICIDE NOTICE: Effective January 1, 2001, all school sites must notify parents annually of products that will be used for pesticide treatment:

Product	Manufacturer	Product	Manufacturer
Cy-Kick	BASF	Demand EZ	Syngenta
Maki Mini Blocks	Liphatech	Round-Up Pro-Max	Monsanto Corp.
Suspend SC	Bayer	Tengard One Shot	UPI
Termidor SC	BASF	Terro PCO	Nisus Corp.

All parents/guardians will be notified 24 hours prior to a pesticide application via the district's parental telephone notification system. We will post a "Warning- Pesticide Treated Area" Notice 24 hours prior to a pesticide application, which will remain posted for 72 hours after the application. In case of a pest control emergency, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after the application. "Emergency Conditions" are those, which the school defines as the immediate use of pesticides, are necessary to protect health and safety.

We have enclosed a School Pesticide Notice/Chemical Sensitivity Registry to be completed by the parent/guardian for students with conditions that may be aggravated by the use of the above materials. It is the parent/guardian's responsibility to ensure the district has the most up-to-date contact information in case of emergency conditions that may require immediate application of the above products. *(see form on page 39)*

MUROC JOINT UNIFIED SCHOOL DISTRICT
17100 Foothill Avenue
North Edwards, CA 93523-3533
760-769-4821 ● 661-258-4178

SCHOOL PESTICIDE NOTICE

[Education Code section 17612, 48980.3]

Dear Parent/Guardian:

Effective January 1, 2001, all school sites must notify parents annually of products that will be used for pesticide treatment. We will post a "Warning - Pesticide Treated Area" notice 24 hours prior to a pesticide application, which will remain posted for 72 hours after the application. In case of a pest control emergency, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after the application. "Emergency conditions" are those which the school defines as the immediate use of pesticides that are necessary to protect health and safety.

Certain individuals may have conditions that may be aggravated by the use of these materials. As a result, we will be establishing a registry for those students who have medical conditions that require notification in case emergency conditions require immediate application.

To have your child placed on the registry, please complete and return the following information to your child's school.

CHEMICAL SENSITIVITY REGISTRY

Student Name:_____ Grade:_____

Parent/Guardian Name:_____

Address:_____

Phone:_____ Date:_____

If you have any questions regarding this information, you may contact Jeremeh Job, Director of Facilities, Operations, Planning & Transportation at 760-762-5882. Thank you.

Firearms Safety Memorandum

To: Parents and Guardians of Students in the Muroc Joint Unified School District

From: **Kevin D. Cordes**

Subject: **California Law Regarding Safe Storage of Firearms**

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the **Muroc Joint Unified School District** of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

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

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.[1]
    - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.[2]
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.[3]
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.[4]

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

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,

Kevin D. Cordes

Date published: 08/01/2023
California Department of Education

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[1] See California Penal Code §§ 25100 through 25125 and 25200 through 25220.
[2] *See* California Penal Code § 25100(c).
[3] *See* California Civil Code § 29805.
[4] *See* California Civil Code § 1714.3.

EXEMPTIONS AND PARENTAL RIGHTS

PARENTAL RIGHTS: EDUCATIONAL EMPOWERMENT ACT OF 1998: The Education Empowerment Act of 1998 establishes various rights for parents/guardians, in addition to other rights identified in this document. The rights of parents/guardians include the following:

a. **Inspection of Instructional Materials:** All primary supplemental instructional materials and assessments, including textbooks, teacher's manuals, films, audio and video recordings, and software shall be compiled and stored by the classroom instructor and made available promptly for parent/guardian inspection in a reasonable time frame or in accordance with procedures determined by the governing board of the school district.

b. **Observation of School Activities:** Parents/guardians have the right to observe instruction and other school activities that involve their child in accordance with procedures determined by the governing board of the school district to ensure the safety of students and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents/guardians shall be considered by the governing board of this school district. Upon written request by the parent/guardian, school officials shall arrange for the observation of the requested class or activities in a reasonable time frame and in accordance with procedures determined by the governing board of this school district.

c. **Consent for Evaluations:** A student may not be tested for a behavioral, mental, or emotional evaluation without the informed written consent of the parent/guardian.

d. **Affirmation or Disavowal of Beliefs:** A student may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. This law does not relieve students of any obligation to complete regular classroom assignments.

e. **Health Component of any Program or Class:** Parents/guardians may exempt students from the health component of any course or class if that instruction conflicts with a parent's/guardian's religious training or beliefs.

OTHER PARENTAL RIGHTS: The rights of parents/guardians of students include the rights identified below. Parents/guardians have the right:

a. to observe in their child's classroom (upon reasonable notice);
b. to meet with their child's teacher and the school principal (upon reasonable notice);
c. to volunteer their time and resources at the school;
d. to be notified on a timely basis if their child is absent from school without permission;
e. to be notified concerning their child's classroom and standardized test performance;
f. to request a specific school and teacher and to receive a response from the school district (this does not obligate the school district to grant the request);
g. to have a safe learning environment for their child;
h. to examine curriculum materials of their child's class;
i. to be informed of their child's progress and appropriate school personnel to contact in the event of problems;
j. to access student records for their child, including records possessed by a vendor under contract with the District to provide online services or products;
k. to receive information concerning expectations for student learning;
l. to be informed in advance about school rules, policies, dress codes and procedures for visiting the school;
m. to receive information about any psychological testing of their child and to deny permission for such testing;
n. to participate as a member of any school site councils or parental advisory councils at the school, in accordance with governing membership; and
o. to question, and receive an answer regarding, items in their child's record that appear inaccurate, misleading, or that invade privacy.

PARENT RIGHT TO REVIEW TEACHER QUALIFICATIONS: A parent/guardian has the right to know the professional qualifications of the classroom teachers who instruct their child. Federal law allows a parent/guardian to ask for certain information about their child's classroom teacher and requires the District to give them this information in a timely manner should they ask for it. Specifically, a parent/guardian has the right to ask for the following information about each of their child's classroom teachers: (a) whether the California Commission on Teacher Credentialing has licensed or qualified the teacher for the grades and subjects he/she teaches; (b) whether the California Commission on Teacher Credentialing has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances; (c) the teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees; or (d) whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications. In addition, the parent/guardian must be notified if their child is taught by a teacher who is not "highly qualified" for four (4) consecutive weeks.
["No Child Left Behind Act of 2001" §1111]

PROGRAMS TO ENCOURAGE PARENTAL INVOLVEMENT/ANNUAL OBJETIVES: To ensure that parents/guardians and family members of students are provided with opportunities to be involved in their children's education, each year the district endeavors to involve parents/guardians and family members by:

- Establishing district-level parent advisory committees;
- Inviting input from district committees and school site councils;
- Providing information about opportunities for parents/guardians and family engagement through the district newsletter, website, or other written or electronic means
- Providing copies of working drafts to parents/guardians;
- Providing a master calendar of district activities and district meetings;
- Ensuring that there is an opportunity at a public board meeting for public comment; and
- Assisting parents/guardians in understanding the state academic content standards and academic achievement standards, state and local academic assessments, and how to monitor a child's progress.

A more complete discussion may be found in board policy BP and AR 6020 and in the district's LCAP Annual Update posted on the district's website.

EXCUSED FROM INSTRUCTION DUE TO RELIGIOUS BELIEFS: Whenever any part of the instruction in health or family life education conflicts with the religious training and beliefs or personal moral conviction of a parent/guardian, or those of their child, the student may be excused from such instruction upon the written request of the parent/guardian. *[E.C. 51240]*

DISSECTION OF ANIMALS: Your child may participate in a course during this year that utilizes live or dead animals or animal parts to help your child obtain knowledge, information, or experience required in the course. If a student chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, then the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing the student an alternate avenue for obtaining the information required by the class. The school will need a signed note from the parent/guardian indicating their child's objection. *[E.C. 32255-32255.6]*

PRIVACY POLICY: Federal law requires parents be informed of the District's current privacy policy and dates of any activities related to surveys. A copy of the District's privacy policy is enclosed for your review *(BP 5145.1; see page 74)*.
["No Child Left Behind Act of 2001" §1061]

TESTS ON PERSONAL BELIEFS: No test, questionnaire, survey or examination containing any questions about a student's or his/her parent/guardian's personal beliefs or practices in sex, family life, morality and religion shall be administered to any student in grades K-12 unless the parent/guardian of the student is notified in writing and gives written permission for the student to take such test, questionnaire, survey or examination. *[E.C. 51513, 60614]*

THE RIGHTS OF PREGNANT AND PARENTING PUPILS: Pregnant and parenting pupils have the right to the following options and accommodations:

- Absence to care for a sick child is an excused absence and the school is prohibited from requiring a note from a doctor for such an absence.
- The school may not exclude nor deny any pupil from any educational program or activity, including class or extracurricular activity, solely on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.
- The school may require any pupil to obtain the certification of a physician or nurse practitioner that the pupil is physically and emotionally able to continue participation in the regular education program or activity.
- The school may not require pregnant or parenting pupils to participate in pregnant minor programs or alternative education programs. Pregnant or parenting pupils who voluntarily participate in alternative education programs shall be given educational programs, activities, and courses equal to those they would have been in if participating in the regular education program.
- The school 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 and parenting pupils are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children.
- A pregnant or parenting pupil is entitled to eight weeks of parental leave, which the pupil may take before the birth of the pupil'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 pupil who gives, or expects to give, birth and the infant, and to allow the pregnant or parenting pupil to care for and bond with the infant.
- A pregnant or parenting pupil who does not wish to take all or part of the parental leave to which they are entitled shall not be required to do so.

