DISTRICT OFFICE
41914 N. 50th Street West
Quartz Hill, CA 93536
(661) 722-0716
www.westside.k12.ca.us

REGINA L. ROSSALL
District Superintendent

ROBERT HUGHES
Deputy Superintendent
Human Resources

ROBERT GARZA
Assistant Superintendent
Administrative Services

JACOB BRIGGS, Ed.D
Assistant Superintendent
Business Services

SCHOOL SITES

ANAVERDE HILLS SCHOOL
Corey Stanis, Principal

COTTONWOOD SCHOOL
Thomas Morreale, Principal

DEL SUR SCHOOL
Natalia Compton Principal

ESPERANZA SCHOOL
Kathryn Conner, Principal

GREGG ANDERSON ACADEMY
Breanne Bland, Co-Principal
Noelle Zuaro, Co-Principal

HILLVIEW MIDDLE SCHOOL
Jordon Holmes, Principal

JOE WALKER MIDDLE SCHOOL
Casey Boggs, Co-Principal
Tessa Grabas, Co Principal

LEONA VALLEY SCHOOL
Corey Stanis, Principal

QUARTZ HILL SCHOOL
Shine Khalifa, Principal

RANCHO VISTA SCHOOL
Rebecca Davis, Co-Principal
Justin Holtfreter, Co-Principal

SUNDOWN SCHOOL
Jill Culver, Principal

VALLEY VIEW SCHOOL
Renee Hofmann, Principal

Westside Union School District
Pointing the way, providing the path

BOARD OF TRUSTEES
John Curiel
Steve DeMarzio
Chris Grado, Ed.D
Jennifer Navarro
Andrew Rowe

Dear Parents or Guardians:

The Board of Trustees and District Administration welcome and extend an invitation to you to become involved in the programs we offer to your children at your school and throughout the District. The 2026-27 school year will provide your children with an educational program that is both stimulating and challenging. Our goal in the Westside Union School District is for your children to reach their learning potential in a school setting that is enjoyable, supportive, nurturing, and productive.

To ensure that we have current information on your children in case of an illness or emergency, please update your emergency contact information via your PowerSchool Parent Account. Please keep this information current throughout the school year. It is also critical that at least one alternate contact person be local in the event of an emergency, rapid response time is important.

The district uses Parent Square for parent communication. With Parent Square, parents will receive all district, school and classroom communication via email, text or the app. If you haven't already signed up, please do so—we want to keep you updated throughout the year..

California Education Code 48980 requires school districts to notify parents of their rights and responsibilities. You can access this information online at: http://www.westside.k12.ca.us or you may request a paper copy from the school staff.

Please note that California State Law requires all students to be in attendance and on time to school every day. ***The only legally excused reasons for an absence are illness, medical appointments, or the death of an immediate family member. All other absences are unexcused even with a note from a parent and are considered truancies***. When a student has three or more unexcused absences of 30 minutes or more throughout the school year, that is equivalent to a day of truancy. Last school year, many parents did not send notes or call to notify school officials of the reason for an absence. Please note that all students with absences considered to be truant may be required to attend Saturday School to make up the day of absence, and teachers can choose not to give academic credit for assignments missed during an unexcused absence. Most importantly, your child needs to be in school every day to get the most from academic instruction provided by the teacher. **Research on school success indicates that school attendance is one of the most critical elements in determining how a student does in school and ultimately helps to form the work ethic for jobs in later life.** Please help your children understand the importance of school attendance by getting them to school daily and on time.

We hope that you and your children have a successful year. If you have any questions or concerns, please contact either your child's school staff or staff at the District Office.

Sincerely,

Regina L. Rossall
Regina L. Rossall
Superintendent

Please visit us at www.westside.k12.ca.us or on ebook for more information

WESTSIDE UNION SCHOOL DISTRICT
41914 50th St. West
Lancaster, Ca. 93536
661-722-0716

February 25, 2026

Dear Parents:

At the Board Meeting of June 17, 2025, the Board of Trustees approved the 2026-2027 calendar. Please review the dates below to familiarize yourself with the calendar. If you have any questions, please contact your child's principal or school secretary.

JUNE - 2026
8-30 VACATION – NO SCHOOL
8-30 Extended Year School

JULY - 2026
1-31 VACATION – NO SCHOOL

AUGUST - 2026
3 Classes Begin – Minimum Day
3 First Quarter/First Semester Begins
3, 4, 31 Minimum Days

SEPTEMBER – 2026
7 Labor Day Holiday – **NO SCHOOL**

OCTOBER – 2026
2 First Quarter Ends
5 Second Quarter Begins
12-16 **NO SCHOOL**
12 & 13 Parent Teacher Conference – **NO SCHOOL**

NOVEMBER – 2026
11 Veteran's Day Holiday – **NO SCHOOL**
20 Minimum Day
23 Lincoln's Day Holiday – **NO SCHOOL***
24-27 Thanksgiving Holiday – **NO SCHOOL**

DECEMBER – 2026
7 & 18 Minimum Days
18 Second Quarter/First Semester Ends

December 2026 Continued
21-31 WINTER VACATION – NO SCHOOL

JANUARY - 2027
1-8 WINTER VACATION – NO SCHOOL
11 Classes Resume
11 Third Quarter/Second Semester Begins
15 Minimum Day
18 M. L. King Holiday – **NO SCHOOL**

FEBRUARY – 2027
15 Presidents' Day Holiday – **NO SCHOOL**

MARCH - 2027
19 Minimum Day
19 Third Quarter Ends
22-31 SPRING VACATION – NO SCHOOL

APRIL – 2027
1-2 SPRING VACATION – NO SCHOOL
5 Classes Resume
5 Fourth Quarter Begins

MAY - 2027
31 Memorial Day Holiday – **NO SCHOOL**

JUNE - 2027
3 Minimum Day
4 Fourth Quarter/Second Semester Ends
4 Last Day of School – Minimum Day

We hope that this calendar will be useful in planning family events. If you have questions, please contact the personnel at your child's school. This calendar is subject to change based on future negotiations with employee associations.

Sincerely,

Regina L. Rossall
District Superintendent

*Holiday observed on 11/23/26 in lieu of 2//12/27
Calendar/Narrative 26-27
1-2026

Welcome to Westside!

Westside Union School District is pleased to welcome you. Our schools offer a variety of programs and we encourage you to visit us online to learn about the many different opportunities available, as well as a wide variety of parent resources.

Westside Website

Our public website address is http://www.westside.k12.ca.us This is where you will find our School Year Calendar, Boundary Maps, Volunteer Information, plus links to each school's website, WUSD apps, and so much more! Stay informed by staying connected.

PowerSchool

PowerSchool is our student information system, which can be accessed 24/7 via the Internet. Once your child is enrolled, you will create an account that will give you access to their assignments, grades, dates of absences and tardies, teacher email addresses, along with updating your contact information. Communication between parents and teachers is very important to student success and PowerSchool enables parents to better participate in their child's progress and attendance throughout the school year.

ParentSquare

ParentSquare is our notification system for staff, students, and parents. Administrators use this to send voice, text, and e-mail notifications of events, emergencies, and un-cleared absences.

Emergency Contact Information

It is critical that the school has current information to contact parents and emergency contacts should an emergency arise. Parents, please contact the school within 24 hours when phone numbers change and/or if you've moved to a new address.

Child Nutrition

GREAT NEWS! Starting 2026-27 **ALL** Westside Union School District school sites will continue to participate in the Community Eligibility Provision (CEP). All enrolled students are eligible for a healthy breakfast and lunch at **no charge** each day of the school year again this year. No further action is required, and no **meal** application is required this year. Please visit https://wusdnutrition.com/ to complete the Universal Benefits Form to qualify your student for additional benefits such as Summer EBT/SUN Bucks, internet access, school transportation and more. The website will also provide access to menus, nutrition information and access to our new prepayment system LINQ Connect.

Pre-paid accounts are available for students' use at all schools for extra milk at $0.50 and middle schools to purchase healthy snack items ranging from $0.50 to $4.00.

School menus are subject to change.

Attendance

Attendance at school is a key element of school success and State law requires students to be in school. **Following an absence, parents/guardians are to contact the school to verify an absence by the 4th day following the date of the absence using one of the choices listed below**. Parents of absent students automatically receive a text/notification through ParentSquare if they have not verified their child's absence with the District. Once a child is enrolled, the only excused absences are: verified, illness, medical appointment verified with a doctor note, or due to a death in the immediate family. All other absences are considered unexcused. A student who has three unexcused absences in one school year, or being tardy/absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is truant. Please scan the QR code for additional attendance information!

To verify an absence, choose one of the following: 1) Log onto your ParentSquare, locate the attendance and notices, send note to school, 2) Call the school to verify the absence or 3) visit our website: www.beherewestside.com or scan the QR code. 4) Register for Short Term Independent Study (STIS) annually. Once the child completes the work for the absence, the absence will be cleared. There is a 15-day maximum for independent study days annually.

WUSD's Expanded Learning Opportunities Program (ELOP) is providing free after school care for the 2026-27 school year. If interested in after school care, please contact Boys & Girls Club directly for information.

Boys & Girls Club: **AVBGC/Westside** or 661-267-2582

Apply For School Meals!

Attention Parents!

We are pleased to inform you that all school sites of Westside Union School District will continue to participate in the Community Eligibility Provision (CEP) for 2026-2027 school year. All enrolled students are eligible to receive a healthy breakfast and lunch at school at **no charge** each day of the 2026-2027 school year. No further action is required of you. Your child(ren) will be able to participate in this meal program without having to pay a fee or submit an application. It is important to inform you, however, that additional benefits such as Summer EBT/SunBucks, internet access, and more are available to families and schools **only** when completing the Universal Benefit Application. We encourage and appreciate if you would please fill out an application to ensure the maximum funding is available for each of our schools, classrooms, and families and to qualify for additional benefits such as Summer EBT/SunBucks. Regardless of the application's status, your students will receive free breakfast and lunch daily. The Online application is SAFE, SECURE, PRIVATE, and AVAILABLE anytime, anywhere! Paper applications will continue to be accepted and they may be picked up at any school site, the District Office or the Child Nutrition Office. Thank you in advance for taking the time to complete the application!

It is easy to get started!

- Go to http://www.wusdnutrition.com or scan the QR code
- Click on Meal Applications

For any questions, call Nicole Sewalson or Terri Rowitz at (661) 943-1057 or email n.sewalson@westside.k12.ca.us or t.rowitz@westside.k12.ca.us

This institution is an equal opportunity provider.

WESTSIDE UNION SCHOOL DISTRICT

VOLUNTEER INFORMATION SHEET

PLEASE PRINT LEGIBLY Date: _____

OFFICE USE ONLY

Date of TB Risk Assessment Questionnaire:

_____

Date fingerprinted for WUSD:

_____

❑ Mr. ❑ Mrs. ❑ Ms.

_____ _____
Last Name First Name

_____
Home Address

_____ (_____)_____
City Zip Phone

Drivers license number: _____ State Issued: _____

List student(s) who attend school at Westside Union School District:

Name:_____ Grade:_____ School:_____
Name:_____ Grade:_____ School:_____
Name:_____ Grade:_____ School:_____
Name:_____ Grade:_____ School:_____

List two emergency contacts, in case of illness or injury:

Name _____ Phone (_____) _____

Name _____ Phone (_____) _____

As stated in California Education Code Section 35330, I understand that I hold the Westside Union School District, its officers, agents and employees harmless from any and all liability or claims, which may arise out of or in connection with my participation in volunteering.

As a volunteer for the Westside Union School District I understand that I need to abide by the all the rules and policies of the District Board of Trustees. I understand the District reserves the right to revoke my clearance for volunteering at anytime.

_____ _____
Signature **Date**

Please Note: This information and/or requirements may change at any time as necessary.

WESTSIDE UNION SCHOOL DISTRICT

Parental Rights and Responsibilities 2026-2027

Dear Parents/Guardians,

The following information is submitted in compliance with the California Education Code, and has been paraphrased for your convenience. Requests for further explanations may be obtained from your school principal.

ACCEPTABLE USE OF TECHNOLOGY

One of the adopted goals of the Westside Union School District is to assist in advancing the use of technology to enhance student learning. Access to the Westside Union School District technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All Westside Union School District students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. The Westside Union School District shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

ASBESTOS MANAGEMENT PLAN (40 CFR)

The Westside Union School District maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact our District Office.

ATTENDANCE DEFINITIONS: COMPULSORY EDUCATION, TARDY, TRUANCY, CHRONIC ABSENTEEISM AND CONSEQUENCES - EC 48200, 48260, 48260.5 48262, 48263, 48263.6, 48263, 48264, 48263, 48267, 48268, 48269, 60901; WIC 236, 601, 601.3,653.5, 654, AND 651.5

COMPULSORY EDUCATION- EC 48200: Each person between the ages of 6 and 18 years is subject to compulsory full-time education. Each person shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the schoolday by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the schoolday by the governing board of the school district in which the residence of either the parent or legal guardian is located. A pupil shall not be enrolled for less than the minimum schoolday established by law. Exceptions are for persons enrolled in charter school, home school or other private school enrollments, and other online charter school options. Regular school attendance is essential for student learning, academic success, and social development. Students who attend school consistently are more likely to achieve higher academic outcomes, stay engaged in learning, graduate on time and avoid the need for academic or legal interventions. Parents/guardians are legally responsible for ensuring their child attends school regularly and on time. The school is committed to supporting students and families in improving attendance. When attendance concerns occur, the school may offer attendance conferences, counseling or support services, academic interventions, referrals to school or community resources, and other supports.

TARDINESS – EC 48260 (A): Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. A student is considered tardy when they are not present in their assigned classroom or instructional area at the scheduled start time of the school day or class period. If a child is late, the child should bring a note from home to the school office. Excessive tardiness disrupts instruction and impacts student learning.

TRUANCY DEFINITIONS – EC 48260, 48262 AND 48263.6: A student is considered *truant* after three full-day absences without a valid excuse or three tardies of more than a 30-minute period during the schoolday without a valid excuse on three occasions in one school year, or any combination thereof. Examples of truancy include missing an entire school day without an excuse, leaving school without permission or excessive unexcused tardiness. Repeated unexcused absences may lead to parent notification, attendance conferences, referrals to a School Attendance Review Team (or similar intervention), and additional actions by the district. After a student has been reported as a truant three or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered *a habitual truant*. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a *chronic truant*. Unexcused absences are all absences that do not fall within EC 48205. For questions regarding attendance policies, please contact the Westside Union School District Educational Services Department.