- A pregnant or parenting pupil is entitled to receive more than eight weeks of parental leave if deemed medically necessary by the pupil's physician.
- When a pupil takes parental leave, the supervisor of attendance shall ensure that absences from the pupil's regular school program are excused until the pupil is able to return to the regular school program or an alternative education program.
- During parental leave, schools shall not require a pregnant or parenting pupil to complete academic work or other school requirements.
- A pregnant or parenting pupil 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 pupil 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 pupil may remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements, unless the local educational agency makes a finding that the pupil is reasonably able to complete the local educational agency's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school.
- A pupil who chooses not to return to the school in which he or she was enrolled before taking parental leave is entitled to alternative education options offered by the local educational agency.
- A pregnant or parenting pupil 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 pupil shall not incur an academic penalty as a result of his or her use of the accommodations specified in this subdivision. *[E.C. 46015]*

PARENT REQUESTS TO ESTABLISH A LANGUAGE ACQUISITION PROGRAM:

a. An LEA shall establish a process for schools of the LEA to receive and respond to requests from parents of pupils enrolled in the school to establish a language acquisition program other than, or in addition to, such programs available at the school. The LEA process shall require each school to make a written record of each request, including at least the following:
   1. The date of the request;
   2. The names of the parent and pupil;
   3. A general description of the request; and
   4. The pupil's grade level on the date of the request.
b. Each school shall maintain a written record of verbal requests that includes the information set forth above.
c. Each school shall assist parents in clarifying requests, as needed.
d. Each school shall retain written records of parent requests for language acquisition programs for at least three years from the date of the request.
e. A parent whose pupil is enrolled in a school for attendance in the next school year may submit a request for a language acquisition program.
f. A school shall consider requests for a multilingual program model from parents of pupils enrolled in the school who are native speakers of English when determining whether a threshold specified in subdivision (h) is reached.
g. Each school shall monitor the number of parent requests for language acquisition programs on a regular basis and notify the LEA immediately upon reaching a threshold specified in subdivision (h).
h. When the parents of 30 pupils or more enrolled in a school, or when the parents of 20 pupils or more in the same grade level enrolled in a school, request the same or substantially similar type of a language acquisition program, the LEA shall respond by taking the following actions:
   1. Within 10 school days of reaching a threshold described in subdivision (h), notify the parents of pupils attending the school, the school's teachers, administrators, and the LEA's English learner parent advisory committee and parent advisory committee, in writing, of the parents' requests for a language acquisition program;
   2. Identify costs and resources necessary to implement any new language acquisition program, including but not limited to certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent and community engagement to support the proposed program goals; and
   3. Determine, within 60 calendar days of reaching a threshold described in subdivision (h), whether it is possible to implement the requested language acquisition program; and provide notice, in writing, to parents of pupils attending the school, the school's teachers, and administrators, of its determination;
      A. In the case of an affirmative decision to implement a language acquisition program at the school, create and publish a reasonable timeline of actions necessary to implement the language acquisition program.

B. In the case where the LEA determines it is not possible to implement a language acquisition program requested by parents, the LEA shall provide in written form an explanation of the reason(s) the program cannot be provided and may offer an alternate option that can be implemented at the school.

i. Each school shall follow the process set forth in subdivision (h), even when the LEA provides the requested language acquisition program at another school of the LEA at the time the threshold specified in subdivision (h) is met.
Note: Authority cited: Section 33031, Education Code. Reference: Sections 305, 310, 44253.3 and 44253.4, Education Code; and 20 U.S.C. Section 1703(f).

SCHOOL RECORDS AND ACHIEVEMENTS

STUDENT RECORDS: Except for certain exceptions, pupil records are confidential and will not be disclosed without your consent. The parent/guardian has a right to review, inspect, and question all written files and data at a mutually convenient time during the regular school day and receive a copy of the records at a nominal fee. If you have completed and signed a Caregiver's Authorization Affidavit for the purpose of enrolling a minor student in school, you have the right to access the student records of the child for who you provide care. If you are fourteen (14) years old or older and are identified as both homeless and an unaccompanied youth, you may access your student records without parental consent. California law does not permit the release of original records to the parent/guardian.

The District maintains as a permanent record the name, enrollment, birth and residence statistics, sex, dates of attendance, subjects and grades, immunizations and high school graduation records for each student. The District maintains an interim record of parental notes, health, admission to and progress in Special Education programs, and application for work permits. The District also maintains permitted student records of family composition, staff ratings, test scores, disciplinary reports, behavior observations, and verification of student absences.

The school principal is responsible for the maintenance of the records at each school site. The Director of Special Education is responsible for Special Education records.

Other provisions of the law permit access to non-directory information in student records without parental or adult student consent to school officials and employees with legitimate educational interest as defined in District policy; to out-of-district schools to which the student is transferring; to specified federal and state educational administrators; to prospective grantors of student financial aid; to specified state and local law enforcement agencies; to service providers who provide online educational software and/or services that are part of the District's educational program; to appropriate persons concerned with the health and safety of students or others in case of emergency.

As specified by law, the school maintains a record of all persons or agencies requesting or reviewing information from the student record. All other requests for student information by individuals, agencies, or organizations will **NOT** be honored without a written statement, signed by the parent/guardian or adult student authorizing its release. Parent/guardian or students over 16 years of age or having completed the tenth grade may obtain copies of student records.

The District periodically reviews student records and destroys material no longer required in accordance with state law. Various original records or copies of those records shall be retained permanently by the District. *[E.C. 49063, 49070]*

STANDARDS OF PROFICIENCY IN BASIC SKILLS: In order to graduate from a Muroc Joint Unified School District high school, a student must have a satisfactory score on each of the skill area tests in the District's Proficiency Test. Students will also be tested in the 6th and 8th grades to determine progress toward District proficiencies. *[E.C. 51215]*

STANDARDIZED, NORM-REFERENCED ACHIEVEMENT TESTS: The District is required to report each student's individual score, in writing, to the student's parent/guardian. The written report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the District. The written report may be included with the mailing of the next student report card. Nothing in this section shall be construed to require teachers to prepare individualized explanations of each student's test score. The District invites parents to contact appropriate school personnel for further explanation or information regarding how the parent/guardian can best assist the school and the student in improving the student's performance. *[E.C. 60722]*

PROMOTION, ACCELERATION AND/OR RETENTION: The District's policy on promotion, acceleration and/or retention of students is enclosed for your information *(BP 5123; page 75).*

SCHOOL ACCOUNTABILITY REPORT CARD: The School Accountability Report Card is available at each school office on request and accessible online at www.muroc.k12.ca.us by clicking on "SARCs." This contains information about the District regarding the quality of the District's programs and its progress toward achieving stated goals. *[E.C. 35256]*

RELEASE OF DIRECTORY INFORMATION: The law allows schools to release directory information to certain persons or organizations. Sometimes activities involve the collection, disclosure, or use of personal or directory information for the purpose of marketing or selling that information (e.g., purchase and sale of school yearbooks, school photography, and graduation attire). District staff may administer or distribute to students a survey instrument that is designed for the purpose of collecting personal information for marketing or sale, provided that the instrument is administered in accordance with law. Directory information may include a student's name, address, telephone information, electronic mail address, photograph, student ID number, date and place of birth, 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, and the most recent previous public or private school attended by the student. If a parent/guardian wishes that the District withhold any of this information, they may contact the school principal. Directory information will not be released regarding a student identified as a homeless child or youth unless a parent, or student accorded parental rights, has provided written consent that directory information may be released.

RELEASE OF INFORMATION TO MILITARY RECRUITERS: Federal law requires school districts receiving assistance under the No Child Left Behind Act to provide military recruiters the same access to secondary school students as is provided to post-secondary educational institutions or to prospective employers. Parents/guardians may request that the District not release their student's name, address and telephone number without prior written consent. Written notice must be submitted to the school if the parent/guardian wishes to deny access to this information. *[20 U.S.C. 7908]*

CALIFORNIA HIGH SCHOOL PROFICIENCY EXAM: The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing and mathematics skills taught in public schools. Eligible students who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A student who receives a Certificate of Proficiency may, with verified approval from the parent/guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all coursework required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: http://www.chspe.net/. *[5 C.C.R. 11523]*

ADVANCED PLACEMENT & INTERNATIONAL BACCALAUREATE EXAM FEES: Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees or the International Baccalaureate examination fees, or both. Please contact the Academic Advisor for more information. *[E.C. 52244]*

VOCATIONAL GUIDANCE: All students receive counseling on differentiated careers and vocational or higher education opportunities. A student's parent/guardian may participate in counseling sessions and decisions prior to career counseling and course selection commencing with course selection for grades 7-12. The school agrees that it will not unlawfully discriminate against its students on the basis of race, color, national origin, sex or handicap in making available opportunities in any vocational education programs offered by Muroc Joint Unified School District.

CAREER TECHNICAL EDUCATION (CTE): The California Department of Education defines "career technical education" as a program of study that involves a multi-year sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to post-secondary education and careers. Career technical education (CTE) includes agriculture education, home economics, industrial and technology education, and regional occupational centers and programs, among other educational programs. The Internet address for the portion of the CDE Web Site where students can learn more about CTE is www.cde.ca.gov/ci/ct/. Please contact your student's high school counseling office to meet with academic advisors to help them choose courses at their school that will meet college admission requirements or enroll in CTE, or both.

COLLEGE ENTRANCE REQUIREMENTS: In addition to the rights described in Education Code sections 51100-51102, students and parents/guardians have the right to be informed of college entrance requirements. It is critically important to know how to assist those students who choose to pursue a college education.

Students and parents/guardians need to know the series of college preparatory classes to take in high school. The minimum requirements vary, depending on the selected college or university. The requirements listed below are submitted by the Regents of the University of California and are, generally, the most rigorous:

a. History/Social Science: two years, including one year of world history, cultures, and historical geography and one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government.

b. English: four years of college preparatory English that include frequent and regular writing, and reading of classic and modern literature.

c. Mathematics: three years of college preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry.

d. Laboratory Science: two years of laboratory science providing fundamental knowledge in at least two of these three disciplines: biology, chemistry and physics.

e. Language Other Than English: two years of the same language other than English.
f. Visual & Performing Arts: one year, including dance, drama/theater, music or visual art.
g. College Preparatory Elective: one year (two semesters), chosen from additional "a-f" courses beyond those used to satisfy the requirements above, or courses that have been approved solely for use as "g" electives.

To gain admission to college, students must also take and submit scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Your student's high school counseling office can provide the testing dates and locations. For more information about college and career opportunities for California students, you may visit the University of California web site at www.universityofcalifornia.edu/, the California State University web site at www.calstate.edu/, or CaliforniaColleges.edu, the official source for college and career planning in California, at www.CaliforniaColleges.edu/. If you have questions regarding UC or CSU college admission requirements, you may contact the Intersegmental Relations Office at 916-323-6398. *[C.C. 51229]*

CALIFORNIA COLLEGE GUIDANCE INITIATIVE/SHARING STUDENT DATA: Student data may be shared by the school with California College Guidance Initiative in order to provide students and their families with direct access to online tools and resources for college and career planning. Such tools and resources may be accessed at *California Colleges.edu.*

DUE PROCESS PROTECTION AND COMPLAINTS

COMPLAINTS: If a parent/guardian has a complaint about a teacher, instructional material, or any other operation of the District, they should follow the District complaint procedure. The District complaint procedure requires the complainant to speak to the person at the lowest level to resolve the issue. If not resolved, then the supervisor or administrator is brought into the concern first on an informal verbal level, and later in a formal level with the complaint in writing on a District Complaint Form. The complaint form must be picked up from the school site administrator. The complaint, if not resolved, can then be appealed to the District Superintendent, and if still not resolved, to the Board of Trustees for final resolution.