ATTENDANCE: RESIDENCY AND ALTERNATIVE ENROLLMENT OPTIONS – EC 35160.5(B), 46600, 48980(G)

Residency: A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district; a pupil who is a placed in foster care may remain in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; a pupil residing in a state hospital located within the boundaries of the school district; or a pupil whose parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. Students in military and migrant families may remain in their school of origin and shall have waived residency restrictions due to the frequency of movement of their families. Please contact the district office at 661-722-0716 for more information on the protections afforded to these student groups per California law.

Alternative Enrollment Options Interdistrict (leaving one district to enroll in another district): The parent or legal guardian of a pupil may seek release from the school district of residence to attend a school in any other school district**.**

Military Family: The school district of residence cannot prohibit the transfer of a pupil who is a *child of an active military duty parent* to a school district of proposed enrollment if that district approves the application for transfer. For active military families, pending transfer orders, may have ten days to produce documents after the family has relocated. Once orders are in writing, they may be forwarded to the intended resident district or charter to start the enrollment process and avoid delays. Coursework and graduation requirements are exempted for children of active military.

Bullying: *"Bullying"* means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm to self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying. A district cannot prohibit an interdistrict permit release when no intradistrict permit options are available to a victim of bullying. A *"victim of an act of bullying"* means a pupil that has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Section 234.1 and the bullying was committed by any pupil in the school district of residence, and the parent of the pupil has filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency. The receiving district is not obligated to accept the student. A pupil who has been determined by personnel of either the school district of residence or the district of proposed enrollment to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement. If the interdistrict permit request is denied the parent can follow the district's appeal process. If the request is still denied, the education rights holder may appeal to the Los Angeles County Office of Education within 30 calendar days of a final denial from the denying district. The County appeal process may take up to a maximum of sixty calendar days based on certain factors. A student who is appealing a denial for an interdistrict permit approval through the district or the County Office of Education may be eligible for provisional admission by the desired district in grades TK through 12, while continuing through the process of appeal, if space is made available by the desired district, not to exceed two months. Each school district shall post their interdistrict policy agreements and local district caps on their district and/or school websites. Reasons for approval and denial of interdistrict transfer requests must be updated on the district website according to board policies. For questions about the interdistrict permit process, please call the district office at 661-722-0716. You can find more information about the county appeal process and submit an appeal online here: https://www.lacoe.edu/services/student-support/engagement/appeals-transfers-expulsions

Intradistrict (school to school within the same district): Residents of the school district may apply to other schools that serve the same grade levels within the district. Parents/Guardians that would like to apply for an Intradistrict transfer will need to complete and online transfer application through our PowerSchool Enrollment portal. The link can be found on our website. No pupil who currently resides in the attendance area of a school can be displaced by pupils transferring from outside the attendance area. A student who is a victim of bullying shall be allowed an intradistrict permit to transfer if space is available at the same grade level. If there is no "intra-district" space to attend, the student may seek an "inter-district" permit to another district without any delay in release from the home district, but it does not guarantee entrance to an outside district. The process to enter another school district will be according to the desired district's transfer policies. A "victim of an act of bullying" means a pupil that has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Section 234.1 and the bullying was committed by any pupil in the school district of residence, and the parent of the pupil has filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency. "Bullying" means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm to self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying. For additional questions regarding enrollment, please call our district office at 661-722-0716.

ATHLETICS, SAFETY, AND CIVIL RIGHTS (NEW) – CIF BYLAW 210C, EC 221.8, 230, 32050, 32051, 35179.4, HSC 124238.5, 20 U.S.C. § 1681, PC 245.6

The Westside Union School District is committed to providing a safe and inclusive environment for all student athletes. Participation in athletic programs is provided without regard to actual or perceived race, color, ancestry, national origin, religion, disability, sex, sexual orientation, gender identity, or gender expression. Per California law, any incident of racial discrimination, harassment, or "hate-motivated behavior" occurring at an athletic event must be reported. A standardized Sporting Event/Game Incident Report is available on the Westside Union School District website. Violations of non-discrimination policies in athletics may be filed under the Westside Union School District's Uniform Complaint Procedure (UCP). Hazing of any kind—defined as any method of initiation or pre-initiation into a student organization or team that causes, or is likely to cause, bodily danger or physical or mental harm—is strictly prohibited. Students found in violation of the anti-hazing policy will face immediate disciplinary action, including possible expulsion and removal from all athletic programs. Students who witness hazing but do not report it may also face disciplinary consequences. To ensure the safety of our students during practice and competition, the Westside Union School District has implemented the following: *Written Emergency Action Plans* are posted at every athletic venue (gyms, fields, and courts). These plans outline the location of *Automated External Defibrillators (AEDs*), emergency exits, and procedures for medical emergencies. Before participating, parents and students must review and sign the annual *Athletic Safety Packet*, which includes specific information on:

* Concussion Protocols: "When in doubt, sit them out."
* Sudden Cardiac Arrest (SCA): Warning signs and the importance of immediate AED use.
* Exertional Heat Illness: Standards for hydration and cooling.

The Westside Union School District follows the CIF "Pursuing Victory with Honor" principles. Please be advised:

* Any spectator who physically assaults a game official (referee, umpire, etc.) during or after an event will be permanently banned from attending any CIF-sanctioned athletic contest.

* Spectators are expected to model sportsmanship. Taunting, profanity, or harassment of players, coaches, or officials may result in immediate removal from the facility. By participating in interscholastic athletics, the student-athlete and parent/guardian agree that the student shall not use androgenic/anabolic steroids or any dietary supplement on the banned substance list without a written prescription from a licensed healthcare practitioner to treat a medical condition.

AVAILABILITY OF PROSPECTUS (EC 49063 AND 49091.14)

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact your child's school for a copy of the prospectus.

AVOIDING ABSENCES, WRITTEN EXCUSES AND TRUANCY CONSEQUENCES - EC 48260, 48260.5 48262, 48263, 48263.6, 48263, 48264, 48263, 48267, 48268, 48269, 60901; WIC 236, 601, 601.3,653.5, 654, AND 651.5

Westside Union School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments so that a student misses none or only a small portion of the school day. The district also asks that travel or other absences be avoided during the time school is in session. The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families which plans vacations and traditional holiday periods, and thereby minimize student absences. Parents are required to verify absences with either a written document or a call to the school attendance line no later than the 4th day following the absence.

Tardiness – Children should be encouraged to be prompt as part of their training. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. A student will be classified as truant if they are tardy or absent for more than a 30 minute period during the school day without a valid excuse on three occasions in one school year.

Truancy Definitions – A student is considered truant after three absences or three tardies of more than 30 minutes each time and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205.

Arrest of Truants/School Attendance Review Boards – The school attendance supervisor, administrator or designee a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without a valid excuse within the county, city or school district. A student who is truant may be referred to a School Attendance and Review Board (SARB).

Truant Consequences – EC 48260.5 48263, 48267, 48268, and 48269; WIC 236, 601, 601.3, 653.5, 654, and 651.5

Any student who is identified as "Truant" may be assigned as a ward of the court, if the available community resources do not resolve the students' continued problem of truancy, by a Probation Officer or Deputy District Attorney. Parents will be notified if their child is identified as a truant. Parents are obligated to compel their child to attend school. District staff will offer to meet with the parents to discuss solutions and offer alternative educational options to help address the truancy. In addition, school personnel are available to meet with the pupil and family to develop strategies to support the pupil's attendance at school and offer available mental health and supportive services

BEFORE AND AFTER SCHOOL PROGRAMS – EC 8482.6, 8483, 8483.1

The After School Education and Safety Program serves pupils in TK-6th grade at participating Westside Union School District schools. Programs that charge family fees shall not charge for a child who is experiencing homelessness or placed in foster care. These students are also moved to the top of the waiting list. To request priority enrollment, please contact our Student Support Services Department.

BILINGUAL EDUCATION – EC 52173; 5 CCR 11303

Bilingual education serves pupils in TK-8 grade at participating schools in the Westside Union School District. Parents must give permission for their child to participate. For more information, please contact our bilingual education office.

BROWN ACT: REQUIRED NOTICES AND AGENDAS FOR OPEN PUBLIC MEETINGS*
GC 54954.2, 54956, 54956.5, 54954.2, GC 54954.5, GC 54957.1, 54957.7, and GC 54954.2(b)

Regular Meetings: Agenda in 20 words or less, posted within 72 hours of meeting.

Special Meetings: Twenty-four hour notice must be provided to members of legislative body and media outlets including brief general description of matters to be considered or discussed.

Emergency Meetings: One hour notice in case of work stoppage or crippling activity, except in the case of a dire emergency.

Closed Session Agendas: All items to be considered in closed session must be described in the notice or agenda for the meeting. The body must orally announce the subject matter of the closed session. If final action is taken in closed session, the body generally must report the action at the conclusion of the closed session.

Agenda Exception: Special procedures permit a body to proceed without an agenda in the case of emergency circumstances, or where a need for immediate action came to the attention of the body after posting of the agenda.

CALIFORNIA COLLEGE GUIDANCE INITIATIVE – EC 60900.5

The California College Guidance Initiative (CCGI) is part of California's efforts to close the gaps between systems and ensure that all California students, especially those who have been underrepresented in higher education, can move seamlessly from K-12 to college and career. CCGI provides a set of college and career planning tools designed to help students plan for and apply to California public colleges and universities. To support these efforts, CCGI receives enrollment data for all public-school students enrolled in grades six through twelve through California Pupil Achievement Data System (CALPADS). CALPADS is a longitudinal data system used to maintain individual-level data including student demographics, course data, discipline, assessments, staff assignments, and other data for state and federal reporting. The shared data will be used to provide students and families with direct access to online tools and resources and will enable the student to transmit information shared with the CCGI to both of the following:

1. Postsecondary educational institutions for the purpose of admissions and academic placement.
2. The Student Aid Commission for purposes of admissions and academic placement.

CALIFORNIA HEALTHY YOUTH ACT – EC 51930-51939

The California Healthy Youth Act requires school districts to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. Course instruction and materials must encourage students to communicate with parents, guardians or other trusted adults about human sexuality. It is intended to ensure that pupils in grades 7-12 are provided with the knowledge and skills necessary to: 1) protect their

sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy and menstrual health; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; 3) promote understanding of sexuality as a normal part of human development; 4) ensure students receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance; 5) provide students with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors. Parents or legal guardians have the right to:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV prevention education.
3. Request a copy of Education Codes 51930 through 51939, the California Healthy Youth Act.
4. Be informed whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants.
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year.
6. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV prevention education, be informed of:
   a. The date of the instruction
   b. The name of the organization or affiliation of each guest speaker

CALIFORNIA YOUTH FOOTBALL ACT – HSC 124241 (6-12)

Under state law, students who participate in football games in grades 6-12 must have a licensed medical professional present during the game, whether playing at a home game or away at another school. This does not include Physical Education classes or intramural football games outside of extra-curricular athletics offered at the middle or high school.

CAMERA SURVEILLANCE ON SCHOOL PROPERTY – PC 647(j)

For the safety of our students, staff and visitors, the School District employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time. Surveillance cameras will generally be utilized only in public areas where there is no "reasonable expectation of privacy." Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; and supply rooms. However, it is not possible for surveillance cameras to cover all public areas of District buildings or all District activities. District surveillance cameras will not be installed in "private" areas such as restrooms, locker rooms, changing areas, private offices (unless consent by the office owner is given), or classrooms.

CAREER COUNSELING & COURSE SELECTION (EC 221.5(d) – 7TH & 8TH GRADE ONLY

Commencing in grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

CHILD ABUSE AND NEGLECT REPORTING (PC 11164 et seq.)

Westside Union School District is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. District employees may not investigate to confirm a suspicion. Mandated reporters have been expanded in legislation to include all school employees; volunteers (a person who is over 18 years of age and who interacts with pupils outside of the immediate supervision and control of the pupil's parent or guardian or a school employee), contractors; and governing board members. All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency. Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies. Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local enforcement agency, as well as with the school district or county office of education. Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self-defense;
3. To obtain possession of weapons or other dangerous objects within control of a student;
4. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

CHILD ABUSE PREVENTION: PUPIL SAFETY: SCHOOL EMPLOYEE MISCONDUCT: EC 32280-32282, 44010, 44242.5, 44830.1, 44939.5, AND 51950

The Westside Union School District is committed to maintaining a safe, respectful, and supportive learning environment for all pupils and has adopted policies and procedures to prevent child abuse, address school employee misconduct, and promote safe school environments.

The School/District maintains written policies that clearly define appropriate interactions and professional boundaries between pupils and all adults on campus, including school employees, volunteers, contractors, and governing board members. These policies are intended to protect pupils and staff and to prevent misconduct, abuse, and grooming behaviors.

The Westside Union School District's policies limit and regulate electronic, text, and social media communications between pupils and adults. Communications must be professional, school related, age-appropriate, and transparent. Private or inappropriate electronic communications with pupils, especially those excluding parents/guardians, are prohibited.

Under California law, all school employees, volunteers, contractors, and governing board members who work with pupils are mandated reporters of suspected child abuse or neglect. Mandated reporters are required to report known or reasonably suspected abuse to the appropriate authorities. The Westside Union School District provides annual mandated reporter training, including recognizing abuse, grooming behaviors, reporting duties, and professional boundaries.

The Westside Union School District provides age-appropriate child abuse and neglect prevention education to pupils, including instruction on recognizing inappropriate behaviors and accessing help or reporting concerns. Parents/guardians will be notified of this instruction and may exercise opt-out rights as allowed by law.

Any pupil, parent/guardian, employee, or community member who has concerns regarding misconduct, boundary violations, or suspected child abuse is encouraged to report concerns promptly to school administration or through appropriate reporting channels.

Policies regarding professional boundaries, supervision, mandated reporting, and pupil safety are available upon request at the school office and on the district website. These policies have been adopted by July 1, 2026, and reviewed annually.

CHILD FIND SYSTEM, SPECIAL EDUCATION AND INDIVIDUALIZED EDUCATION PROGRAM (IEP) - EC 56301; 20U SC1401(3); 1412(A)(3); 34CFR300.111(C)(D)

Under state law, each public school system is responsible for finding children with disabilities in its area. All students with disabilities are entitled to a Free Appropriate Public Education (FAPE) designed to meet their individual educational needs. Special education and related services are provided at no cost to parents/guardians and are based on an Individualized Education Program (IEP) developed by a team that includes the parent/guardian.