Students who feel their rights under the sex discrimination policy or any other school policy or rule have been violated should report the concern to their teacher *(elementary school)* or counselor *(junior-senior high school)*. If the problem is not solved at this level, the student should follow the District complaint procedure that is available in the school office.

SAFE PLACE TO LEARN ACT AND COMPLAINTS REGARDING DISCRIMINATION AND THE EDUCATION OF HANDICAPPED STUDENTS: The Muroc Joint Unified School District is committed to providing a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, facilities, and activities. The District prohibits, at any 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, immigration 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 at any school activity or school attendance occurring within a school under the jurisdiction of the local educational agency, and all acts of the governing board or body of the local educational agency, the superintendent of the school district, and the county superintendent of schools in enacting policies and procedures that govern the local educational agency. Students who engage in discrimination, harassment, intimidation, bullying, or retaliation will be disciplined. Section 504 of the Rehabilitation Act of 1973, Title VI Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972; 34 CFR 104.8 and 34 CFR 106.9

Each student is permitted to participate in sex-segregated school programs and activities and access facilities consistent with his/her gender identity, irrespective of the gender listed on the student's records. To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students, the District will address each situation on a case-by-case basis in accordance with law and board policy. If any student believes his/her privacy or religious beliefs and/or practices requires increased privacy he/she may contact the site administrator. Each such situation will be addressed on a case-by-case basis and in accordance with the law and board policy.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color and national origin, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, Section 504 of the Vocational Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA), which prohibit discrimination on the basis of disability. The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive federal funds. *[E.C. 260, et seq., and the above cited federal statutes]*

Complaints or inquiries regarding compliance with Section 504 or Title II of the Americans with Disabilities Act may be directed to the District Section 504 Coordinator or to the Director of the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Superintendent, Title IX Coordinator
17100 Foothill Avenue
North Edwards, CA 93523

Assistant Superintendent of Student Services
17100 Foothill Avenue
North Edwards, CA 93523

UNIFORM COMPLAINT PROCEDURES: The Muroc Joint Unified School District is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs, and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of such laws and regulations. The Uniform Complaint Policy may also be used to help identify and resolve noncompliance with laws related to accommodations for lactating students, educational rights of foster youth and homeless students, assignment of students to courses without educational content, and any failure to provide physical education instruction for at least 200 minutes every 10 days. The UCP may also be used to resolve allegations of noncompliance with the rights of foster youth, homeless student, or a former juvenile court school student associated with waiving district-adopted local graduation requirements. The District shall make available copies of their uniform complaint procedures free of charge. It is unlawful to discriminate on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability. A copy of the policy is enclosed. *(AR 1312.3; page 74)* Complaints made under this procedure shall be directed to:

Superintendent, Title IX Coordinator
17100 Foothill Avenue
North Edwards, CA 93523

Assistant Superintendent of Student Services
Section 504 Coordinator
17100 Foothill Avenue - North Edwards, CA 93523

In addition to this procedure, pursuant to Education Code 262.3, complainants have a right to appeal to the State Superintendent of Public Instruction within fifteen (15) days of receiving the District's decision. *[E.C. 262.3]*

The complainant may wish to direct a complaint to appropriate agencies for investigation, or consult with an attorney to determine if he/she has legal rights that may be pursued through available civil law remedies. For assistance, complainant may wish to contact agencies such as the following:

Legal Aid Foundation of Los Angeles
Education Law Unit
1550 West 8th Street
Los Angeles, CA 90017
213-487-3320

Greater Bakersfield Legal Assistance
615 California Avenue
Bakersfield, CA 93304
661-325-5043

WILLIAMS UNIFORM COMPLAINT PROCEDURES: This new legislation requires the District to investigate and resolve complaints when the complainant alleges that any of the following has occurred:

a. **Instructional materials**: a student, including an English learner, does not have standards-aligned textbooks, does not have access to instructional materials to use at home or after school, textbooks or instructional materials are in poor or unusable condition, or student was provided photocopied sheets from only a portion of a textbook or instructional materials.
b. **Teacher vacancy or misassignment**: a semester begins and a certificated teacher is not assigned to teach the class, or a teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than twenty percent (20%) English learner students in the class, or a teacher is assigned to teach a class for which the teacher lacks subject matter competency.
c. **Facilities**: a condition poses an emergency or urgent threat to the health of safety of students or staff.

Filing a Complaint: A complaint alleging any condition(s) specified in items a-c above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee within ten (10) working days. For more information, please contact the District Office. A complaint alleging any deficiencies specified in item d above shall be filed with a District official as designated by the Superintendent. Such complaints may be filed at the District Office or at a school site and shall be immediately forwarded to the Superintendent or designee. *[E.C. 35186]*

MISCELLANEOUS

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

level, the plan will be reviewed by the County Superintendent to ensure alignment of projected spending toward goals and services. The following are the eight state priorities:

1. Providing all students access to fully credentialed teachers, instructional materials that align with State standards, and safe facilities;
2. Implementation of and student access to State academic content and performance standards;
3. Parent involvement and participation;
4. Improving student achievement and outcomes along multiple measures;
5. Supporting student engagement;
6. Highlighting school climate and connectedness;
7. Ensuring all students have access to classes that prepare them for college and careers; and
8. Measuring other important student outcomes related to required areas of study.

The Board of Trustees is required to establish a district advisory committee (DAC) and district English learner advisory committee (DELAC) to provide advice to the Board of Trustees and the Superintendent regarding the LCAP. DACs must include parents or legal guardians of low income students, English learner students, and foster youth.

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

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

Districts are required to post the LCAP approved by the Board of Trustees, and any updates or revisions to the LCAP, on the District's website, and establish policies for filing a complaint of noncompliance under E.C. section 52075 using the uniform complaint procedures.

STUDENT USE OF TECHNOLOGY: The District has adopted board policy for student use of technology. A copy of the policy is enclosed. *(BP 6163.4; page 83)*

FEES AND CHARGES: The District desires to furnish books, materials and instructional equipment as needed for the educational program. Since District needs must be met with limited available funds, the Board may charge fees when specifically authorized by law. The District shall consider the student and parent/guardian's ability to pay when establishing fee schedules and granting exceptions. A copy of the policy is enclosed. *(AR 3260; page 85)*

HOMELESS YOUTH EDUCATION: The term homeless youth means individuals who lack a fixed, regular and adequate nighttime residence, including: (a) sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; (b) living in motels, hotels, trailer parks, shelters, or awaiting foster care placement; (c) living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or (d) migratory children who qualify as homeless because they are children living in similar circumstances to those listed above. Homeless youth are guaranteed enrollment in school by the federal McKinney-Vento Act and California State law, and do not need to provide: proof of residency, immunization records or TB skin test results, school records, or legal guardianship papers. If you have any questions about services for homeless youth, please contact the District's Homeless Liaison, Brent Tan, at 760-769-4821, extension 1276. *[42 U.S. 11432]*

HIGH SCHOOL GRADUATION REQUIREMENTS- EXEMPTIONS, OPTIONS, AND ACCOMMODATIONS AVAILABLE TO (i) HOMELESS YOUTH; (ii) FOSTER YOUTH; (iii) FORMER JUVENILE COURT SCHOOL STUDENTS; AND (iv) CHILDREN OF MILITARY FAMILIES: Generally, to obtain a high school diploma, a student must complete all the courses required by the Education Code and fulfill any additional graduation requirements prescribed by the district's Governing Board. However, there are exceptions.

Homeless youth, foster youth, former juvenile court school students, and children of military families, who have transferred into the district from another school district or transferred between high schools within the district after having completed his/her second year of high school, must be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school.

Such students and their parents have the right to be timely informed (within 30 days) of the exemption and whether or not they qualify for the exemption.

Such students and their parents must be given and informed of the option of remaining in school for a fifth year, if needed, to complete district graduation requirements.

Such students and their parents must be informed how a fifth year may affect the student's ability to gain admission to a post-secondary educational institution.

Such students and their parents must be informed that a complaint may be filed against the school for non-compliance, pursuant to the district's uniform procedures. *[E.C. 51225.1, 51225.2, 51225.3]*

HIGH SCHOOL GRADUATION REQUIREMENTS- EXEMPTIONS, OPTIONS, AND ACCOMMODATIONS AVAILABLE TO (i) MIGRATORY CHILDREN AND (ii) CHILDREN PARTICIPATING IN AN ENGLISH LANGUAGE PROFICIENCY PROGRAM FOR NEWLY ARRIVED IMMIGRANT CHILDREN: Migratory children and children participating in an English language proficiency program for newly arrived immigrant students, who have transferred into the district from another school district or transferred between high schools within the district after having completed his/her second year of high school, must be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school.

Such students and their parents have the right to be timely informed (within 30 days) of the exemption and whether or not they qualify for the exemption.

Such students and their parents must be given and informed of the option of remaining in school for a fifth year, if needed, to complete district graduation requirements.

Such students and their parents must be informed how a fifth year may affect the student's ability to gain admission to a post-secondary educational institution.

Such students and their parents must be informed that a complaint may be filed against the school for non-compliance, pursuant to the district's uniform procedures. *[E.C. 51225.1, 51225.3]*

WORK PERMITS: The Muroc Joint Unified School District Superintendent has authorized the Academic Advisors at Boron High School and Desert High School to issue work permits for eligible minors. Eligibility is determined according to California Education Code Sections 49110-49119. During the year when the Academic Advisors are off duty, the principals at the two high schools are authorized to issue work permits.

Muroc Joint Unified School District has no additional requirements for eligibility beyond the Education Code requirements. However, a permit to work shall not be issued until the written request from the parent, guardian, foster parent, caregiver with whom the minor resides, or residential shelter services provider, has been filed with the issuing authority. "Residential shelter services" refers to residential and other support services provided to minors by a governmental agency, a person or agency under contract with a governmental agency to provide these services, an agency receiving funding from community funds, or a licensed community care facility or crisis resolution center on a temporary or emergency basis in a facility that services only minors.

For a minor who is not enrolled in a Muroc school, the parent/guardian must include with the written request proof that the minor is enrolled in another public school district, or in a private school pursuant to Education Code Section 48222. It is the exclusive responsibility of the school district to decide whether the private entity is a private school as described in Education Code 48222. The same determination would be made regarding a parent who teaches exclusively his/her own children and who files a private school affidavit pursuant to Education Code Section 33190.

SEX OFFENDER INFORMATION - "MEGAN'S LAW": The California Department of Justice operates an internet website which lists designated registered sex offenders in California. The District does not disseminate this information, but you may visit http://www.meganslaw.ca.gov to learn more and find helpful information for you and your family. *[Penal Code 290.4]*

PARENT/STAFF NOTIFICATION SERVICE: Muroc Joint Unified School District utilizes a Parent/Staff notification service, which enables us to personally communicate with parents and staff regarding emergency situations, school events, and other important issues impacting you and your children. It allows us to send personalized voice messages to your family's home, work or cell phones, and also by e-mail.

It is important that your school has all of your current telephone numbers so that you will receive these messages. Please be aware that the Parent/Staff notification service cannot dial an extension, so be sure the numbers you include are direct lines. Be assured that all personal information will be maintained in the strictest confidence.

Important Call Delivery Notes:

1. When a call comes from the school (or district), the message recipient's caller ID will display the school (or district's) phone number.

2. When listening to a message, please be aware that background noise will cause the system to "stop and start". It is carefully calibrated to determine whether a person or an answering machine/voicemail has been reached, and background noise may affect the delivery. If possible, move to a quiet area, or press the "mute" button on your phone.
3. If you missed any part of a message, please stay on the line and press the "*" (star) key on your phone to hear the entire message again.

CODE OF CONDUCT FOR EMPLOYEE-PUPIL INTERACTIONS: The district has a code of conduct for employees that includes employee interaction with pupils. Inappropriate employee conduct toward students includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.
3. Physically abusing sexually abusing, neglecting, or otherwise willfully harming or injuring a child.
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student.
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time.
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members.
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action.
8. Using tobacco, alcohol, or any illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity.
9. Being dishonest with students, parents/guardians, staff, or members of the public including, but not limited to, falsifying information in employment records or other school records.
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information.
11. Causing damage to or engaging in theft of property belonging to students, staff, or the district.
12. Wearing inappropriate attire.
13. An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of, but fails to report, inappropriate employee conduct may also be subject to discipline.
14. The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

FURTHER INFORMATION AVAILABLE: Further information regarding our District schools, programs, policies and procedures is available to any interested person upon request to our District Office. *[E.C. 48209.13, FERPA, 34 C.F.R. 99.7(b)]*

Housing Questionnaire

Muroc Joint Unified School District

Student Last Name	First	Middle

Name of School:_____

The information provided below will help the LEA determine what services you and/or your child may be eligible to receive. This could include additional educational services through Title I, Part A and/or the federal McKinney-Vento Assistance Act. The information provided on this form will be kept confidential and only shared with appropriate school district and site staff.

Presently, are you and/or your family living in any of the following situations?

- ☐ Staying in a shelter (family shelter, domestic violence shelter, youth shelter) or Federal Emergency Management Agency (FEMA) trailer
- ☐ Sharing housing with other(s) due to loss of housing, economic hardship, natural disaster, lack of adequate housing, or similar reason
- ☐ Living in a car, park, campground, abandoned building, or other inadequate accommodations (i.e. lack of water, electricity, or heat)
- ☐ Temporarily living in a motel or hotel due to loss of housing, economic hardship, natural disaster, or similar reason
- ☐ Living in a single-home residence that is permanent

I am a student under the age of 18 and living apart from parent(s) or guardian

☐ Yes ☐ No

The undersigned parent/guardian certifies that the information provided above is correct and accurate.

Print Parent/Guardian Name	Signature	Date

Phone Number	Street Address	City	State	Zip

Your child or children may have the right to:

- Immediate enrollment in the school they last attended (school of origin) or the local school where you are currently staying, even if you do not have all the documents normally required at the time of enrollment.
- Continue to attend their school of origin, if requested by you and it is in the best interest.
- Receive transportation to and from their school of origin, the same special programs and services, if needed, as provided to all other children, including free meals and Title I.
- Receive the full protections and services provided under all federal and state laws, as it relates to homeless children, youth, and their families.

Please list all children currently living with you.

Name	Gender	Birthdate	Grade	School

If you have any questions about these rights, please contact your LEA's Homeless Liaison:

Dr. David Ellms	Name
(760) 769-4821	Phone
dellms@muroc.k12.ca.us	Email

MUROC JOINT UNIFIED SCHOOL DISTRICT

Behavior Intervention Monitoring Assessment System (BIMAS-2)

Parent Notification Letter for School Sites

Dear Parent and Guardians,

As parents you are well aware that the physical and mental health of young people plays a key role in their ability to succeed in school, have rewarding relationships with family members and friends, and lead productive and happy lives. Muroc Joint Unified School District also understands and is aware of how important social and emotional development is to students' success in school and beyond.

In order to better understand instructional needs and to gauge the effectiveness of our SEL competencies **we need to survey each student using a screening tool known as Behavior Intervention Monitoring Assessment System-2 (BIMAS-2).** The BIMAS-2 is a nationally recognized screening tool developed by Northern Colorado University and measures students' social-behavioral health (behaviors that relate to SEL skills) and will be completed by student's classroom teacher. The results of each student are then compared to other students of the same age by using a national sample. Muroc Joint Unified School District intends to use these student results to: 1). target instructional SEL learning, 2). provide intervention in specific areas/skills, 3). and over time to measure and improve the effectiveness of our SEL programs. Classroom teachers will be asked to complete the surveys by June 5, 2024.

The BIMAS-2 asks questions in the following 5 Social Emotional Core Competencies:

Self-Awareness-This is how well one knows their own feelings and judge their behaviors, the way one thinks, feels, and behaves, and how well one learns from thinking about their own feelings and behaviors.
Self-Management-This is how well one handles their thoughts and feelings, how well one reacts to stressful situations and how well one works toward their personal goals.
Social-Awareness-This describes one's ability to accurately recognize one's own emotions, thoughts, and values, their strengths and limitations and how they influence their own behavior.
Relationship Skill-This is how well one makes friends and get along with others, how well one talks and listens to others.
Responsible Decision Making-This is how well one makes good choices. It is being able to see what might happen if one behaves in a certain way and the importance of making good decisions in everyday interactions.

The BIMAS-2 also screens 5 Behavior Support Scales which are:

Conduct-Behaviors noted in this area might include concerns with physical/verbal aggression; defiance, controlling temper, and engaging in risk taking behaviors.

Negative Affect-Behaviors in this scale include behaviors that can be described as mood related and might include feelings that might be easily hurt, signs of anxiety, sadness, negativity, nervousness and also ideation of hurting self.
Cognitive/Attention-Behaviors in this area might include difficulties with control of attention and concentration. The behaviors might indicate a person's difficulties organizing and planning, might suggest losing interest quickly or a person might have difficulty finishing things.
Social Skills-Behaviors in this area include the student's ability to make and maintain friendships, relationships, express their thoughts, feelings, and emotions.
Academic Functioning-Behaviors in this area might include a person's ability to follow directions well, to show motivation for learning.

☐ I **DO** give my consent to have my child participate in the BIMAS-2 Screener

☐ I **DO NOT** give my consent to have my child participate in the BIMAS-2 Screener

Parent Signature: Date:

Student FIRST and LAST Name_____ Grade:_____

Teacher's Name: _____ School Site **(Circle One)**: BRANCH BAILEY WEST BORON

BIMAS-2 FAQs

What is a Behavioral Universal Screener?

It is a standardized tool used to help identify students who are at risk of future academic, behavioral, or emotional difficulties. Just like some students benefit from additional academic support and interventions, we know some students would benefit from additional support to strengthen their behavioral, social, and emotional skills.

What is the universal screener being used?

The screener being used is the Behavior Intervention Monitoring Assessment System, or BIMAS-2™. It assesses behavior concerns and social-emotional wellness. ***It is not a diagnostic tool.*** It asks teachers who are ages Pre-K to 11 years old and 12-18 year olds to report student/their behaviors and emotions over the most recent 7 days.
One of the co-authors, Jim L. McDougal, is an associate professor at SUNY Oswego and former Mental Health Educator in the Syracuse City School District.

How will the tool be administered?

Teachers will complete a one-page questionnaire that takes approximately five to seven minutes to complete. At the middle and high school, Desert Jr./Sr. High School, students will complete the BIMAS-2 at the beginning of an English class period.

Why is Muroc Joint Unified School District using the BIMAS-2™ screener?

This screener can help Muroc Joint Unified School District identify students who are at risk of academic, behavioral, or emotional difficulties as well as provide additional support to strengthen these skills. The tool also allows us to monitor and track students' behavioral health over time, looking for any changes that could be a concern.
In addition, the data generated will also help us determine district and school-wide programs, interventions, and training needs for staff and can analyze and evaluate which school initiatives are effective and identify opportunities for improvement.

What type of questions are on the screener?

The following are examples of questions included on the screener:

- During the past week, I shared my thoughts with others.
- During the past week, I had trouble paying attention.
- During the past week, I followed directions.
- During the past week, I was sad or withdrawn.

For each question, the student will answer "never," "rarely," "sometimes," "often," or "very often."

Can this screener be used to diagnose mental health or other psychological disorders?

No. This is a behavioral screener, ***NOT*** a diagnostic tool. If you are concerned about your child's mental health, contact your pediatrician or your school's Counseling Office for a list of local therapists, agencies and other resources to support your child.

Does my student have to participate?

We believe that a student's emotional health is as important as their academic skills and physical health in their readiness and ability to learn. Just like our schools administer academic screenings, looking at our students' social-emotional wellness provides another point of information to ensure our students are equipped to learn.
Muroc Joint Unified School District has recently articulated its important role in supporting students' emotional health, and we believe this screener is a big step in addressing that need. Because of this, the Muroc Joint Unified School District is employing passive consent with this survey instrument.
In accordance with the California Education Code, families who wish to have their children opt out of the BIMAS-2™ screening should complete the Parent Notification letter that accompanied this FAQ form.