The school has an obligation to identify, locate, and evaluate students who may have disabilities and who may be in need of special education and related services. Parents/guardians may request an assessment at any time by submitting a written request to the school.

If a student is found eligible for special education, an IEP meeting will be held to develop an individualized plan. Parents/guardians are members of the IEP team and have the right to: participate in IEP meetings, receive notice of meetings, provide input regarding their child's educational needs and consent to or decline proposed services, as permitted by law.

Students with disabilities are educated in the least restrictive environment (LRE) appropriate to their needs and, to the maximum extent appropriate, with peers who do not have disabilities. Services and support are determined by the IEP team and are based on the students' unique needs.

Parents/guardians of students with disabilities have rights known as procedural safeguards, which include the right to receive prior written notice of proposed actions, review educational records, independent educational evaluations (IEEs), when applicable, and the right to resolve disagreements through IEP meetings, mediation, due process hearings and state complaint procedures. 30

A copy of the Special Education Procedural Safeguards Notice is provided at required times and is available upon request.

Parental consent is required before an initial special education assessment is conducted or special education services are provided for the first time. Consent may be withdrawn in writing, consistent with applicable law.

When a student with an IEP reaches 18 years of age, educational decision-making rights transfer to the student unless a legal exception applies. Parents/guardians will be notified prior to this transfer of rights.

CIVILITY ON SCHOOL GROUNDS (CC 1708.9, EC 33210)

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars ($500). It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

CONCUSSION AND HEAD INJURIES – EC 49475

A concussion is a brain injury that can be 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. 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. A school district that elects to offer athletic programs must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provide determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

CONFIDENTIAL MEDICAL SERVICES – EC 46010.1

School authorities may excuse any pupil in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardians. When excusing students for confidential medical services or verifying such appointments, staff will not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment. Staff will not notify a parent when a student leaves school to obtain confidential medical services.

CONFIDENTIALITY OF MEDICAL INFORMATION ACT – CC 56.10

School linked service coordinators will have access to health care information which complies with federal health insurance requirements. The coordinator must be credentialed and serve with confidentiality requirements per licensed school nurses, marriage and family therapists, educational psychologists, and clinical counselors.

CONTROLLED SUBSTANCES: OPOIDS – EC 49476

School authorities must provide facts regarding the risks and side effects of opioid use each school year to athletes. Parents and student athletes must sign acknowledgement of receipt of the document annually.

CUSTODY ISSUES

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

DANGEROUS OBJECTS

Often, students like to bring objects, such as a collector's item, to school to show their friends. Examples of these objects include, but are not limited to, laser pointers, mini baseball bats, martial arts weapons (*e.g.,* nunchaku, throwing stars), or any other sharp, pointy objects. Students should refrain from bringing objects that have the potential to inflict serious bodily injury to others.

DIRECTORY INFORMATION (Section 49073)

"Directory Information" can include the student's name, address, telephone number, email address, date and place of birth, honors and awards, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of athletic team members, degrees, honors, and awards received. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information.

No information may be released to private profit-making entities, other than employers, prospective employers, and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations.

Unless the Westside Union School District provides information for a legitimate educational purpose under FERPA or the California Education Code or directory information, Westside Union School District shall notify parents or guardians and eligible students—and receive their written consent—before it releases a student's personally identifiable information. Westside Union School District will not release information to third parties for immigration enforcement purposes, except as required by law or court order.

The deadline to opt out of directory information sharing is due on the first day of school. Directory information regarding a pupil identified as experiencing homelessness shall not be released, unless a parent, or eligible pupil, has provided written consent that directory information may be released. The parent of a student experiencing homelessness must opt-in for the student's information to be shared.

Exception to this practice: A student experiencing homelessness may be automatically included in directory information only to facilitate free oral and vision health screenings. If a parent, guardian or unaccompanied youth is not interested in their student's information being shared for free oral and vision health screening, the parent, guardian or unaccompanied youth must provide written notification that they do not consent to this release. Note: A school, district, the CDE, or any party that is authorized to receive personally identifiable information from education records may release the records or information without the required written consent if all personally identifiable information has been removed. Authorized parties must make a reasonable determination that a student's identity is not personally identifiable, considering single or multiple releases and taking into account other reasonably available information. This determination must be made before releasing individual or summary student information.

DISASTER PREPAREDNESS EDUCATIONAL MATERIALS – EC 32282.5

Natural and human-caused disasters affect everyone which is why it is important to be prepared at home, at school, at work, and in the community. Parents and guardians are encouraged to review the safety educational materials provided on the California Department of Education Web page at: http://www.cde.ca.gov/ls/ss/cp/pupilsafetyeducmat.asp. The materials are available in multiple languages and can be used to help families prepare for different types of emergencies and crises.

DISTRICT OF CHOICE – EC 48300 et seq.

Some school districts may choose to become a district of choice. A school board that elects to operate the school district as a district of choice must determine the number of transfers it is willing to accept and shall accept all pupils who apply to transfer until the school district is at maximum capacity. The school district of choice shall make sure that students are selected through an unbiased and random process that does not take into consideration his or her academic or athletic performance, physical condition, proficiency in English, family income, ethnicity, primary language, literacy, special needs, or any of the individual characteristics listed in Section 200. The parent of a pupil requesting to transfer must submit an application to the school district of choice no later than January 1 of the school year preceding the school year for which the student wishes to transfer. The parent shall be notified in writing by February 15 if the student was provisionally accepted, rejected, or placed on a waiting list. A modified application process is available for children of relocated military personnel.

DRESS CODE (Section 35183 & 35183.5)

School districts are authorized to adopt a dress code policy that establishes student dress and grooming consistent with district policy and regulations and prohibits the wearing of "gang-related clothing". Each school can authorize a policy that allows students to wear sun-protective clothing. Schools are required to provide six months' prior notice to parents or guardians before implementing a policy that requires pupils to wear a school-wide uniform.

DUTIES OF PUPILS (Section 44807 & 5 CCR §300)

Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. Students are required to conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

EDUCATIONAL EQUITY: DISCRIMINATION: ANTISEMITISM PREVENTION- EC 244, 262.3, 280, 33800, 48980, 51500, 51501, 60151 & 60152

Westside Union School District is committed to maintaining a learning environment free from discrimination, harassment, and bias. All instructional materials, textbooks, and teacher-led discussions must be factually accurate and free from content that promotes unlawful discrimination. This includes specific protections against antisemitism, Islamophobia, and bias based on shared ancestry or ethnic characteristics. Westside Union School District is required to ensure that all curriculum aligns with state standards and does not subject students to a hostile environment. Any materials found to be discriminatory or factually inaccurate regarding protected groups will be removed from the classroom. If you believe your student has experienced discrimination or that instructional materials violate these standards, you have the right to file a uniform complaint with UCP Coordinator and provide evidence that supports the allegations. The district will investigate and respond to all formal complaints within 60 days. If Westside Union School District fails to meet this timeline or if you are unsatisfied with the local resolution, you have the right to appeal directly to the California Department of Education (CDE). To report a concern or request more information about our anti-discrimination policies, please contact our district office at 661-722-0716

EDUCATIONAL EQUITY: GOVERNMENT INSTRUCTION CONFERENCES – EC 224

The Sex Equity in Education Act exempts any discrimination based on male or female identity for pupils who seek to participate in state or national conferences, therefore, furthering California's goal of providing an equal educational opportunity to all students by prohibiting the use of public resources when a program discriminates based on gender.

EDUCATIONAL EQUITY: IMMIGRATION AND CITIZENSHIP STATUS - EC 66251, 66260.6, 66270, 66270.3

The Equity in Higher Education Act states that all persons, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, immigration status have equal educational rights and opportunities including financial aid for higher education to also be equitable, and an application may not be denied of a student based on their immigration status.

EDUCATION OF FOSTER YOUTH – EC 42238.01, 47605, 47605.6, 48204, 48432.5, 48850, 48853, 48853.5, 48911, 48911.1, 48915.5, 48918.1, 49069.5, 51215.1 AND 51225.2

Students supervised by the Department of Children and Family Services (DCFS) and placed in licensed foster homes, Short-Term Residential Therapeutic Programs [STRTP, (formerly referred to as group homes), with relatives, or residing with biological parent(s) have the subject of a DCFS voluntary placement agreement or Department of Probation (in certain circumstances) are also included within the definition of students in foster care. In addition, a dependent child of the court of an Indian Tribe, consortium of tribes, or tribal organization is afforded the same guarantee of rights as the foster children identified through the county court systems.

Every LEA is required to designate a staff person as the educational liaison for foster children to: ensure that foster youth are:

* Entitled to stable school placements in the least restrictive education programs, with access to academic resources, services, and extracurricular activities that are available to all pupils. This includes the right to remain in the school of origin and the right to matriculate with his or her peers.
* Students in foster care must be immediately enrolled in school regardless of the availability of school records, immunization records, school uniforms, or the existence of fines from a previous school. Educators, school personnel, social workers, probation officers, caregivers, and other interested parties shall work together to serve the educational needs of students in foster care.
* Proper and timely transfer between schools. This includes the coordination between the local educational agency and the county placing agency, and the transfer of educational information and records of the foster youth to the next educational placement.
* Students in foster care have the right to attend their school of origin and, if applicable, matriculate in the secondary school in the same attendance area even when the student is placed with a family who resides in a different attendance area. The school district serving the student in foster care shall allow the youth to continue their education in the school of origin while the student is identified as a foster youth. If the jurisdiction of the court terminates prior to the end of an academic year, the student in foster care shall be allowed to continue their education in the school of origin for the duration of the academic school year, unless the student attends high school as they have the right to attend until they graduate.
* If a dispute arises over school selection or enrollment, the school must immediately enroll the student in the school where enrollment is sought. During the Dispute Resolution process, the student is to maintain enrollment in the school sought pending the final resolution of the dispute.
* No lowering of grades if the foster youth is absent from school due to a decision by a court or placing agency to change his or her placement, or due to a verified court appearance or related court ordered activity.
* Issuance and acceptance of partial credits for courses that have been satisfactorily completed by the foster youth. The foster youth shall not be required to retake the portion of the course already completed unless it has been determined that he or she is reasonably able to complete the requirements in time to graduate from high school.
* Not required to retake a course the pupil has satisfactorily completed.
* Students in foster care may qualify for an exemption from local graduation requirements. Designated school staff shall notify students and their parent/legal guardian of their eligibility to be exempt from coursework and other requirements adopted by the _____School District in addition to the statewide coursework requirements. To qualify the student must be in foster care and have transferred schools after what would have been their second year of high school, the student cannot reasonably complete the additional local LEA graduation requirements within four (4) years, and the educational rights holder must determine that the graduation exemption is in the student's best interest. If these criteria are satisfied, the student may be offered the exemption to complete the state graduation requirements of 130 credits in specific course work within the four years and be offered a fifth year if needed.
* Once a student is found eligible for this exemption, their eligibility continues even if the student's foster care case closes or the student transfers to another school. It is unlawful for a school, student, educational rights holder, social worker, or probation officer to request or require a school transfer for the purpose of making a student eligible for an exemption from local requirements.
* Parents/legal guardians, foster caregivers, social workers and/or probation officers should notify the school district as soon as they become aware that a student is changing school placements so that partial credits may be calculated, if applicable, and school records can be transferred in a timely manner. For students experiencing a change in residence, a Best Interest Determination meeting should be held with the educational rights holder to determine whether the student will remain in the school of origin and if transportation is needed.
* If a student in foster care is issued a suspension (including in-school suspension), recommended for expulsion, scheduled for a manifestation determination meeting, or involuntarily transferred to a continuation school, notification must be made to the foster child's attorney and social worker, and, for the child's tribal social worker, if applicable, and county social worker. Attorneys and social workers have the same rights as parents during these processes, such as requests for meetings and the ability to inspect all documents.
* If these rights are not followed, a complaint of noncompliance may be filed with the local educational agency under the Uniform Complaint Procedures.

For information regarding the right of foster youth, contact Westside Union School District's Student Support Services Department.

EDUCATION OF HOMELESS YOUTH: 42 USC 11432 – EC 48551, 48852.5, 48853, 48857, 51225.1, 51225.2

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all school-age children experiencing homelessness to access to the same free and appropriate public education provided to students who have permanent housing.

Every LEA is required to appoint a homeless liaison to ensure parents and students experiencing homelessness are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children.

A student experiencing homelessness is defined as an individual who lacks a fixed, regular, and adequate nighttime residence who may live:

* In an emergency or transitional shelter;
* In substandard housing, car, garage, or other places not designed as regular sleeping accommodation for human beings;
* In another family's house or apartment due to a loss of housing or as a result of economic hardship (doubled or tripled-up);
* In a hotel or motel as a result of economic hardship;
* Temporarily in a trailer, recreational vehicle (RV), motor home, or campsite;
* Temporarily with an adult who is not their parent/legal guardian, known as an unaccompanied youth experiencing homelessness.

Unaccompanied youth, such as teen parents not living with their parent/guardian or students that have run away or have been pushed out of their homes, have access to these same rights.

The Student Housing Questionnaire (SHQ) is distributed annually at the beginning of each school year by all schools along with other required enrollment/registration forms to all students. The SHQ allows parents/legal guardians, unaccompanied youth, or caregivers to self-identify their current living situation. At any time during the

school year, students, parents/legal guardians, or caregivers may use the SHQ to self-identify. The SHQ shall be available in the primary language of the family. A paper version needs to be provided, upon request. The SHQ must include information on the educational rights for students experiencing homelessness.
Students experiencing homelessness are expected to attend school regularly and have the right to:

* Immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers. It is the responsibility of the enrolling school to request all necessary documents from the previous school(s).
* Education and other services (e.g., to participate fully in all school activities and programs for which a student is eligible, to qualify automatically for nutrition programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment).
* Be notified of the possibility of graduating within four years with reduced state requirements, and the ability to remain for a fifth year to graduate with reduced state or full LEA requirements, if the student experiencing homelessness transferred after the second year of high school, is credit deficient, and will not be able to graduate on time with local district requirements.
* For the district to accept and issue partial credits for courses that have been satisfactorily completed by the student experiencing homelessness.
* Enrollment protections that promote school stability, including the right to attend their school of origin and, if applicable, matriculate to the secondary school in the same attendance area even if they no longer live within the attendance boundaries of those schools.
* Students experiencing homelessness have the right to attend their school of residence or their school of origin, which includes the school at which the youth was last enrolled or that the student attended in the last 15 months to which they have a connection.
* At the request of the parent/legal guardian, unaccompanied youth, or caregiver, the LEA shall ensure that transportation is provided as appropriate and feasible to and from the school of origin.
* Refer parents/legal guardians and unaccompanied youth to applicable programs and services. Referrals may include but are not limited to community-based organizations, special education services, tutoring, preschool programs, before and after school enrichment programs, and any other appropriate educationally related services.