Who will have access to my student's responses? How will my student's responses be stored?

Students' confidential responses will be maintained in a secure document, which is accessible only by the student study team coordinator and the Muroc Joint Unified School District Licensed Mental Health Therapists and as needed available to school academic counselors, school psychologists, and school administrators in the student's respective school. This data will not be shared with any third parties.

Can I review my child's responses?

To review your child's responses to the screener, please contact your school's assigned mental health therapist.

What will the district do with the data collected from the administration of BIMAS-2™?

This valuable screening tool provides Muroc Joint Unified School District with insight into the social and emotional health of our students. It also allows us to monitor and track students' behavioral health over time, looking for any changes that could be a concern. We will be using this information to provide interventions to students to help them grow. On a larger scale, the data generated from the BIMAS-2™ can help inform district and school-wide mental health and social emotional learning initiatives, prevention, intervention, and training needs for staff.
On a daily basis, student support team members already work diligently with families and students to encourage the sharing of important wellness information with counselors and teachers, especially when it's about ensuring student physical and emotional safety.

Who can I contact if I have more questions about the BIMAS-2™ or other mental health initiatives?

Please contact Heather L. Conklin, Muroc Joint Unified School District Mental Health Therapist. She can be reached at (661) 221-8732.

TRANSPORTATION SERVICES

TRANSPORTATION SAFETY INFORMATION

Title 5 of the California Code of Regulations states: **Pupils transported in a school bus shall be under the authority of, and 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 the street or highway.**

Muroc Joint Unified School District Policy exceeds the law regarding escorting students across the roadways. Our policy requires the driver of the school bus to escort **all students, Kindergarten through 12th grade**.

Conduct at the bus stop:
District approved school bus stops are to be considered an extension of the school grounds, and the behavior of the students should reflect that. School personnel do not supervise these areas; therefore, children should arrive no more than 10 minutes prior to the scheduled arrival of the bus. The driver's responsibility begins when the driver can identify the students. Students shall form an orderly line **at the bus stop sign,** or at least 6 feet from the edge of the roadway.

Home to school:
Students are to be at their assigned bus stop at least **three (3) minutes prior** to the scheduled arrival of the bus. Students should not approach the bus until it has come to a complete stop, and the driver has set the brake and opened the door. If a student is late to the bus stop, they are not allowed to cross the street (if bus is within a reasonable distance i.e., if driver can see the student). They **must** wait for the driver and be escorted across. This is in accordance with Title 13 of the California Code of Regulation 1227 which states: "When safe to do so, the driver will engage the red crossover lights, enter the street with a hand-held stop sign and verbally instruct the students to cross between the driver and the bus." This is the only legal way for the children to cross the street when the bus is present. The driver is the only one that can assume the responsibility of escorting students across the street.

Students must enter the bus in a safe and orderly manner. When seated, the first student should move next to the window to allow other students to be seated. If seat belts are provided on the school bus, it is the parent's responsibility to decide if their child will use them. Parents are also expected to assist in educating their child on the use of the seat belts. The driver will be responsible for assisting the child with the seat belt if requested.

Students **shall not** change seats unless directed to do so by the bus driver. After arriving at their destination, when the bus has come to a complete stop, students may exit the bus upon the direction of the driver. All large instruments or carry-on equipment must be placed in the bus storage compartments.

School to home:
Students are to use the same bus stop to and from school unless other arrangements have been made through the school. Exiting the bus must be organized to assure safety for all. Once the bus has come to a complete stop, and when safe to do so, the driver shall activate the red crossover lights. At this time, the students that are to cross the roadway shall leave their seats, following the bus driver. The students are to exit the bus, stopping at the right front corner, just forward of the bumper, **but never in front of the bus**. When it is safe, the driver will verbally instruct the student to "cross now, between me and the bus." Students are to walk straight across the street, and then continue home, out of the roadway. When the driver re-enters the bus he/she will instruct the next group (if applicable) of students to exit. Students are to exit the bus carefully, and quickly step away from the **DANGER ZONES** of the bus (see attached). They are to walk directly to their home, stay out of the roadway, and remember to cross only at the corners, or use the crosswalk.

In accordance with California State Law, School Evacuation Drills will be held at each school site and all children in attendance that day will actively participate. It is important that you as the parent/guardian work with the school district, the individual school sites, and the bus drivers, to assure the safety of the children being transported on the school bus. Attached you will find a copy of the Rules and Regulations for Riding the Bus, Guidelines for Bus Behavior on District Trips, a list of bus stops by name and number, and a copy of the **DANGER ZONES** of the bus. **PLEASE,** review all of the above information with your children, and sign and return the bottom portion of the bus rules provided in this packet to the bus driver. If you have any questions or would like more information, please contact:

Jeremeh Job, Director of Facilities, Operations, Planning & Transportation
Muroc Joint Unified School District
26653 Prospect Street, Boron, CA 93516
Telephone: 760-762-5882 ♦ Fax: 760-762-1102

MUROC JOINT UNIFIED SCHOOL DISTRICT

RULES AND REGULATIONS FOR RIDING THE SCHOOL BUS

Muroc Joint Unified School District is pleased to transport the students of our district. Students shall obey the following:

1. The driver is in full charge of the bus and the students, and has the same authority of a classroom teacher. Students must obey the driver promptly and courteously.
2. Students must be on time at the bus stop and should not stand or play on the roadway while waiting for the bus.
3. Remain seated, facing forward at all times and keep the aisles clear.
4. Do not change seats unless directed by the bus driver.
5. Keep head and arms inside the bus at all times.
6. No glass containers are allowed on the bus.
7. No eating, drinking, or use of tobacco or drugs on the bus.
8. Do not bring any weapons or dangerous objects on the school bus, including balloons or pets.
9. Do not damage or vandalize the school bus.
10. Conduct and conversational level on bus shall be the same as rules of the classroom.
11. Students are to conduct themselves in a manner that will not distract the driver from the job of driving. Misconduct (i.e., profanity, indecent exposure, obscene gestures, fighting, etc.) will not be tolerated.

Bus Policy Procedures

It is our intention to make the district transportation a safe and orderly process for both the public and school sites to assign regular bus stops and emergency bus notes. The Transportation Department must ensure that all students are transported to their assigned bus stop. The following guidelines will define the expectation for parents/guardians to assign and change a bus stop at the beginning of and during the school year.

1. Parents/guardians must establish a regular assigned bus stop for their child to be picked up and dropped off each day.
2. **Any** changes to the regular assigned bus stop must be made in writing signed by the parent/guardian at the beginning of the school day. Notes must be in the office by **8:00 a.m.** the day of the change.
3. Phone call changes to a student's bus stop must be on an ***emergency basis only***. This will be determined by the office staff at the school site. Parents/guardians must verify the authenticity of the call by giving a secure form of student information to the office staff at the time of the call.
4. If a permanent change to a student's bus stop must be made during the school year, the parent/guardian must fill out a new bus stop form and return it to the school site office.
5. Students will be picked up and dropped off at the scheduled times for each bus stop.

These changes in the administration of the bus note policy are intended to streamline the amount of last minute changes that create unnecessary work for the school site office staff, minimize the delays of bus routes, and ensure the safety of all students riding district transportation to and from school.

Violation Procedures

- 1st and 2nd offense – Warning ticket may be issued, but depending upon violation, a denial of transportation can be issued (i.e., fighting, refusing to obey driver, etc.).
- 3rd offense – After receiving two warning tickets, student will receive a denial of transportation ticket and a three school day suspension from riding the bus.
- 4th offense – Five school day suspension from riding the bus.
- 5th offense – Two-week suspension from riding the bus and may result in denial of transportation for school year. ***Note: Warning tickets must be signed by parent/guardian and returned to the driver before transportation will be provided. Denial of Transportation tickets require a meeting with parent, student, school site principal, bus driver, and Director of Facilities, Operations, Planning & Transportation before transportation will be provided.***

NOTE: Discipline for minor infractions occurring after the 3rd violation will be at the discretion of the Director of Facilities, Operations, Planning & Transportation.

RETURN this portion to the bus driver:

I have reviewed the school bus rules and regulations with my child, and I understand and agree to the bus policy procedures.

Student Name _____ **Bus Stop** _____ **Parent Signature** _____ **Date** _____

MUROC JOINT UNIFIED SCHOOL DISTRICT
GUIDELINES FOR BUS BEHAVIOR ON DISTRICT TRIPS

The driver is in charge:

All certificated personnel and other adults are expected to cooperate in maintaining a level of behavior considered by the bus driver to be conducive to the safe operation of the bus. The driver will inform students and person(s) in charge of the safety rules and the level of behavior expected, and give those in charge the opportunity to **control student behavior**. When the passengers do not maintain the appropriate level of behavior or do not comply with the directions of the bus driver, the driver may use the following measures to obtain compliance:

- Stop the bus at a safe location and remain there until the driver deems the level of behavior is satisfactory.
- Re-arrange seating patterns.
- Warn students of temporary suspension of riding privileges.
- Issue a bus citation, which would bar students from riding the bus pending a parent conference.
- In the case of non-basic transportation, return to the point of origin, or some other appropriate location, rather than proceeding to the planned destination.
- Contact the Director of Facilities, Operations, Planning & Transportation or the Superintendent to help resolve the problem.

The driver does not have authority to:

- Take the bus anywhere which has not been authorized on the itinerary, unless in case of emergencies.
- Allow a student off the bus at a place other than a district designated bus stop.
- Permit any student to leave his/her seat while the bus is in motion.
- Permit any student to bring a live animal or insect aboard a bus.
- Converse with passenger(s) while the bus is in motion.
- Carry more passengers than the number for which the bus is rated.
- Permit any object to be carried which can cause injury if not properly secured, or in any respect interfere with the vision of the driver.

The cooperation among drivers, students, and supervising adult passengers will result in safe and enjoyable transportation.