If a dispute arises over school selection or enrollment, the school must immediately enroll the student in the school where enrollment is sought. During the Dispute Resolution process, the student is to maintain enrollment in the school sought pending the final resolution of the dispute. For further information on the Dispute Resolution process, please contact **Westside Union School District Student Support Services Department.**
Students experiencing homelessness may qualify for an exemption from local graduation requirements. Designated school staff shall notify students and their parent/legal guardian of their eligibility to be exempt from coursework and other requirements adopted by the Westside Union School District in addition to the statewide coursework requirements. To qualify the student must be identified as experiencing homelessness, have transferred schools after what would have been their second year of high school, the student cannot reasonably complete the additional local LEA graduation requirements within four (4) years, and the educational rights holder (or unaccompanied youth) must determine that the graduation exemption is in the student's best interest. If these criteria are satisfied, the student may be offered the exemption to complete the state graduation requirements of 130 credits in specific course work within the four years and be offered a fifth year if needed**.**
Once a student is found eligible for this exemption, their eligibility continues even if the student's homeless status changes or the student transfers to another school. It is unlawful for a school, student, or educational rights holder to request or require a school transfer for the purpose of making a student eligible for an exemption from local requirements.
Students experiencing homelessness shall be issued partial or full credits for coursework completed while attending another school. The Westside Union School District Homeless Liaison must be notified if a student experiencing homelessness is referred for expulsion for a discretionary act and invited to any IEP meetings where a manifestation determination is to be made
For further information on the rights of students experiencing homelessness, please contact the Westside Union School District's Student Support Services Department.

EDUCATION OF HOMELESS YOUTH: RIGHT TO APPLY FOR FINANCIAL AID - EC 69432.7, 69519, 69731, 69956, 70032, 78220, and 88931

Students experiencing homelessness have a right to apply for financial aid to seek education beyond high school. Every district and charter school must appoint a homeless liaison to assist students and families. Please contact our Homeless Liaison Representative at 661-722-0716 for more information of services and policies related to homeless education rights.

ELECTRONIC LISTENING OR RECORDING DEVICE – EC 51512

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

ELECTRONIC NICOTINE DELIVERY SYSTEMS (e-cigarettes) – EC 51512, PC 308

The Westside Union School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code. Section 308 of the Penal Code also states that every person under 18 years of age who purchases, receives, or possesses any tobacco, cigarette, or cigarette papers, or any other preparation of tobacco, or any other instrument or paraphernalia that is designed for the smoking of tobacco, tobacco products, or any controlled substance shall, upon conviction, be punished by a fine of seventy-five dollars ($75) or 30 hours of community service work.

ELECTRONIC SIGNALING DEVICE – EC 48901.5

The use by any person, including a pupil, of any electronic signaling device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. The only allowable use would be acceptable if it is determined by a licensed physician that the pupil must use for the health and safety of a pupil. Any pupil in violation shall be subject to appropriate disciplinary action. Smartphone use may be prohibited by districts, charter schools, and county schools while a student is at a schoolsite and under supervision and control of staff. There are health and special education limits or usage that may differ from the general student population, but must be in writing and kept on file in student records for confidential record keeping and reasons.

ENGLISH LEARNERS IDENTIFICATION NOTICE – EC 313.2

State law requires that parents of English learners are to be notified annually if they are identified as one of the following: Long-term English Learner or English learner at risk of becoming a Long-term English Learner. The school coordinator for English Language Development will be sending these notices at the beginning of each school year/semester.

EXCUSED ABSENCES – EC 46014, 48205

Each parent, guardian, or other person having control or charge of any minor, shall send the pupil to the public full time day school or continuation school or classes. Children who are being instructed in a private full time day school shall be exempted. Any pupil subject to compulsory full time education who has been deemed a habitual truant may be referred to the School Attendance Review Board. A pupil will be excused from school for justifiable personal reasons, including an appearance in court, observance of a holiday or ceremony of his or her religion, or an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and by the principal. A pupil absent from school under this section will be allowed to complete all assignments and tests missed during the absence which can be reasonably provided, and upon satisfactory completion, will be given full credit therefore.

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

(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 county or city health officer.

(3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.

(4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

(5) For the purpose of jury duty in the manner provided for by law.

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

(7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district. *Please note: attendance at religious retreats shall not exceed one school day per semester.*

(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(9) For purposes of spending time with a member of the pupil's immediate family who is an active duty
member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district

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

(11) For the purpose of participating in a cultural ceremony or event. *Please note: "Cultural" means relating to the practices, habits, beliefs, and traditions of a certain group of people.*

(12) (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence. *Please note: A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.* (B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year. (ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.

(13) (A) If an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to in such close association with the pupil as to be considered the pupil's immediate family, has died, so long as the absence is not more than three days per incident. (i) To access services from a victim services organization or agency. *Please note: "Victim services organization or agency" means an agency or organization that has a documented record of providing services to victims.* (ii) To access grief support services. (iii). To participate in 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 that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be. *Please note: "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.*

Any absences beyond three days for the reasons described in 13(A) above shall be subject to the discretion of the school administrator, or their designee. Extensions are based on the administrator's assessment of the necessity of the absence.

(14) Due to the pupil's participation in military entrance processing.

(15) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

A pupil with an excused absence shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

EXTENDED SCHOOL YEAR – MIGRANT EDUCATION – EC 41601.6

Students who are identified as a "migrant child" in grades TK-6 may be allowed to enroll in two public schools during summer, winter, or other intersessions – both the school in which they last attended and the next intended school to be entered upon the migration with parents from one agricultural work site to another.

FREE AND REDUCED-PRICE MEALS –EC 49501.5, 49510, 49391 and 49392

Commencing in SY 2022–23, *Education Code* (*EC*) 49501.5 requires public school districts, county offices of education, and charter schools serving students in grades TK–12 to provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free- or reduced-price meal eligibility. Charter Schools and Districts will still require eligible parents to submit an application in order to remain in compliance for accounting purposes only. Schools serving grades 1-6 will serve breakfast or a morning snack to non-school-aged children with a guardian present

GUN-FREE SCHOOL ZONE ACT – PC 626.9, 30310

California prohibits any person from possessing a firearm on, or within 1,000 feet from, the grounds of a public or private school, unless it is with the written permission of the Westside Union School District. This does not apply to law enforcement officers, any active or honorably retired peace officers, members of the military forces of California or the United States, or armored vehicle guards engaged in the performance of, or acting in the scope of, their duties. A person may also be in possession of a firearm on school grounds if the firearm is unloaded and in a locked container or within the locked trunk of a motor vehicle. A violation of this law is punishable by imprisonment in a county jail for up to six months, a fine of up to $1,000, or both imprisonment and fine.

GUN SAFETY – EC 48986, 49390, 48391, AND 49392

This is a reminder that firearms are to be safely stored away from children and teens. The accidental shooting of children and youth is the third leading cause of death following accidents and suicide. California public schools are mandated to remind families to keep their home safe from such potential dangers. If there is a threat or perceived threat, then the public schools will cooperate with local law enforcement to conduct an immediate threat assessment.

HARASSMENT, THREATS OR INTIMIDATION – EC 48900.4

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

HARM OR DESTRUCTION OF ANIMALS (Section 32255 et seq.)

A pupil's moral objection to dissection or otherwise harming or destroying animals must be substantiated by a note from the pupil's parent or guardian. Each teacher whose instruction utilizes live or dead animals must also notify pupils of their right to refrain from such activity.

HATE VIOLENCE – EC 48900.3

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

HEALTH CARE COVERAGE – EC 49452.9

Your child and family may be eligible for free or low-cost health coverage. For information, go to www.CoverdCA.com. Additionally, California law allows all low-income children under 19 years old, regardless of immigration status, to enroll in Medi-Cal at any time in the year. Families can apply in person at their local county human services office, over the phone, online, with a mail-in application, or at a local health center. For more information about Medi-Cal enrollment, visit www.health4allkids.org.

HUMAN TRAFFICKING PREVENTION (GRADE 6-12) – EC 49380, 49381

The Westside Union School District is committed to maintaining a safe and supportive learning environment for all students. California law requires schools to provide age-appropriate instruction and information designed to prevent human trafficking, including sexual exploitation and labor trafficking. Age-appropriate human trafficking prevention information may be provided to students as part of health education, safety instruction, or other school-based programs. Instruction is designed to help students recognize unsafe or exploitative situations, understand how traffickers may target or recruit youth, develop strategies to seek help from trusted adults and know how to access local and national support resources.

Students and families are encouraged to report concerns related to human trafficking, exploitation, or unsafe situations. Support and resources include:

- School staff, including administrators, counselors, or teachers
- Local law enforcement or child welfare agencies, if there is immediate danger
- Connecting to the National Human Trafficking Hotline by calling 1-888-373-7888, Text "HELP" or "INFO" to 233733 or online at https://humantraffickinghotline.org

Reports to the hotline may be made confidentially, and support is available 24 hours a day.

IMMIGRATION ENFORCEMENT: SCHOOL SITE NOTIFICATION AND EDUCATIONAL EQUITY - EC 234.7, FC 6550 & 6552, HSC 1597.640 & PROC 1502 & 2105

All children in the Westside Union School District have a right to a free public education, regardless of their immigration status, or the immigration status of their parents or guardians. This school district will not deny enrollment to any child based on immigration status. The Westside Union School District is committed to providing a safe, welcoming environment for all students. Our schools are "Safe Zones," where learning is protected. We will not allow immigration enforcement officers to enter any school site, or access student records, without a valid judicial warrant, court order, or subpoena. School personnel will not solicit, collect, or retain information regarding the citizenship or immigration status of students or their family members. We do not disclose student records to immigration authorities (such as ICE) without parent/guardian consent, a court order, or a subpoena. If an immigration enforcement officer enters a school campus, our staff will: Immediately notify the Principal/Superintendent.

- Immediately notify the Principal/Superintendent.
- Verify the officer's identification and credentials.
- Ask for a valid, signed judicial warrant or subpoena.
- Ensure that no students are interviewed or removed from campus without legal justification and parent notification, if allowed by law.

In the event that an immigration enforcement action occurs at or near a school site, the _____ School District will promptly notify parents/guardians, to the extent possible under law and consistent with the safety of students and staff.

The District strictly prohibits discrimination, harassment, intimidation, or bullying based on actual or perceived immigration status, national origin, or ethnicity. Students or parents who experience such actions are encouraged to report them to the site principal or through our Uniform Complaint Procedures. We encourage families to ensure that emergency contact information is updated, identifying a trusted adult who can care for their child in the event a parent is detained or deported

IMMUNIZATIONS: HPV: CANCER PREVENTION - EC 48980.4, 1367.66, HSC 120390, 120336, 120390.6, IC 10123.8

The Westside Union School District believes in the health and safety of every student. Pupils in the state are advised to adhere to current immunization guidelines, as recommended by the Advisory Committee on Immunization Practices (ACIP) of the federal Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, and the American Academy of Family Physicians, regarding full human papillomavirus (HPV) immunization before admission or advancement to the eighth grade level of any private or public elementary or secondary school. Per HSC 120336, "HPV vaccination can prevent over 90 percent of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks."

IMMUNIZATIONS – EC 49403, 48216; HSC 120325, 120335, 120338 ,120365, 120370, and 120375

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing. As of January 1, 2016, parents of students in any school are not allowed to submit a personal beliefs or Religious Beliefs exemption to a currently required vaccine. A personal beliefs or Religious Beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade. Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations for these students to their schools. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs. A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above. State law requires the following immunizations before a child may attend school:

(a) All new students, in transitional kindergarten through grade 8 to the Westside Union School District must provide proof of polio, diphtheria, pertussis, tetanus, measles, and mumps, rubella, and varicella immunizations. (b) All transitional kindergarten and kindergarten students must also provide proof of vaccination against Hepatitis B. (c) All seventh-grade students must also provide proof of a Pertussis booster vaccine. Information about a medical exemption from immunizations for your student is available at CAIR ME. For more information on medical exemptions, please visit the following website: *https://cair.cdph.ca.gov/exemptions/home*.

INDEPENDENT STUDY – EC 51744, 51745, 51745.5, 51746, AND 56026

Independent Study (IS) is by choice and may not be mandated. Each district and charter school that chooses to offer IS must have policies for independent study courses or curriculum equivalent time to complete work expectations equal to what is offered in person. In addition, short-term (less than 15 school days) and long-term (15 or more school days) requires the IS engagement defined per the policies adopted by the local governing board. The IS agreement must be signed within 10 days of the start of short-term IS or prior to beginning long-term IS. IS agreements must be updated to include equitable access to students with disabilities based upon individual student needs.. For information on IS options, please contact your school office.

INSTRUCTION FOR PUPILS WITH TEMPORARY DISABILITIES – EC 48206-3, 48207, 48208

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact our District Health Coordinator at 661-722-0716 for further information. A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less. A pupil with a temporary disability may remain enrolled in the district of residence or charter school and may attend regular classes when not confined to the hospital setting, the total days of instruction may not exceed the maximum of five days with both school settings and attendance may not be duplicated. If necessary, the district of residence may provide instruction in the home for the days not receiving instruction in the hospital setting, depending upon the temporary doctor orders. The supervisor of attendance shall ensure that absences from the regular school program are excused until the pupil is able to return to the regular school program.

INVOLUNTARY TRANSFER – EC 48980(M), 48929

A school administrator may recommend an involuntary transfer of a student if convicted of a violent crime and if the victim attends the same school. Parents must be notified in writing and have the right to a meeting with the administration. The school will first attempt to resolve any conflict prior to transferring. Periodic reviews will be considered for returning to the school site if there is no on-going danger to either student or others on campus. The school board makes the final decision.