Revised: 7/12

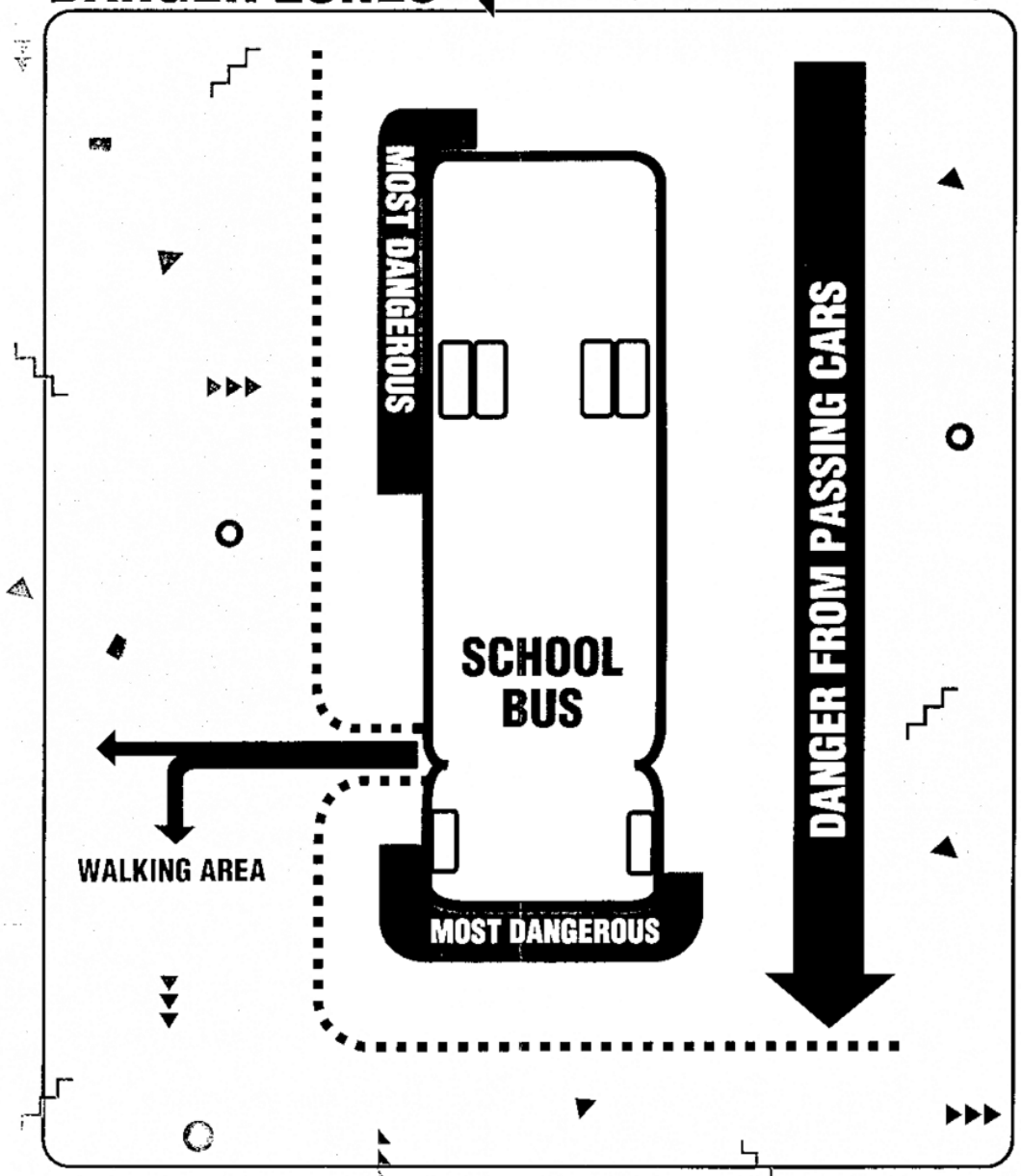
MUROC JOINT UNIFIED SCHOOL DISTRICT

DISTRICT BUS STOPS - Boron, Desert Lake, North Edwards, Aerial Acres, Kramer Junction

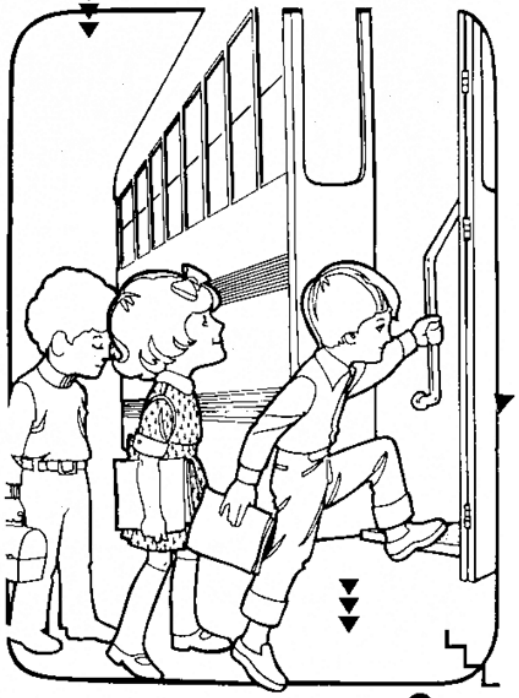
Stop #	Name	Stop #	Name
	Kramer Junction	41	Twenty Mule Team Road West
	Darr's Apartments	42	Juniper
	Outpost	43	Monte Vista
	Twenty Mule Team East	44	Prospect/Gardner
19	Twenty Mule Team Road/Central	45	Lorraine/Clay Mine
20	Jessie/Boron Avenue	46	Bellaire East
22	Ferguson	47	Bellaire/Lamel
23	Wesley-South	48	Mountain View
25	Jerome/Boron Avenue	49	Deserita/Granada
26	James/Cote	50	Margo/Bernard
27	Nudgent	51	Fran/Glendower
28	Nudgent/James	52	Carlo
30	Prospect/Boron Avenue	53	Flint/Lorraine
31	Roberts/Anderson	54	Desert Palms Mobile Home Park
32	Nudgent/Kern	55	Frontage/Sunset Apartments
33	Frontage/Sugar Street	56	"Fountain" Mobile Home Park
34	Frontage/Easy Street	57	Aerial Acres
35	Green Street	58	Clay Mine Road/Glendower
36	Carmichael Street	59	
37	VFW/Boron Avenue	60	
38	Park Knolls #1		
39	Park Knolls #2		
40	Wesley/Nudgent		
Updated: 07/2024			

PLEASE CHECK THE DISTRICT WEBSITE FOR BUS STOP SCHEDULES

DANGER ZONES



SCHOOL BUS SAFETY RULES



CASTO

CALIFORNIA STATE AUTOMOBILE ASSOCIATION
CALIFORNIA ASSOCIATION OF
SCHOOL TRANSPORTATION OFFICIALS

INSIDE & OUT

Wait for your school bus in a safe place.

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

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

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

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

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

Learn emergency exits and drill procedures.

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

REMEMBER

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

BOARD POLICIES

BP 5131 - BOARD POLICY ON CONDUCT

BP 5145.7 - BOARD POLICY ON SEXUAL HARASSMENT

BP 5145.3 - BOARD POLICY ON NONDISCRIMINATION/HARASSMENT

BP 5131.2 - BOARD POLICY ON BULLYING

BP/AR 3513.3 - BOARD POLICY AND ADMINISTRATIVE REGULATION ON TOBACCO-FREE SCHOOLS

BP 5131.62 - BOARD POLICY ON TOBACCO

BP 5131.6 - BOARD POLICY ON ALCOHOL AND OTHER DRUGS

AR 5132 - BOARD ADMINISTRATIVE REGULATION POLICY ON STUDENT DRESS AND GROOMING

BP 5145.12 - BOARD POLICY ON SEARCH AND SEIZURE

BP 5116.2 - BOARD POLICY ON INVOLUNTARY STUDENT TRANSFERS

BP 5145.1 - BOARD POLICY ON PRIVACY

BP 5123 - BOARD POLICY ON PROMOTION / ACCELERATION / RETENTION

AR 1312.3 - UNIFORM COMPLAINT PROCEDURES

BP 6163.4 - BOARD POLICY ON STUDENTUSE OF TECHNOLOGY

AR 3260 – BOARD POLICY ON FEES AND CHARGES

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats;
2. discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption;
3. conduct that disrupts the orderly classroom or school environment;
4. willful defiance of staff's authority;
5. damage to or theft of property belonging to students, staff, or the district;
   The District shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.
6. obscene acts or use of profane, vulgar, or abusive language;
7. possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs;
8. possession or use of a laser pointer, unless used for a valid instructional or other school-related purpose;
   Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, students shall obtain permission from the principal or designee.
9. use of a cellular/digital telephone, pager, or other mobile communications device during instructional time;
   Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.
   No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health.
10. plagiarism or dishonesty on school work or tests;
11. inappropriate attire;
12. tardiness or unexcused absence from school;
13. failure to remain on school premises in accordance with school rules.

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or curricular activities in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Governing Board Adoption: 5/8/13

MJUSD BOARD POLICY ON SEXUAL HARASSMENT BP 5145.7

The Governing Board 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 ~~a~~ 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.

Instruction/Information

The Superintendent 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.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent 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.

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.

The Superintendent 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 schools.

Governing Board Adoption: 5/8/13

The Governing Board 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 any 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.

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 and 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 or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. 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.

Grievance Procedures

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:

Assistant Superintendent of Student Services
Muroc Joint Unified School District
17100 Foothill Avenue, North Edwards, California 93523
760-769-4821 or 661-258-4356

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

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

In addition, the employee shall immediately intervene when safe to do so.

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

Within 30 days of receiving the district's report, the complainant may appeal to the Board if he/she disagrees with the resolution of the complaint. The Board shall make a decision at its next regular meeting and its decision shall be final.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.
When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

Governing Board Adoption: 5/8/13

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so.
(Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. *(Education Code 48900.9)*

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Governing Board Adoption: 3/13/19

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. *(Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)*

This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free school policy and consequences for violations of the policy.

The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. *(Health and Safety Code 104495)*

Governing Board Adoption: 8/13/14

Notifications

Information about the district's tobacco-free school policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. *(Health and Safety Code 104420)*

The Superintendent or designee may disseminate this information through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication.

Signs stating "Tobacco use is prohibited" shall be prominently displayed at all entrances to school property. *(Health and Safety Code 104420)*

Enforcement/Discipline

Any employee or student who violates the district's tobacco-free school policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property
2. Request local law enforcement assistance in removing the person from school premises
3. If the person repeatedly violates the tobacco-free school policy, prohibit him/her from entering district property for a specified period of time

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. *(Labor Code 6404.5)*

Governing Board Adoption: 8/13/14

The Governing Board recognizes the serious health risks presented by tobacco use and desires to ensure that, through adoption of consistent policies, district students are made aware of those risks and, to the extent possible, protected from them. The Superintendent or designee shall establish a coordinated school health system which includes a comprehensive behavioral health education component that teaches students the knowledge, skills, and attitudes they need in order to lead healthy lives and avoid high-risk behaviors, such as tobacco use.

The Superintendent or designee shall provide prevention, intervention, and cessation education, information, activities, and/or referrals to district students and shall ensure consistent enforcement of district policies prohibiting student possession and use of tobacco products.

Prohibition Against Tobacco Use

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. *(Education Code 48900, 48901)*

Students' possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited.

These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus. *(Education Code 48900)*

Prevention Instruction

The district shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12 pursuant to Education Code 51202. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which the district participates.

Intervention/Cessation Services

The district may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. Such intervention services shall be provided as an alternative to suspension for tobacco possession.

Program Planning

The district's tobacco-use prevention and intervention program shall be based on an assessment of tobacco-use problems in district schools and the community, an examination of existing services and activities in the community, and a determination of high-risk student populations that are most in need of district services.

The Superintendent or designee shall coordinate with the local health department and county office of education in program planning and implementation. He/she may establish an advisory council including students, parents/guardians, district staff, representatives of the local health department and community
organizations, law enforcement professionals, and/or others with demonstrated expertise in tobacco prevention and cessation.

The Superintendent or designee also shall coordinate the district's tobacco-use prevention and intervention program with other district efforts to reduce students' use of illegal substances and to promote student wellness.

The Superintendent or designee shall select tobacco-use prevention programs based on the model program designs identified by the California Department of Education (CDE) and may adapt the model to meet district needs. *(Health and Safety Code 104420)*

The Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. He/she also shall not accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from any entity which is known to have received funding from the tobacco industry.

Program Evaluation

To evaluate the effectiveness of the district's program and ensure accountability, the Superintendent or designee shall biennially administer the California Healthy Kids Survey or other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she also shall annually report to the Board, and to the CDE if required, the data specified in Health and Safety Code 104450.
The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

Governing Board Adoption: 8/13/14

MJUSD BOARD POLICY ON ALCOHOL AND OTHER DRUGS BP 5131.6

The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep District schools free of alcohol and other drugs and desires that every effort be made to reduce student use of these substances. The Board perceives this effort as an important step towards preventing violence, promoting school safety and creating a disciplined environment conducive to learning.

The Superintendent or designee shall develop a comprehensive prevention and intervention program that includes instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parent/guardians and coordination with appropriate community agencies and organizations.

The Superintendent or designee shall clearly communicate to all students, staff and parent/guardians the District's policies, regulations and school rules related to the use of alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.

The Board expects staff to conduct themselves in accordance with the District's philosophy related to alcohol and other drugs. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructive school climate.

The District shall provide preventative instruction which helps students avoid the use of alcohol and other drugs. Comprehensive, age-appropriate K-12 instruction shall address the legal, social, personal and health consequences of drug and alcohol use, promote a sense of individual responsibility, and inform students about effective techniques for resisting peer pressure to use alcohol and other drugs.

All instructional and related materials shall consistently state that unlawful use of alcohol or other drugs is wrong and harmful. Instruction shall not include the concept of responsible use when such use is illegal.

Teachers shall be trained to answer students' questions related to alcohol and drugs and to help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol and other drugs.

Intervention, Referral and Recovering Student Support

The Board believes that effective interventions should be available to assist students who use alcohol or other drugs. School staff, students and parent/guardians shall be informed about signs and symptoms that may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling and rehabilitation for students and their family members. The District shall help recovering students to avoid re-involvement with alcohol and other drugs by providing school and/or community service activities designed to increase students' sense of community.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. School authorities may search students and school properties for the possession of alcohol and other drugs in accordance with law, Board policy and administrative regulations.

Students possessing, using or selling alcohol or other drugs or related paraphernalia at school or at a school event shall be subject to disciplinary procedures including suspension or expulsion in accordance with law, Board policy and administrative regulations. Such students also may be referred to an appropriate rehabilitation program.

Governing Board Adoption: 6/13/01

MJUSD ADMINISTRATIVE REGULATION POLICY ON STUDENT DRESS AND GROOMING AR 5132

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

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Footwear must be safe and appropriate for indoor or outdoor physical activity.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol, or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic, or religious prejudice.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh, sagging or bagging pants, and sleeveless undershirts are prohibited.
5. Spandex-type shorts or leggings must be worn with an outer garment.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

The principal, staff, students, and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

The school principal or designee shall enforce the Student Dress and Grooming policy. School staff is expected to help monitor dress code policies and standards.

Governing Board Adoption: 5/8/13

MJUSD BOARD POLICY ON SEARCH AND SEIZURE BP 5145.12

The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or District property under their control and may seize illegal, unsafe, or otherwise prohibited items.

The Board urges that employees exercise discretion and good judgment. When conducting a search or seizure, employees shall act in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirements of the District's policy and administrative regulation and other legal issues, as appropriate.

Individual Searches

School officials may search any individual student, his/her property, or District property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the District or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on District property, cellular phones, or other electronic communication devices.

Any search of a student, his/her property, or District property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student. *(Education Code 49050)*

Searches of individual students shall be conducted in the presence of at least two District employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

Searches of Multiple Student Lockers/Desks

All student lockers and desks are the property of the District. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

Use of Contraband Detection Dogs

In an effort to keep the schools free of dangerous contraband, the District may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.

The dogs may sniff the air around lockers, desks, or vehicles on District property or at District-sponsored events. Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.

Governing Board Adoption: 3/18/09

The Governing Board desires to enroll students in the school of their choice, but recognizes that circumstances sometimes necessitate the involuntary transfer of some students to another school or program in the district. The Superintendent or designee shall develop procedures to facilitate the transition of such students into their new school of enrollment.

As applicable, when determining the best placement for a student who is subject to involuntary transfer, the Superintendent or esignee shall review all educational options for which the student is eligible, the student's academic progress and needs, the enrollment capacity at district schools, and the availability of support services and other resources.

Whenever a student is involuntarily transferred, the Superintendent or designee shall provide timely written notification to the student and his/her parent/guardian and an opportunity for the student and parent/guardian to meet with the Superintendent or designee to discuss the transfer.

Students Convicted of Violent Felony or Misdemeanor

A student may be transferred to another district school if he/she is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted. *(Education Code 48929)*

Before transferring such a student, the Superintendent or designee shall attempt to resolve the conflict using restorative justice, counseling, or other such services. He/she shall also notify the student and his/her parents/guardians of the right to request a meeting with the principal or designee. *(Education Code 48929)*

Participation of the victim in any conflict resolution program shall be voluntary, and he/she shall not be subjected to any disciplinary action for his/her refusal to participate in conflict resolution.

The principal or designee shall submit to the Superintendent or designee a recommendation as to whether or not the student should be transferred. If the Superintendent or designee determines that a transfer would be in the best interest of the students involved, he/she shall submit such recommendation to the Board for approval.

The Board shall deliberate in closed session to maintain the confidentiality of student information, unless the parent/guardian or adult student submits a written request that the matter be addressed in open session and doing so would not violate the privacy rights of any other student. The Board's decision shall be final.

The decision to transfer a student shall be subject to periodic review by the Superintendent or designee.

The Superintendent or designee shall annually notify parents/guardians of the district's policy authorizing the transfer of a student pursuant to Education Code 48929. *(Education Code 48980)*

Other Involuntary Transfers

Students may be involuntarily transferred under either of the following circumstances:

1. If a high school student commits an act enumerated in Education Code 48900 or is habitually truant or irregular in school attendance, he/she may be transferred to a continuation school. *(Education Code 48432.5)*
2. If a student is expelled from school for any reason, is probation-referred pursuant to Welfare and Institutions Code 300 or 602, or is referred by a school attendance review board or another formal district process, he/she may be transferred to a community day school. *(Education Code 48662)*

Governing Board Adoption: 9/13/17

The Governing Board recognizes that personal beliefs are a private matter. Without the written notice and written consent of a parent/guardian, no student shall be given any test, survey, questionnaire or examination containing questions about personal or family beliefs or practices in sex, family life, morality or religion. *(Education Code 51513)*

As required by law, school counselors shall respect the confidentiality of any personal information disclosed by students twelve (12) years of age or older during the course of educational counseling. Personal information given to a counselor by the parent/guardian of a student twelve (12) or older shall also be kept confidential and included in the student's record only with the parent/guardian's written consent. Exceptions shall be made only as provided by law:

1. in discussion with health care providers, certain psychotherapists, or the school nurse, solely when referring the student for treatment;
2. as required by law when reporting child abuse or neglect;
3. to the principal or parent/guardian when the counselor believes it necessary to avert a clear and present danger to the health, safety, or welfare of the student, parent/guardian, other students, school staff or community members;
4. to the principal, parent/guardian, other persons outside the school and other persons as necessary inside the school when the student says that a crime will be or has been committed involving the likelihood of personal injury or significant property loss;
5. when the student, twelve (12) years of age or older, has read and signed a waiver naming one (1) or more persons to whom information may be reported (the waiver must be kept in the student's file);
6. to law enforcement agencies when required by court order to aid in a criminal investigation, or when ordered to testify in administrative or judicial proceedings.

In any case, the counselor shall not disclose information to parent/guardian when having any cause to believe that this disclosure would endanger the health, safety or welfare of the student.

Governing Board Adoption: 6/13/01

MJUSD BOARD POLICY ON PROMOTION/ACCELERATION/RETENTION BP 5123

The Governing Board expects students to progress through each grade level within one (1) school year. To accomplish this, instruction should accommodate the variety of ways that children learn and include strategies for addressing academic deficiencies when needed. Parent notification as to student progress shall occur in a timely manner.

Promotion

Students shall progress through the grade levels by demonstrating growth in learning and meeting the grade-level standards of expected student achievement.

Progress toward high school graduation shall be based on the student's ability to pass the courses necessary to earn the required number of credits and on his/her ability to pass the statewide high school exit examination.

Acceleration

When high academic achievement is evident, the Superintendent or designee may recommend a student for acceleration into a higher grade level. The student's maturity level, social and emotional growth, and essential factors shall be taken into consideration in making a determination to accelerate a student.

Retention

Students who should be retained and who are at risk of being retained in accordance with Board policy, administrative regulations, and legal mandates shall be identified as early as possible in the school year. Students shall be identified on the basis of grades and other indicators of academic achievement appropriate for specific grade levels.