JURISDICTION – EC 44807

Teaching staff shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

LIMITATIONS ON IMPOSING SUSPENSION – EC 48900.5

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49072. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

MEDICAL OR HOSPITAL SERVICE (Section 49472)

The District does not currently carry student accident insurance to cover injuries to students occurring during a regular day at school, at a school-sponsored activity or while a student is in transit. It is the parent's or guardian's responsibility to provide what additional insurance they need for their children in addition to their family health coverage. The District has arranged with a student accident insurance company to provide parents, at their expense, the option to purchase student accident insurance if they desire/need.

MEDICAL SERVICES INFORMATION (Section 46010.1)

The law requires notification of pupils in grades 7-12 and parents and guardians of all pupils enrolled in the District that school authorities may excuse any pupil from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. It has been determined that students in this district will not be dismissed for confidential medical purposes without parental knowledge and consent.

MEDICATION REGIMEN (Section 49423, 49480)

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or office staff of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the medication on the pupil. Any pupil who is required to take, during the regular school day, medication prescribed by a physician may be assisted by the school nurse or other designated school personnel if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken requesting the school nurse to assist the pupil with prescribed medication as set forth in the physician statement. Students may carry and self-administer an epinephrine delivery system or inhaled asthma medication if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting that the student self-administer. All requests are to be approved by school nurse prior to use.

NOTE: *Students may bring the following items to school without a physician's order: unmedicated lip balm, sunscreen, & contact lens solution.*

Administration of Epilepsy Medication - If a pupil with epilepsy has been prescribed an emergency antiseizure medication by his or her health care provider, the pupil's parent or guardian may request the pupil's school to have one or more of its employees receive training in the administration of an emergency antiseizure medication in the event that the pupil suffers a seizure when a nurse is not available.

MEGAN'S LAW (PC 290)

Information about registered sex offenders in California can be found on the California Department of Justice's website, http://meganslaw.ca.gov/. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

MENSTRUAL PRODUCTS – EC 35292.6

The Westside Union School District supports period equity and now provides free and accessible menstrual products, in all women's restrooms and all-gender restrooms, and in at least one men's restroom at schools serving grades 3 to 12. Notice of this service is required to be posted in a prominent and conspicuous location in every restroom where menstrual products, available and accessible, free of cost, are required to be stocked. The posted notice will contain the name, email and phone of the person responsible for maintaining this supply at this school site.

MENTAL HEALTH – EC 49428

In order to initiate access to available pupil mental health services, you may contact our Director of Student Support Services at 661-722-0716. Our school district will notify parents at least twice per year. This is one time through our Annual Notifications, we will also notify you again a second time each school year, on our district website.

MINIMUM & PUPIL-FREE STAFF DEVELOPMENT DAYS – EC 48980(C)

The school calendars are included with this annual notification. If minimum or pupil-free staff development days are scheduled after the start of the school year, the school will notify parents and guardians of affected pupils as early as possible, with at least one-month advanced notice.

NONDISCRIMINATION STATEMENT – EC 221.8

The Westside Union School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person'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. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity.

The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For additional information, contact the District Office.

NOTICE OF ALTERNATIVE SCHOOLS (EC 58501)

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school, which is operated in a manner designed to:

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

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. Further, a copy shall be posted in at least two places, normally visible to pupils, teachers, and visiting parents in each attendance unit, for the entire month of March in each year.

ORAL HEALTH ASSESSMENT (Ed Code 49452.8)
Pupils entering Kindergarten (or first grade, if the student was not previously enrolled in Kindergarten in a public school) are required to present proof of having received an Oral Health Assessment by a licensed dentist, or other licensed or registered dental health professional, performed no earlier than 12 months prior to the date of the initial enrollment of the pupil.

OPEN MEETINGS: PUBLIC COMMENTS: TRANSLATION – GC 54954.3
As a parent, you have a right to participate in open meetings with the school district or charter school. If you require a translator, one will be provided to you with the time allotment doubled to allow for both English and primary language translation.

PARENT PARTICIPATION IN SCHOOL MEETINGS AND CONFERENCES - LC 230.8
If the parent's employer has 25 or more employees, the parent must be allowed to attend school meetings and events for your children, up to a maximum of 40 hours each year without discrimination or fear of job loss. Purposes to attend child-related activities include: enrollment in grades 1-12, to address child care or school emergency, behavior or discipline concern that requires immediate parent attention, sudden school closure, or natural disaster. ("Parent" means a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in.) If an employer discharges, threatens to discharge, demotes, suspends or otherwise discriminates against the parent, the employee may be entitled to reinstatement and reimbursement for lost income or benefits. See Labor Code 230.8 for more details.

PARENT ENGAGEMENT – SCHOOL ACCOUNTABILITY – EC 11500, 11501, 11502, 11503
To participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact the following district representative for more information on how you may contribute: Director of Special Programs at 661-722-0716

PESTICIDE PRODUCTS (Section 17612(a)
The school district shall annually provide to all staff, and parents/guardians of pupils enrolled at a school site a written notification of the name of all pesticide products expected to be applied at the school facility during the upcoming year. The notification shall identify the active ingredient or ingredients in each pesticide product. The notice shall also contain the Internet address used to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation. Recipients may register with the school if they further wish to receive notification of individual pesticide applications at the school facility.

PHYSICAL EXAMINATIONS (Section 49451)
Parents may file a written statement annually with the school principal stating that they will not consent to routine physical examination of their child. The child will then p exempt from such examinations. However, exempt students believed to be suffering from a recognized contagious or infectious disease, may be excluded from school attendance and activities until the school authorities are satisfied that any contagious and infectious disease does not exist.

PREGNANT AND PARENTING STUDENTS (EC 222, BP 5146)
The governing board of the Westside Union School District will treat both the pregnant teen mother and the teen father with the same accommodations, regardless of sex. The teen parents may not be excluded from any class or extracurricular activities, solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or post-partum recovery. Physical and emotional ability to continue may only be determined by physician or nurse practioner. Pregnant or parenting pupils may not be required to participate in pregnant minor programs or alternative programs, with the exception of personal choice. 59 © Los Angeles County Office of Education Parental rights will be an option available in annual notifications or at semester term periods, welcome packets, orientation, online or in print, or in independent study packets as provided to all regular students from school districts or charter schools. Parental leave for eight weeks for preparation of birth of infant, post-partum for mental and physical health needs of the teen parents and to bond with infants, or any additional medically approved time to protect the infant or parents is allowed. Additional leave may occur if deemed medically necessary, as prescribed by a physician or nurse practitioner. Pregnant and parenting teens are not required to take all or part of the leave to which they are entitled. Leave will be approved by the district or charter school supervisor of attendance, as excused absence, with a unique code similar to independent study. However, no work is required during the leave. Upon return, the parenting teens are entitled to return to the school courses that were in enrolled before taking leave. Make up plans and re-enrollment will be worked out with the school counselor or administrator to achieve an opportunity to fully participate in all activities, as before leave. If needed, parenting teen may enroll for a fifth year of instruction if on course for graduation requirements. If parenting teens were enrolled in an alternative school setting, a return to that environment is to be available as needed to achieve graduation. A pupil shall not incur any academic penalties due to using these available accommodations. An illness for sick child does not require a doctor note for the custodial parenting teens; the mother or father will be excused by the attendance supervisor.

PROPERTY DAMAGE (EC 48904)
Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

PUPIL HEALTH: EMERGENCY TREATMENT FOR ANAPHYLAXIS – EC 49414
PUPIL HEALTH: EMERGENCY MEDICAL CARE: EPINEPHRINE DELIVERY SYSTEMS - EC 48985.5
EC 49414 requires school districts to provide emergency epinephrine delivery systems to school nurses and trained personnel and authorizes them to use epinephrine delivery systems for any student who may be experiencing anaphylaxis, regardless of known history. Emergency epinephrine auto-injectors must be stored in an accessible location along with a copy of written training material upon need for emergency use. Notice of location must be publicly posted.
Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex, or exercise. Symptoms may include narrowing of the airways, rashes or hives, nausea, or vomiting. a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours in students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives.

PUPIL HEALTH: OPIOID OVERDOSE PREVENTION AND TREATMENT: MELANIE'S LAW - EC 32282, 47605, 47605.6, 49414.4 AND 49428.16
School Districts may provide schools, grades 7-12, stock emergency naloxone or another opioid antagonist to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose.

PUPIL HEALTH: EMERGENCY STOCK ALBUTEROL INHALERS – EC 49414.7
Districts may provide emergency stock albuterol inhalers to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from respiratory distress.

PUPIL RECORDS OBTAINED FROM SOCIAL MEDIA – EC 49073.6

Other than the school newspaper and yearbook, the school may gather information in the form of video, photograph, blog, texts, and emails, to maintain school and student safety. All social media information gathered will be destroyed within one year after the student turns 18 years old or one year after the student is no longer enrolled, whichever comes first.

PUPIL RECORDS – EC 49063, 49069.7, 49070 AND 20 USC 1232G

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm, or other means, must be maintained on the history of a pupil's development and educational progress. The Westside Union School District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the pupil's educational record maintained by the school, 2) request that a school correct records, which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. The LEA shall disclose educational records without parental consent to school officials with legitimate educational interests, federal, state, or local education authorities and upon request from officials of another school district in which a pupil seeks or intends to enroll. Parents' request to access their pupil's educational records must be submitted in a written form to the school principal, and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of pupil records are available to parents for a fee of $.10 per page. Any challenge to school records must be submitted in writing to principal. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the pupil. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605

PUPIL SAFETY: PARENTAL NOTIFICATION: SYNTHETIC DRUGS - EC 48985.5

Our District is committed to the safety of all our students. Although the long-term effects of many synthetic drugs on physical and mental health are not yet known, immediate effects on a student's education, family, and life could be long-lasting. A synthetic drug is a drug with properties and effects similar to a known hallucinogen or narcotic but with a slightly altered chemical structure created to evade existing restrictions against illegal substances. These drugs may include synthetic cannabinoids, methamphetamines, bath salts, and fentanyl. Illicit fentanyl can be added to other drugs to make them cheaper, more powerful, and more addictive and has been found in heroin, methamphetamine, counterfeit pills, cocaine and other drugs. Fentanyl mixed with any drug increases the likelihood of a fatal overdose. Unless tested, it is difficult to tell if drugs have been laced with fentanyl because it cannot be seen, smelled, or tasted. In addition, various social media platforms may be used to market and sell synthetic drugs, such as fentanyl. Additional information regarding fentanyl is available from the CDPH's Substance and Addiction Prevention Branch.

PUPIL SWIMMING SAFETY – EC 35179.6

Our school is committed to safety for all our students at our planned events, including around swimming pools. There is already a requirement for pool sport coaches to be fully-trained in CPR in case of accidental drowning in the pool. If there is any event on-campus or hosted at a swimming pool facility, at least one adult with a valid certification of CPR training will be present throughout the duration of the event.

RALPH M. BROWN ACT: REQUIRED NOTICES AND AGENDAS FOR OPEN PUBLIC MEETINGS – GC 54954.2, 54956, 54956.5, 54954.2, 54954.5, 54957.1, 54957.7, and 54954.2(b)

REGULAR MEETINGS: Agenda in 20 words or less, posted within 72 hours of meeting.

SPECIAL MEETINGS: Twenty-four-hour notice must be provided to members of the legislative body and media outlets, including brief general description of matters to be considered or discussed.

EMERGENCY MEETINGS: One hour notice in case of work stoppage or crippling activity, except in the case of a dire emergency.

CLOSED SESSION AGENDAS: All items to be considered in closed session **must be described in the notice or agenda for the meeting**. The body must orally announce the subject matter of the closed session. If final action is taken in closed session, the body generally must report the action at the conclusion of the closed session.

AGENDA EXCEPTION: Special procedures permit a body to proceed without an agenda in the case of emergency circumstances or where a need for immediate action came to the attention of the body after posting the agenda.

RELIGIOUS INSTRUCTION (Section 46014)

Permissive absence for religious exercises or instruction may be granted for Board approved exercises or instruction.

RIGHTS OF PARENTS AND GUARDIANS TO INFORMATION – EC 51101

The parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

1. Within a reasonable period of time after making the request, to observe their child's classroom(s).
2. Within a reasonable time of their request, to meet with their child's teacher(s) and the principal.
3. To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.
4. To be notified on a timely basis if their child is absent from school without permission.
5. To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of their child's school on standardized statewide tests.
6. To request a particular school for their child, and to receive a response from the school district.
7. To have a school environment for their child that is safe and supportive of learning.
8. To examine the curriculum materials of their child's class(es).
9. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
10. To have access to the school records of their child.
11. To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
12. To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
13. To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
14. To participate as a member of a parent advisory committee, school site council, or site-based management leadership team.
15. To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
16. To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child.

RIGHT TO REQUEST TEACHER AND PARAPROFESSIONAL QUALIFICATIONS- ESSA 1112(E)(1)(A), EC 45330, 48980

Upon request, the Westside Union School District will provide details regarding teacher licensing, state qualification criteria, and grade/subject certifications, teacher emergency or provisional status, teacher's degree major, graduate certifications, and field of discipline and paraprofessional qualifications
To request this information, contact the Westside Union School District offices.

SAFE PLACE TO LEARN ACT (EC 234 AND 234.1)

The Westside Union School District is committed to maintaining a learning environment that is free from bullying, discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within any school under our jurisdiction. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. Under the Athletes' Bill of Rights, all students have the right to protection from discrimination based on sex in all athletic programs, access to participate in all academic and extracurricular activities, including the right to apply for athletic scholarships and the right to ask the Athletic Director about athletic opportunities offered by the school.
The Westside Union School District provides specific guidance and a list of statewide resources aimed at preventing teen dating violence. This guidance is designed to improve pupil safety and strengthen connections between students and supportive adults. Resources can be accessed on our website.
The Westside Union School District has adopted a Uniform Complaint Procedure (UCP) to address complaints of discrimination or bullying. School personnel who witness an act of discrimination or bullying must take immediate steps to intervene when it is safe to do so. Incidents of racial discrimination or harassment at athletic events must be reported using the standardized form available at our district office. To report an incidence and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the District Office. Effective **July 1, 2026**, our campus maintains at least one all-gender restroom that is unlocked and available to all students during school hours.

SCHOOL ACCOUNTABILITY REPORT CARD (Sections 35256, 35258 & 33126)

Each school prepares a School Accountability Report Card. A copy of the report card will be provided to parents or guardians of students upon request. The School Accountability Report Card is accessible via the District's web page at www.westside.k12.ca.us and clicking on the school icon.