When a student is recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include, but are not limited to, tutorial programs, after-school programs, and/or summer school programs (if available).

A student with exceptional needs is eligible for differential promotional requirements when a duly seated Individualized Education Program team determines that the diagnosed hardship if sufficient to preclude that student from meeting the regular promotional requirements. Differential promotional requirements may then be specified in the Individualized Education Plan (IEP) of any student enrolled in a special education program.

Decisions regarding the promotion or retention of English Learners require special considerations. With the passage of Proposition 227, State law now allows programs to be designed primarily to teach English learner students English first and academic content second. It is inappropriate to retain English Learners who have failed to meet academic standards in areas in which they have been provided only limited instruction.

The Student Study Team shall be responsible for the promotion/retention decision. The team shall consist of the student's teacher(s), administrator, one (1) other teacher who does not work with the student, the district psychologist, and an academic advisor (for grades 7 & 8). A student who has not met the described criteria above shall be retained unless the Student Review Team determines in writing that retention is not an appropriate intervention for the student's deficiencies. The written determination shall specify the reasons retention is not appropriate and include recommendations for interventions that, in the team's opinion, will assist the student in meeting the promotion criteria. If summer school is available as an option and if the team's recommended intervention is summer school, then the student's retention will be reassessed after completion of summer school. The summer school teacher's evaluation must be discussed with the team and the parent prior to any final decision.

The team's decision to promote or retain a student may be appealed consistent with Board policy, administrative regulations, and legal mandates. The burden shall be on the appealing party to show why the team's decision should be overruled.

Governing Board Adoption: 5/11/11

Except as the Governing Board may otherwise specifically provide in other District policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in Board Policy 1312.3.
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4030 - Nondiscrimination in Employment)

Compliance Officers

The Governing Board designates the following compliance officer(s) to receive and coordinate investigation of and response to complaints and to ensure District compliance with law.

District Superintendent
Muroc Joint Unified School District
17100 Foothill Avenue
North Edwards, California 93523
760-769-4821

The compliance officer who receives a complaint may designate another individual to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another individual is assigned to the complaint. As necessary, additional staff or legal counsel may conduct or support the investigation.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that could prohibit him/her from fairly investigating or resolving the complaint. Any complaint filed against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that individuals assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, harassment, intimidation, or bullying, applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.
(cf. 4331 – Staff)
(cf. 9124- Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The District's UCP policy and administrative regulation shall be posted in all District schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the District's UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth, homeless students, and former juvenile court school students 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, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)
(cf. 0420 - School Plans/Site Councils)
(cf. 0460 - Local Control and Accountability Plan)

(cf. 1220 - Citizen Advisory Committees)
(cf. 3260 - Fees and Charges)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.3 - Education for Juvenile Court School Students)

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the District website and may be provided through District-supported social media, if available.
(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the District's policy, regulation, forms, and notices concerning the UCP.

If fifteen percent (15%) 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 the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the District shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

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 antidiscrimination 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, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying); and,
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 sixty (60) calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline;

A complaint alleging retaliation, unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six (6) months from the date the alleged conduct occurred, or six (6) months from the date the complainant first obtained knowledge of the facts of the alleged unlawful conduct. The time for filing may be extended for up to ninety (90) days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension;

    c. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, District staff shall assist him/her in the filing of the complaint;
    d. If a complaint is not filed in writing, but the District receives notice of any allegation that is subject to the UCP, the District shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances;
    If the allegation involves retaliation, unlawful discrimination, harassment, intimidation, or bullying, and the investigation confirms that such conduct has occurred, the District will take steps to prevent recurrence of such conduct and correct its discriminatory effects on the complainant, and on others, if appropriate;

e. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the District's educational program, including curricular and extracurricular activities;
f. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP;
g. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the District liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the District and another District;
h. A foster youth, homeless student, or former juvenile court school student who transfers into a District high school or between District high schools as applicable shall be notified of the District's responsibility to:
   (1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed;
   (2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency;
   (3) If the student has completed his/her second year of high school before the transfer, provide the student information about District-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1
i. The complainant has a right to appeal the District's decision to the CDE by filing a written appeal within fifteen (15) calendar days of receiving the District's decision.
   In any complaint alleging unlawful discrimination, harassment, intimidation, or bullying, the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the District's decision;
j. The appeal to the CDE must include a copy of the complaint filed with the District and a copy of the District's decision; and
k. Copies of the District's UCP are available free of charge.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within sixty (60) calendar days of the District's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5CCR 4631)

The compliance officer(s) shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with the California Code of Regulations, Title 5, Sections 4631 and 4633.

All school personnel who are in receipt of a complaint (either written or verbal) that pertains to UCP shall immediately notify the site administrator.

The compliance officer(s) shall keep all complaints or allegations of retaliation, unlawful discrimination, harassment, intimidation, or bullying confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Filing of Complaints

All complaints shall be in writing, signed by the complainant, and filed with the compliance officer. 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)

Complaint forms may be obtained from the office of the Director of Student Services.

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging District violation of applicable state or federal law or regulations governing 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 may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630).
3. A complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination, 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 (6) months from the date when the alleged unlawful discrimination, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination including harassment, intimidation, or bullying, is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

When the complainant of unlawful discrimination including harassment, intimidation, or bullying, or the alleged victim, when he/she is not the complainant, requests confidentiality, the compliance officer shall inform him/her that the request may limit the District's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the District shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

After the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation will not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination including harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.
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.

If mediation is successful and the complaint is withdrawn, then the District shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the District shall then continue with procedures specified in this administrative regulation.

Investigation of Complaint

After the compliance officer/investigator receives the complaint, the compliance officer /investigator shall begin an investigation into the complaint.

The compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer/investigator will determine the proper investigation procedures to ensure an unbiased and thorough investigation. Generally, an investigation will include the compliance officer/investigator interviewing available witnesses with information pertinent to the complaint individually and collect and review all available evidence related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. Witnesses will be interviewed individually and in a confidential manner.

A complainant's refusal to provide the District's compliance officer/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 compliance officer/investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. The District's failure or refusal to provide the compliance officer/investigator with access to records and/or other information related to the allegations in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of 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).

The compliance officer/investigator shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings/Written Decision

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant, and respondent, if applicable, the final written decision within 60 calendar days of the District's receipt of the complaint. (5 CCR 4631)

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the final written decision shall also be translated into that language. In all other instances, the District shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

The final written decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
   a. Statements made by witnesses;
   b. The relative credibility of the individuals involved;
   c. How the complaining individual reacted to the incident;
   d. Any documentary or other evidence relating to the alleged conduct;
   e. Past instances of similar conduct by any alleged offenders; and,
   f. Past false allegations made by the complainant.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
   For complaints of retaliation or unlawful discrimination including harassment, intimidation, or bullying, the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.
   The determination of whether a hostile environment exists may involve consideration of the following:
   a. How the misconduct affected one or more students' education;
   b. The type, frequency, and duration of the misconduct;

   c. The relationship between the alleged victim(s) and offender(s);
   d. The number of persons engaged in the conduct and at whom the conduct was directed;
   e. The size of the school, location of the incidents, and context in which they occurred; and
   f. Other incidents at the school involving different individuals.
5. Corrective action(s), if warranted, including any actions that have been taken or will be taken to address the allegations in the complaint.
   For complaints alleging noncompliance with the laws regarding student fees, deposits, or other charges are found to have merit, the District shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

   If a complaint alleging noncompliance with the laws regarding physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the District shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 51223 52075)
   a. The corrective actions imposed on the respondent;
   b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent; and
   c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence.
6. Notice of the complainant's and respondent's right to appeal the District's decision to the CDE within 15 calendar days and procedures to be followed for initiating such an appeal.

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination, based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the District's complaint procedures including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

In consultation with District legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the District's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or District environment may include, but are not limited to, actions to reinforce District policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (including harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim, but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling;
2. Academic support;
3. Health services;

4. Assignment of an escort to allow the victim to move safely about campus;
5. Information regarding available resources and how to report similar incidents or retaliation;
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim;
7. Restorative justice;
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation; and
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint.

For complaints involving retaliation, or unlawful discrimination, harassment, intimidation, or bullying, appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law;
2. Parent/guardian conference;
3. Education regarding the impact of the conduct on others;
4. Positive behavior support;
5. Referral to a student success team;
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law; and
7. Disciplinary action, such as suspension or expulsion, as permitted by law.

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the District shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The District may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the District does not tolerate it, and how to report and respond to it.

Appeals to California Department of Education

Any complainant who is dissatisfied with the District's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the District's final written decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3(g, 52075; 5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent 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 with 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 or respondent has appealed the District's decision, the Superintendent 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 written 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.

Governing Board Adoption: 4/11/18

The Governing Board intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this Board policy and the district's Acceptable Use Agreement.

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Before a student is authorized to use district technology, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement. In that agreement, the parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred.

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and BP/AR 5125 - Student Records.

Whenever a student is found to have violated Board policy or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

Internet Safety

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Governing Board Adoption: 11/4/15

The district shall charge only those fees specifically authorized by law.

The following fees and charges are permissible if approved by the Governing Board:

1. Insurance for athletic team members, with an exemption for financial hardship
2. Insurance for medical or hospital service for students participating in field trips and excursions
3. Expenses of students' participation in a field trip or excursion to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds
4. Student fingerprinting program
5. School camp programs operated pursuant to Education Code 8760-8773 provided that the fee is not mandatory
6. Personal property of the district fabricated by students, as long as the cost of the property does not exceed the cost of the materials provided by the district
7. Home-to-school transportation and transportation between school and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and so long as exemptions are made for indigent and disabled students
8. Transportation to and from summer employment programs for youth
9. Physical education uniforms
10. Rental or lease of personal property needed for district purposes, such as caps and gowns used by seniors in graduation ceremonies
11. Deposit for band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries
12. Fees for community service classes
13. Eye safety devices, at a price not to exceed the district's actual costs
14. Actual costs of duplication for copies of public records
15. Actual costs of duplication for reproduction of the prospectus of school curriculum
16. Food sold at school subject to free and reduced price meal program eligibility and other restrictions specified in law
17. Fines or reimbursements for lost or damaged district property or damage to library property
18. Tuition for out-of-state and out-of-country residents
19. Adult education books, materials, and classes as specified in law
20. Child care and development services
21. Parking on school grounds

Governing Board Adoption: 5/8/13