SCHOOL FACILITIES: DRINKING WATER: WATER BOTTLE FILLING STATIONS -EC 38040

Water plays an important role in maintaining a student's overall health. Students, teachers and staff are allowed to bring and carry water bottles to school and utilize water bottle filling stations that may be found around the campus. Water bottles are not permitted in the library, computer lab, and science lab.

SCHOOL SAFETY: BULLYING – EC 234.4 AND 32283.5

The Westside Union School District is committed to the prohibition of discrimination, harassment, intimidation, and bullying including cyberbullying on social media. Annual training will be provided to all staff who work with students, to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at: https://www.cde.ca.gov/ls/ss/se/bullyres.asp If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please contact our district counseling liaison available to assist you in identifying and stopping this behavior at: 661-722-0716

SCHOOL SAFETY PLAN: DANGEROUS, VIOLENT, OR UNLAWFUL ACTIVITIVES - EC 32280, 32282, 47605, and 47605.6
COMPREHENSIVE SCHOOL SAFETY PLANS: INDIVIDUALIZED SAFETY PLANS - EC 32282
COMPREHENSIVE SCHOOL SAFETY PLANS: ACTIVE SHOOTERS: ARMED ASSAILANTS: DRILLS. – EC 32281

The Westside Union School District is committed to providing a safe, secure, and peaceful learning environment for all students and staff. The Westside School District school site is required to have a Comprehensive School Safety Plan, which includes a plan for disaster preparedness, emergency procedures and assessment and response to reports of dangerous, violent, or unlawful activities conducted or threatened to be conducted at school, a school activity or on a school bus. Fire and emergency and active shooter drills are held periodically at each school. The plan is required to include how parents and guardians of pupils, teachers, administrators, and school personnel will be notified when the presence of immigration enforcement has been confirmed on the school site. In accordance with California Education Code Section 32281, each school site in the district has developed and maintains a Comprehensive School Safety Plan (CSSP) designed to address campus risks and prepare for emergencies.

* Fire/Evacuation Drills: Conducted [monthly/frequency].
* Lockdown/Active Shooter Drill: Conducted [frequency, e.g., twice a year].
* Earthquake Drills: Conducted [frequency].

We teach our students and staff about emergency procedures in a developmentally appropriate, trauma-informed way. We emphasize that drills are to prepare us, not to scare us. Teachers will explain to students what to do for each type of drill in a calm manner.

We will notify families via [email/app] at least [number] hours/days before a scheduled drill. Please ensure your contact information is updated in our system.

In addition, parents and guardians of pupils, teachers, administrators, and school personnel will be notified when the presence of immigration enforcement has been confirmed on the school site. If a real emergency occurs, the school will notify parents using Parent Square. Please ensure your contact information is accurate. Our full CSSP, which includes procedures for disasters, child abuse reporting, and school discipline, is reviewed and updated annually by March 1st.

The Westside Union School District comprehensive school safety plan is available for review at our district office.

If you have any questions regarding safety procedures, please contact our district office at 661-722-0716.

SCHOOL VISITING PROCEDURES – EC 51101(A)(12)

Visitors to our schools must sign in at the school office and complete required verification processes upon entering the campus for the safety of our staff and students. You will find a sign posting where to sign in at each entrance to our school sites.

SCHOOLBUS SAFETY – EC 39831.5 (K-8)

All pupils in pre-kindergarten, kindergarten, and grades 1 to 6, shall receive written information on school bus safety (i.e., a list of schoolbus stops near each pupil's home, general rules of conduct at schoolbus loading zones, red light crossing instructions, schoolbus danger zone, and walking to and from schoolbus stops). Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

SECTION 504 (29 USC 794, 34 CFR 104.32

Section 504 of the federal Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 USC 12101 et seq.) prohibit discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including seeing, hearing, walking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, speaking, are eligible to receive services and aids designed to meet their needs as adequately as the needs of nondisabled students are met. Parents or guardians should be informed of the following: the name and contact information of the person designated by the district responsible for implementing Section 504, the screening and evaluation procedures used whenever there is reason to believe that a student has a disability that limits his or her ability to attend or function at school, the right to a written accommodation plan if the student is found to have a disability that requires services under Section 504, the right to be educated with nondisabled students to the maximum extent appropriate to the student's individual needs, and notice of the procedural safeguards guaranteed by law.

SEX AND HIV/AIDS EDUCATION (EC 51938)

EC 48980(A): At the beginning of the first semester or quarter of the regular school term, the school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under EC 51938. Requires the school district at the beginning of each school year, or at the time of the student's enrollment, if different, to notify the parent or guardian of each pupil about instruction in comprehensive sexual health education and HIV/AIDS prevention education and assessments on pupil health behaviors and risks planned for the school year. Provides that a parent or guardian has the right to excuse their child from all or part of the instruction.

SEX EQUITY: TITLE IX NOTIFICATIONS (EC 221.61)

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex, including sexual harassment, and transgender students or students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. You may file a Title IX complaint by contacting our Title IX coordinator at 661-722-0716.

SEXUAL HARASSMENT – EC 231.5, 231.7 AND 48900(f)

The Westside School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For more information about the Westside Union School District's sexual harassment policy or to report incidences of sexual harassment, please contact the district office at 661-722-0716..

SPECIAL EDUCATION – USE OF ASSISTIVE TECHNOLOGY – EC 56040.3

Upon exiting the school district, students may continue to use the assistive technology devices provided by the school as determined by the IEP team offer for a maximum of two months until a replacement or comparable device is obtained.

STUDENT CONDUCT – EC 51100

Duties of Pupils - Pupils shall conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

Jurisdiction - Teaching staff shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

STUDENT DISCIPLINE: EXPULSIONS: PROCEDURES – EC 48916, 48916.1, & 48926

Expulsion Process and Procedures

Expulsion is the most serious level of school discipline and may occur when a student commits certain violations of state law or district policy. According to AB 1230, LEAs are to adopt rules and regulations establishing procedures for the filing and processing of requests for readmission, the required review of expelled students for readmission, and the transition process for readmitted students.

If a student is recommended for expulsion:

• The student and parent/guardian will receive written notice of an expulsion hearing.
• The notice will include the date, time, and location of the hearing, as well as the reason the expulsion is being recommended.
• At the hearing, the student has the right to:
o Be represented by a parent/guardian, advocate, or attorney
o Review the evidence presented by the district
o Present witnesses or evidence on the student's behalf

After the hearing, the governing board or administrative panel will determine whether the student will be expelled.

Educational Placement After Expulsion

If a student is expelled, they still have the right to continue their education. The district must ensure that an educational placement is provided to expelled students no later than three (3) school days after the issuance of the expulsion order. Possible educational placements may include: a district alternative education program, a community day school, a county office of education program, or another program designed to serve students who have been expelled. These programs provide academic instruction and support while students are serving the expulsion term.

Length of the Expulsion Term and Possible Extension

In many cases, an expulsion term may last up to one year. If, upon assessment, the student has not met the conditions of the rehabilitation plan, the governing board may grant one extension of the expulsion period (i.e., one semester). The district will continue to support and review the students' progress during the extension period to determine the student's readiness for readmission.

Individual Rehabilitation Plan

Students who are expelled will receive an individualized rehabilitation plan outlining the steps the student must take to be considered for readmission to school. The expelling district must ensure that the rehabilitation plan includes a periodic review and an assessment for readmission (45 days before the end of the expulsion term), is tailored to the individual student's needs, and specifically addresses the behavior that led to the expulsion.

The plan may be developed in consultation with school personnel who have knowledge or special expertise regarding the student's unique needs. The governing board will assist the student and parent/guardian in locating accessible opportunities and services necessary for the successful completion of the rehabilitation plan. The governing board cannot require students or parents/guardians to pay for any costs or services deemed necessary to complete the rehabilitation plan.

The conditions of the rehabilitation plan may include:

• Regular attendance in the assigned educational program
• Participation in academic tutoring
• Demonstrating academic progress
• Participation in counseling or behavioral support services
• Completion of community service, job training, or other rehabilitative programs
• Participation in programs related to the behavior that led to the expulsion
• Other appropriate requirements determined by the district

The rehabilitation plan will be provided in writing to the student and the parent/guardian, along with the district's governing board-approved expulsion order.

Readmission Review Procedures

An assessment of the student's progress toward completion of the rehabilitation plan will be conducted 45 days before the end of the expulsion term to determine whether the student will be readmitted to the district. A student cannot be denied readmission because of financial or transportation barriers or a lack of viable opportunities to complete the plan. Upon a student's readmission, the governing board shall ensure that there is a procedure for the successful transition of readmitted students.

The governing board must readmit the student unless it finds that:

(1) the student has not substantially met the plan *despite* having access to necessary resources and opportunities, or
(2) the student continues to exhibit the behaviors that led to expulsion or commits new expellable acts.

If the student is denied readmission, the governing board is to provide the expelled student and the parent/guardian with written notice describing the reasons for denying the student readmittance into the regular school district program. This notice also includes the educational program in which the student is to be enrolled until the next readmission review and assessment (i.e., 45 days before the end of the expulsion term).

STUDENT SUSPENSION AND EXPULSION – EC 35291, 48900, 48900.5, 48925, 48911, 49069.7 AND MANDATORY EXPULSION VIOLATIONS – EC 48915

Suspension is the removal of a student from ongoing instruction for adjustment purposes. For all students, a single suspension may not be issued for more than five (5) consecutive school days. Expulsion is the removal of a student from: (1) the immediate supervision and control, or (2) the general supervision of school personnel.

In general, other means of correction must be used prior to suspension except in specific circumstances.

Suspension, including supervised suspension (such as in-school suspension and class suspension) shall be imposed only when other means of correction have failed to bring about proper conduct and/or safety is at risk. Other means of correction used should be documented and kept in the student's discipline file, available to access.

A teacher may suspend a student from class for any of the acts enumerated in EC Section 48900, except for misconduct of willful defiance as described in EC Section 48900 (k)(1). More information regarding class suspension by teacher is available at your students' school office.

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

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

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

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stole or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(3) Except as provided in Section 48910, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.

(4) Except as provided in Section 48910, commencing July 1, 2024, a pupil enrolled in any of grades 9 to 12, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.

(5) (A) A certificated or classified employee may refer a pupil to school administrators for appropriate and timely in-school interventions or supports from the list of other means of correction specified in subdivision (b) of Section 48900.5 for any of the acts enumerated in paragraph (1).

(B) A school administrator shall, within five business days, document the actions taken pursuant to subparagraph (A) and place that documentation in the pupil's record to be available for access, to the extent permissible under state and federal law, pursuant to Section 49069.7. The school administrator shall, by the end of the fifth business day, also inform the referring certificated or classified employee, verbally or in writing, what actions were taken and, if none, the rationale used for not providing any appropriate or timely in-school interventions or supports.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

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

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).
(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
(iii) (I) An act of cyber sexual bullying.
(II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
(III) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.
(3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.
(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
(1) While on school grounds.
(2) While going to or coming from school.
(3) During the lunch period whether on or off the campus.
(4) During, or while going to or coming from, a school-sponsored activity.
(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.
(w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.
(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.
Prior to a suspension from school, the principal/designee will have an informal conference with the student where the student will be informed of the reason for disciplinary action, including other means of correction that were attempted before the suspension, and the evidence as well as the opportunity to present their version and evidence. If the school determines there is an emergency situation defined as a situation that constitutes a clear and present danger to the life, safety, or health of students or school personnel, the informal conference is not required.

Expulsion Recommendations

The principal or the superintendent of schools shall recommend the expulsion of a student for any of the following acts committed at a school or at a school activity off school grounds, unless the principal or the superintendent of schools determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:
1. Causing serious physical injury to another person, except in self-defense;
2. Possession of any knife or other dangerous object of no reasonable use to the student;
3. Unlawful possession of any controlled substance, except for either of the following:
• The first offense for the possession of not more than one (1) avoirdupois ounce of marijuana, other than concentrated cannabis;
• The possession of over-the-counter medication for use by the student for medical purposes or medication prescribed for the student by a physician.
4. Robbery or extortion;
5. Assault or battery upon any school employee.

Mandatory Expulsion Violations

The principal or superintendent of schools shall immediately suspend and shall recommend expulsion of a student that they determine has committed any of the following acts at school or at a school activity off school grounds:
1. Possessing, selling, or furnishing a firearm;
2. Brandishing a knife at another person;
3. Unlawfully selling a controlled substance;
4. Committing or attempting to commit a sexual assault or committing a sexual battery;
5. Possession of an explosive.
The principal or superintendent of schools may recommend expulsion for the remaining grounds.
For more information regarding student discipline, please contact The Westside Union School District’s Student Support Services Department.

SUDDEN CARDIAC ARREST – EC 33479 ET SEQ.

Sudden cardiac arrest (SCA) is when the heart stops beating suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack; it is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure. SCA is more likely to occur during exercise or sports activity, so athletes are at greater risk. These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. If not properly treated within minutes, SCA is fatal in 92 percent of cases. In a school district, charter school, or private school that elects to conduct athletic activities, the athletic director, coach, athletic trainer, or authorized person must remove from participation a pupil who passes out or faints, or who is known to have passed out or fainted, while participating in or immediately
following an athletic activity. A pupil who exhibits any of the other symptoms of SCA during an athletic activity may be removed from participation if the athletic trainer or authorized person reasonably believes that the symptoms are cardiac related. A pupil who is removed from play may not return to that activity until he or she is evaluated by, and receives written clearance from, a physician or surgeon. On a yearly basis, an acknowledgement of receipt and review of information regarding SCA must be signed and returned by the pupil and the pupil's parent or guardian before a pupil participates in specific types of athletic activities, which generally does not apply to those conducted during the regular school day or as part of a physical education course.

SUICIDE PREVENTION POLICIES – EC 215

Suicide is a serious public health problem that takes an enormous toll on families, friends, classmates, co-workers, and communities. A young person (ages 10–24) in California dies by suicide approximately every 16 to 24 hours on average. Recognizing that early prevention and intervention can drastically reduce the risk of suicide and is a collective effort of all adults that support and work with students, including parents/legal guardians, caregivers, families, local community organizations, mental health practitioners, and related professionals. The Westside Union School District has developed and implemented preventive strategies and intervention procedures that include the following: BP/AR 5141.52 found on our website.

SURVEYS – EC 51513, 51514 AND 20 U.S.C. 1232H(B), (C)(1)(A) AND (C)(2)

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students, if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing. Questions pertaining to the sexual orientation and gender identity of a student shall not be removed from a survey that already includes them.

TERRORISTIC THREATS – EC 48900.7

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

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

TITLE I (20 USD 6311, 34 CFR 200.61)

On specific parental request, the school principals are required to provide the following information regarding certification of employees working with Title I students (currently this applies to Anaverde Hills, Cottonwood, Del Sur, Esperanza, Hillview, Joe Walker, Quartz Hill, Rancho Vista, Sundown and Valley View):

- Whether the teacher has met state credential or license criteria for grade level and subject matter taught.
- Whether the teacher is teaching under emergency or other provisional status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held.
- Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

TOBACCO-FREE CAMPUS (HSC 104420 and 104495)

Requires all school districts and county offices of education that receive Tobacco Use Prevention (TUPE) funding to adopt and enforce a tobacco-free campus policy no later than July of each fiscal year. The policy shall prohibit the use of tobacco products, any time, in district-owned or leased buildings on district property and in district vehicles. Information about the policy and enforcement procedures must be communicated clearly to school personnel, parents, pupils and the larger community. Signs stating "Tobacco use is prohibited" must be prominently displayed at all entrances to school property. Information about smoking cessation support programs must be made available and encouraged for pupils and staff. HSC 10995 prohibits smoking a cigarette, cigar, or other tobacco-related product and disposal of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of any playground or tot lot sandbox area. Any person who violates this section is guilty of an infraction and shall be punished by a fine of two hundred fifty dollars ($250) for each violation of this section. The prohibitions do not apply to private property or a public sidewalk located within 25 feet of a playground or a tot lot sandbox area.

TUBERCULOSIS SCREENING – HSC 121475-121520

To ensure a healthy school environment, California law requires all students entering school for the first time—or transferring from outside the county—to undergo a **tuberculosis risk assessment**. Take the Pediatric TB Risk Assessment Form, included in the registration packet, to the student's healthcare provider. The provider must complete the form up to one year prior to registration or up to 90 days after the student starts school. If the student's provider is unable to complete the risk assessment within the time frame, please reach out to our district office for additional assistance in the completion of the pediatric risk assessment. Actual TB testing (skin or blood test) is only required if the provider identifies specific risk factors during this screening. Return the completed form to the student's school site. If you do not have insurance, you may complete the risk assessment at one of the Department of Public Health walk-in sites or visit a low- or no-cost community clinics.

UNIFORM COMPLAINT POLICY AND PROCEDURE – 5 CCR 4600 ET SEQ.

The Westside Union School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Westside Union School District shall investigate via the Uniform Complaint Procedures (UCP) alleging failure to comply with those laws and regulations including, but not limited to allegations of discrimination, harassment, intimidation, or bullying against any protected group or noncompliance with laws relating to all programs and activities implemented by the LEA that are subject to UCP as cited below. The Westside Union School District shall seek to resolve at the local level those complaints in accordance with the UCP set forth in the California Code of Regulations, Title 5, Sections 4600-4695, and the policies and procedures of the Westside Union School District.

Unlawful discrimination, harassment, intimidation or bullying complaints shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying. The district prohibits retaliation against any person who files a complaint or participates in an investigation.

Complaints must be filed in writing with the principal**.** The district will complete the investigation and issue a written Decision (Investigation Report) within *60 calendar days* from receipt of the complaint.

Please contact the district office if you would like more information on how to file a complaint with the school or district. The parent may appeal to CDE within *30 calendar days* if not in agreement with the final report. For more information on the CDE appeal process, you may visit: https://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp

VICTIM OF A VIOLENT CRIME (20 USC 7912A)

A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has 14 calendar days to offer students the option to transfer. For more information, contact the District Office.

VISION AND HEARING SCREENING (Section 49455 & 49452)

No person under 18 years of age may operate a bicycle, non-motorized scooter, skateboard or wear in-line or roller skates, nor ride as a passenger on a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards.

WALKING OR RIDING A BICYCLE TO SCHOOL – VC 21212

Parents of children who walk or ride their bicycles to school are asked to go over a safe route to school with their children. Walkers may not take shortcuts through private property. All children are expected to display good behavior on the way to and from school.

WILLIAMS COMPLAINT POLICY & PROCEDURE (EC 35186)

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the District Office. Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

Food Items Brought to School

Westside Union School District Administration believes that food available on school premises should provide for the nutritional health and well-being of children. All foods and beverages must meet the USDA's Smart Snacks in School nutrition standards. This includes all food and beverages served during classroom celebrations. To safeguard the health and safety of students, please note the following concerning food items brought onto campus.

No food prepared or stored in a private home shall be used, stored, served, offered for sale, sold or given away in school to students.

Treats or snacks provided by teachers, parents, PTA's or other organizations to students must meet the USDA's Smart Snack nutrition and be commercially processed. Food items to be sold must also meet Smart Snack stringent nutrient standards.

Thank you for your cooperation in this matter. Our combined efforts will ensure that the students of Westside Union School District remain safe and healthy. If you have any questions, you can contact the Child Nutrition Department at 661-943-1057.

Earned Income Tax Credit Information Act

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

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

For additional information, refer to the IRS EITC Web page at: https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit-eitc or the California EITC Web page at https://www.ftb.ca.gov/individuals/faq/net/900.shtml.

Health Services to Students

Westside Union School District, in cooperation with the California Department of Health Services and Education, has a program to allow the District to be reimbursed with federal Medi-Cal dollars for selected health services provided to eligible students at school. In accordance with Local Education Agency rules and guidelines, we are notifying you that eligible student records may be forwarded to the District's billing agency. These records will be forwarded in a confidential manner. Our vendor holds a contract with the District that contains a specific confidentiality clause to ensure information is not disclosed inappropriately; further, our vendor is HIPAA compliant (Federal Health Insurance Portability & Accountability Act).

School health services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school, and parents will never be billed for services by the school district.

WESTSIDE UNION SCHOOL DISTRICT

Medical Insurance for School Accidents

The Westside Union School District **does not** provide medical insurance for school accidents. This means you are responsible for medical bills if your child gets hurt during school activities. The accompanying student accident/health insurance plans are offered to assist you with your medical needs. If your child has coverage through another plan, you may use this coverage toward deductibles and co-payments.

Many options are available. **The Student Health Care Plan is recommended for students with no other coverage**, since it covers both accidents and sickness 24-hours a day.

State law requires students participating in inter-scholastic activities to have accident insurance coverage, which include, but are not limited to **Cheerleading, Super Science Saturday, Robotics, AVID and all sports teams**.

There are several options for parents to choose from, please contact the companies directly for information.

- **SISC Supplemental Student Accident Coverage** http://sisc.kern.org
  - Click on: Property and Liability > Forms > Supplemental Student Accident Coverage Brochure
  - Complete application & forward to SISC
- **Pacific Educators Insurance Services** www.pacificeducators.com/student-insurance
  - Click on: Student Insurance
  - Complete application
- **Myers-Stevens & Toohey & Co., Inc** Information at your child's school or www.myers-stevens.com

Please be sure to indicate your choice regarding participation in the insurance program on the *Student Emergency Information* form from your child's school.

Provisions of Section 1 of Chapter 434, Statutes of 1983

(Section 11357, Health and Safety Code)

Offense	Penalty
1. Unauthorized possession, at any time or place, of any amount of concentrated cannabis.	For all offenders, fine of not more than $500, or imprisonment in county jail for not more than one year, or both; imprisonment in state prison.
2. Unauthorized possession, at any time or place, of more than 28.5 grams (one ounce) of marijuana.	For all offenders, fine of not more than $500 or imprisonment in county jail for not more than six months, or both.
3. Unauthorized possession, on grounds of any school having any of grades Kindergarten through 12, during hours school is open for classes or school related function, of not more than 28.5 grams (one ounce) of marijuana.	For persons younger than 18, fine of not more than $250 for first offense and fine of not more than $500, or commitment of juvenile hall, ranch, camp, forestry camp, or secure juvenile home for not more than 10 days, or both for a second or subsequent offense.
4. Unauthorized possession, at any time or place, other than specified in #3 above of not more than 28.5 grams (one ounce) of marijuana.	For all offenders (unless arrestee demands to be brought before magistrate, arresting officer shall release arrestee after arrestee presents satisfactory identification and signs promise to appear – much the same process as a traffic citation), fine of not more than $100; if person is convicted of this offense three or more times during the two years preceding a subsequent conviction for this offense, the court shall "divert" the offender to a community program for education treatment, or rehabilitation, if any such program will accept the offender, instead of levying the fine.

WESTSIDE UNION SCHOOL DISTRICT

General Information for Volunteers

Thank you for your interest in volunteering for the Westside Union School District. ALL persons volunteering at any district site MUST have a completed Volunteer Information Sheet on file at the school prior to volunteering, and have a completed Adult Tuberculosis (TB) Risk Assessment Questionnaire. Please remember to always sign-in and sign-out in the volunteer register located at the front desk. Also, please wear a volunteer identification badge provided at all times because the staff and students need to be able to identify you as a volunteer.

Volunteering carries with it the responsibility of being loyal to the school site. CONFIDENTIALITY is a must. All information you hear or read is confidential. DO NOT share this information with others. An injury or accident that occurs while on campus must be promptly reported to the Administrative office. Volunteers assisting in a classroom, please allow teachers to instruct you in what needs to be done. Discipline is solely the responsibility of the site staff. If you encounter a problem with a student or see a conflict, contact a staff member to deal with the situation.

The commitment of your time is valued highly by the staff and administration. If you have any questions, please contact the district office.

TB Risk Assessment Questionnaire All volunteers must have a current Adult Tuberculosis (TB) Risk Assessment Questionnaire on file with the district to satisfy California Education code Section 49406 and Health and Safety Code Sections 121525-121555. Obtain a TB RAQ from the Human Resources Department.

Fingerprinting All volunteers must be fingerprinted at their own expense and cleared prior to their being allowed on campus per AR 1240.

Fingerprinting is done at our District Office by appointment only. Call **722-0716 x77526** for an appointment. The fee charged by the Department of Justice for fingerprinting is $32.00, which must be paid in cash, exact amount please, at the time of printing. **Fingerprinting is done by appointment only and you should allow at least 30 days for processing.**

Please Note: This information and/or requirements may change at any time to comply with new guidelines.

Westside Union School District

Statewide Testing Notification

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following:

- **Smarter Balanced Assessment Consortium Assessments**
  The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness.

- **California Science Tests (CAST)**
  The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

- **California Alternate Assessments (CAAs)**
  Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.

  Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS.

Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

Screener for the Risk of Reading Difficulties - Amira
The Screening for Risk of Reading Difficulties allows for early identification and intervention of reading difficulties, including dyslexia, for students in kindergarten to grade two. Education Code Section 53008 requires all California local educational agencies (LEAs) to adopt a screening instrument by June 30, 2025, and implement screening beginning no later than the 2025–2026 school year. Westside Union School District has adopted Amira as the approved Screener for the Risk of Reading Difficulties for the 2025-2026 school year. During the first semester this school year, all students in grades 1-2 will be administered the screener one time, generally at the end of the first quarter. All Kindergarten students will be given the screener between December and January. For students enrolling after the administration of the Reading Screener, a make up test will be scheduled to administer the assessment before the end of the school year. Results from the screener will be sent home within 45 days of completion. Pursuant to EC 53008(e), (f), parents/guardians may opt their child out of the screening by notifying their site principal in writing.

Westside Union School District

English Language Proficiency Assessments for California

The English Language Proficiency Assessments for California (ELPAC) is the required state test for English language proficiency (ELP) that must be given to students whose primary language is a language other than English. State and federal law require that local educational agencies administer a state test of ELP to eligible students in kindergarten through grade twelve. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English. Students whose IEP identifies the use of an alternate assessment and who have a home language survey that lists a language other than English will take the Alternate Initial ELPAC, which identifies students as an English learner student or as initially fluent in English. Students whose IEP identifies the use of an alternate assessment and who are classified as English learner students will take the Alternate Summative ELPAC every year until they are reclassified as proficient in English.

Physical Fitness Test

The physical fitness test for students in California schools is the FITNESSGRAM®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

Westside Union School District

WESTSIDE UNION SCHOOL DISTRICT

Weather Information for Extreme Conditions

This bulletin is prepared to advise you of the Westside Union School District emergency plan for transportation of children and/or emergency care and supervision of children in the instances of snow or flood conditions.

This plan applies to students living in the **Anaverde Hills, Cottonwood, Del Sur, Esperanza, Gregg Anderson, Hillview, Joe Walker, Leona Valley, Quartz Hill, Rancho Vista, Sundown and Valley View** school attendance areas.

Decision to Evacuate Schools Due to Snow/Flood Conditions:
The decision to send children home due to severe snow or flood conditions will be initiated by the schools' transportation department, confirmed by the Superintendent of Schools.

Action by the School District:

1. All students that normally walk from school will be permitted to walk to their homes upon dismissal for snow/flood conditions. (Exception: If a safety condition exists that would endanger walking students.)
2. All students who normally ride the school bus will be transported to their regular bus stop.
3. Selected parents of children grades Kindergarten through sixth may be called by telephone and alerted to the early dismissal. (Important: If no adult is at home to care for your child in the event of an early dismissal, you should advise the school of this situation and provide special instructions of his/her welfare.)
4. In situations where the parent of a student desires another adult to pick up his/her child, be sure to add this adult to your students 'Contact' list in PowerSchool via your Parent PowerSchool Access Account.
5. The early dismissal of Westside Union School District will be announced via **ParentSquare** and by public radio over one or more of the following radio stations:

KMIX	**106.3 FM**
BOB	**103.9 FM**

6. Parents are requested to provide an emergency means so that their children may be able to enter their houses in the event of an early arrival at home. (Suggest a hidden key)
7. Sixth, seventh, and eighth grade students who attend Del Sur School, and ride a bus to their homes, will be transported to their regular bus stop.

IN THE INSTANCE OF IMPASSABLE ROADS DUE TO SNOW/FLOOD CONDITIONS, THOSE STUDENTS WILL BE RETURNED TO JOE WALKER MIDDLE SCHOOL (5632 W. Ave. L-8, Quartz Hill, 943-3258) FOR OVERNIGHT ACCOMMODATIONS.

Joe Walker Middle School Accommodations:

A. The Antelope Valley Red Cross will use the Joe Walker Gymnasium for an emergency shelter.
B. The Red Cross will provide bedding.
C. The Food Service staff will operate the kitchen facilities for food service.
D. The Westside Union School District Administrative Staff will provide supervision of students who must remain overnight.
E. An attempt to reach the parents of students who must remain overnight will be made by telephone.

WESTSIDE UNION SCHOOL DISTRICT
Office of Educational Services

Textbook Replacement Costs for 2026-2027

Grades K-5

ELA (HMH)
(Consumables – 2 to 7 books)
GR K Student Edition- 2 books $27.00
GR 1 Student Edition- 7 books $27.00
GR 2 Student Edition- 5 books $27.00
GR 3 Student Edition- 4 books $27.00
GR 4 Student Edition- 4 books $27.00
GR 5 Student Edition- 4 books $27.00

SCIENCE (Savvas)
(Consumables – 4 books @ $10 per segment)
GR K Student Edition $10.00
GR 1 Student Edition..... $10.00
GR 2 Student Edition..... $10.00
GR 3 Student Edition..... $10.00
GR 4 Student Edition..... $10.00
GR 5 Student Edition..... $10.00

SOCIAL STUDIES (Savvas)
(Consumable – 1 volume)
GR K Student Edition $15.00
GR 1 Student Edition..... $20.00
GR 2 Student Edition..... $20.00
GR 3 Student Edition..... $20.00
GR 4 Student Edition..... $25.00
GR 5 Student Edition..... $25.00

MATH (Imagine Learning/Illustrative Math)
(Consumables – 8/9 books @ $4/3.55 per book)
Grade K Units 1-8..... $32.00
Grade 1 Units 1-8..... $32.00
Grade 2 Units 1-9..... $32.00
Grade 3 Units 1-8..... $32.00
Grade 4 Units 1-9..... $32.00
Grade 5 Units 1-8..... $32.00

Grades 6-8

ELA (Savvas) – (Consumables – 1 book)
My Perspectives Grade 6..... $36.00
My Perspectives Grade 7..... $36.00
My Perspectives Grade 8..... $36.00

HISTORY (TCI)
History Alive Ancient World..... $80.00
History Alive Medieval World and Beyond..... $80.00
History Alive US through Industrialism $80.00

MATH (Imagine Learning/Illustrative Math) – Consumables – 3/4 books @ $10.67/8 per book
Grade 6, 7, and 8 - 3 books..... $32.00
Accelerated 6th (6th grade Honors) -4 Books..... $32.00
Accelerated 7 (Prealgebra) -4 books..... $32.00
Algebra and Geometry -4 books $32.00

Westside Union School District

Notice of Pesticide Application

Vendor Schedule - After Hours

Spraying

2026-2027

Dear Parents or Guardians,

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. EagleShield is our outside vendor and will spray school sites on the following schedule, after hours.

- 1st Friday of the month - Anaverde Hills, Cottonwood, Leona Valley, & Valley View
- 2nd Friday of the month - Esperanza, Hillview, & Rancho Vista
- 3rd Friday of the month - Gregg Anderson, Quartz Hill Elementary, & Dist. Office
- 4th Friday of the month - Joe Walker, Sundown, & Del Sur
- 5th Friday of the month - As Needed

EAGLESHIELD -661-839-9663

Product Used and Active Ingredients

Product Name: DEMAND CS

- ACTIVE INGREDIENT: LAMBDA-CY ALOTHRIN 2.43%
- EPA REG #100-1232
- MANUFACTURED BY SYNGENTA 1-800-888-8372

Product Name: ALPINE WSG

- ACTIVE INGREDENT: DINOTEFURAN 40.0%
- EPA REG #499-561
- MANUFACTURED BY WITMIRE MICRO-GEN RESEARCH LABORATORIES, INC -1-800-777-8570

Product Name: SUSPEND SC

- ACTIVE INGREDENT: DELTAMETHRIN 4.75%
- EPA REG #432-763
- MANUFACTURED BY BA YER ENVIRONMENTAL SCIENCE-1-800-331-2867

Product Name: PERMETHRIN SFR

- ACTIVE INGREDIENT: PERMETHRIN 36.8%
- EPA REG #70506-6-53883
- MANUFACTURED BY CONTROL SOLUTIONS INC 1-866-897-8050

Product Name: TEKKO PRO

- ACTIVE INGREDIENT: PYRIPROXYFEN 1.30% NOVALURON 1.30%
- EPA REG #53883-335
- MANUFACTURED BY CONTROL SOLUTIONS, INC 1-866-897-8050

Product Name: NYGUARD IGR

- ACTIVE INGREDIENT: PYRIDINE 10%
- EPA REG #1021-1603

Westside Union School District

Notice of Pesticide Application Schedule

Grounds Spraying as Needed

2026-2027

Dear Parents or Guardians,

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. The grounds' work schedule per site is listed below. If required, the pesticides listed may be applied at the school sites during the 2026-2027 school year.

- Monday: Quartz Hill, District Office, & Esperanza
- Tuesday: Valley View & Hillview
- Wednesday: Del Sur & Gregg Anderson
- Thursday: Rancho Vista, Sundown, & District Office
- Friday: Joe Walker, Cottonwood, & Anaverde

<u>Product Used and Active Ingredients</u>

Product Name: Roundup Quickpro

- ACTIVE INGREDIENT GLYPHOSATE, N-(PHOSPHONOMETHYL) GLYCINE, IN THE
- FORM OF ITS AMMONIUM SALT 73.3%
- DIQUAT DIBROMIDE [6,7 DIHYDRODIPYRIDO (1,2-a; 2' ,l '-c) PYRAZINEDIIUM
- DIBROMIDE] 2.9%
- EPA REG #524-535
- MANUFACTURED BY MONSANTO (314) 694-1000

Product Name: Surflan A.S. Herbicide

- ACTIVE INGREDIENT ORYZALIN 3,5 DIRILRO-N4-DIPROPYF-SULFANILAMIDE 40.4%
- EPA#62719-112
- MANUFACTURED BY DOW AGROSCIENCES 1-317- 337-3000

Product Name: Fusilade

- ACTNE INGREDIENT FLAZIFOT-P-butyl
- BUTYL (R) 2-(4-((5-(TRIFLUOROMETHYL)-2 PYRIDINYL,OXY, PHENOXY,
- PROPANOATE 13%
- EPA#l0182-104
- MANUFACTURED BY ICI AMERICAS l-(302)-800-3669

Product Name: EsplAnade 200SC

- ACTNE INGREDIENT: Indaziflam (CAS No. 730979-19-8 5%
- EPA#432-1516
- MANUFACTURED BY BA YER ENVIRONMENTAL SCIENCE 1-800-331-2867

Product Name: Agri-fos

- ACTIVE INGREDIENT: MONO-AND DI-POTASSIUM SALTS OF PHOSPHOROUS ACID
- EPA#71962-l
- MANUFACTURED BY LIQUID FERTILISERPTY.LTD 785-542-2577

Product name: Subdue Maxx

- ACTIVE INGREDIENT: MEFENOXAM 22.0%
- EPA#l00-796
- MANUFACTURED BY SYNGENTA 1-800-334-9481

Product Name: Arena 0.25G Insecticide

- ACTIVE INGREGENT: CLOTHIANIDIN .25%
- MANUFACTURED BY AQUATROLS 800-257-7797
- WWW.AQUATROLS.COM

June, July, and March 2nd - April 3rd (Spring Vacation) will have scheduled fertilizing and pesticide spraying, if weather permits. August, September, October, November, December, January, February, and April will receive spraying and fertilizing as needed.

CONTACT INFORMATION

Brian McCoy

Eagleshield Pest Control

1.661.839.9663

brianm@eagleshieldpc.com

ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY
BUS RULES

1. Authority of the driver: Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street or highway. (Title V, Section 14103 – A, California Administration Code)

2. Cooperate with the driver. Follow directions the first time they are given.

3. Arrive at the bus stop waiting in line 5 minutes before the scheduled bus departure time. While going to and from the bus stop and while waiting for the bus, keep out of the street and off private property. Noise, rowdy behavior, and property damage at the bus stop could cause the stop to be moved to a less convenient location. Students must use the designated stop closest to his or her home both A.M. and P.M. Students may not use multiple stops. Any student having to use another stop in an "emergency only" situation must have a note pre-approved by the school.

4. Board and leave the bus in an orderly manner. Do not push other students. Be seated promptly. Do not "save" seats for others. Be willing to share the seat with fellow bus riders. Follow driver's instructions concerning seating location and unloading procedures.

5. Always sit facing the front of the bus. Remain seated when the bus is in motion. Do not change seats without permission of the driver.

6. Keep your head, hands, and arms inside the bus at ALL times. Do not yell out of the windows to others outside the bus.

7. No physical contact of ANY kind is allowed. Keeps hands off other people and off other possessions.

8. Animals, insects, and reptiles are not permitted on the bus with the exception of service animals. (54.2. Civil Code)

9. Large musical instruments are prohibited on the bus. Other prohibited items include glass containers or other breakable items, skateboards, roller blades/skates, balloons, playground equipment, and other large bulky items. Special arrangements must be made for the transportation of athletic equipment. Cleats and or spikes must be removed prior to boarding the bus.

10. Bus aisle and emergency exits must be kept clear of feet, legs, arms, books, and lunches.

11. Keep the bus clean. Students are not to eat, drink, or chew gum or tobacco on the bus. **Water is allowed**.

12. Appropriate school dress must be worn at all times while on the bus. Appropriate footwear must also be worn. Hats/caps, hoodies, etc. are not to be worn while on the bus and must be removed prior to boarding. No open cosmetics or aerosol cans are permitted.

13. Do not use obscene or profane language. Smoking, any narcotics, weapons, and lighting of matches are not permitted on the bus. No hazardous materials, liquids, or gases are permitted on the bus.

14. Do not deface or destroy bus equipment. Damage to seats, windows and other parts of the bus is unnecessary and costly. The student will be responsible for the cost of repair.

15. Avoid loud talking, loud laughter or unnecessary confusion (it may divert the driver's attention and could result in an accident).

16. Students living across streets, upon which the bus is stopped to unload them, should cross only when the driver indicates that it is safe to do so. Students must cross the street in front of the bus and walk straight across the street. The driver will escort Elementary and Junior High students across the street.

17. In school districts with bus passes, students MUST show their bus pass before boarding the bus and may not use another student's pass.

18. Students are NOT allowed to use cell phones or any electronic devices while on the bus. These items must be placed in the off position and kept in the student's possession at all times while on a bus.

19. Students that leave campus for any reason other than a school authorized, pre-approved appointment will NOT be allowed to ride the bus home in the PM.

20. If the school bus is equipped with seat belts and shoulder straps, they MUST be worn at all times. Tampering with ANY seat belt or shoulder strap is PROHIBITED.

EVEN THOUGH A TRANSPORTATION FEE IS CHARGED, TRANSPORTATION IS A PRIVILEGE. FAILURE TO ABIDE BY ONE OR MORE OF THESE RULES MAY RESULT IN THE LOSS OF BUS RIDING PRIVILEGES.

PUPIL MANAGEMENT
GUIDELINES FOR STUDENT DISCIPLINE

In order to provide the safe transportation of students, we are using the following assertive discipline policy.

OUR PHILOSOPHY;

We believe all students can behave appropriately and safely while riding on a school bus. We will ***NOT*** tolerate students deterring drivers from doing their job or preventing other students from having safe transportation. Failure to follow the bus rules will result in a bus ticket.

Agency personnel will carry out the following consequences:

1st Ticket: Will result in a written warning notice to parents and school administrators.

2nd Ticket: Will result in loss of bus riding privilege for 1 to 3 school days. The parent will be responsible for transporting the student.

3rd Ticket: Will result in loss of bus riding privileges for 5 school days. The parent will be responsible for transporting the student.

4th Ticket: Will result in loss of bus riding privileges for 10 school days. The parent will be responsible for transporting the student.

5th Ticket: Will result in loss of bus riding privileges per Title V, Section 14103 #B for the remainder of the school year.

CONSEQUENCES

Students can be denied bus transportation anywhere from 1 -10 days and depending on the severity, a student can also be denied transportation indefinitely or permanently. Any illegal activity can result in notification of law enforcement.

THE MINOR CLAUSE

The Minor clause may be used at the discretion of the Agency. The Agency has the right to adjust the number of days the bus riding privileges can be denied. This could be anywhere from a Written Warning to 1 – 3 days loss of bus riding privileges.

THE SEVERE CLAUSE

The severe clause may be invoked ***WITHOUT A WRITTEN WARNING*** having been previously issued whenever the offense is of such serious nature to warrant it. ***SOME*** examples of these offenses are:

1. Physical contact of ***ANY*** kind with Driver or Student.
2. Harassment of ***ANY*** kind, sexual or disability.
3. Threatening a Driver or Student. Arguing with the Driver.
4. Use of foul or obscene language. ***ANY*** gang signs or racial remarks.
5. Any violation causing or likely to cause injury to Driver or Student.
6. Throwing object in or out of bus.
7. Jumping out of bus window or emergency door.
8. Destroying or defacing bus or bus equipment.
9. Any action that interferes with the safe transportation of Student. Continued disorderly conduct.
10. Weapon of ***ANY*** kind.
11. Any violation of the Ed. Code.

BUS PASS CLAUSE

The Bus Pass Clause will be enforced when a student does not present a valid SMARTAG pass for three (3) consecutive days. Failure to produce a valid pass will result in the student being issued a referral. The student will then have three days to replace the lost pass. If the pass is not replaced within three days, another referral will be issued and the student will be denied transportation.

We believe that the use of surveillance systems on school buses will help to deter misconduct and improve discipline, ensure the safety of students and bus drivers, and prevent vandalism. Therefore, surveillance systems may be installed and used on school buses to monitor student behavior while traveling to and from school and school activities.

PARENT CONFERENCE

Parents have the right to request a conference to discuss student behavior, consequences, or concerns that will include: parent(s) or guardian(s), student, driver and agency representative. Please call the Transportation Security Supervisor directly to schedule a conference at (661)952-3116.

Westside Union School District

Board Policy
Nondiscrimination In District Programs And Activities
BP 0410
Philosophy, Goals, Objectives and Comprehensive Plans

The Board of Trustees is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity expression, or genetic information; a 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.

(cf. 1240 - Volunteer Assistance)
(cf. 4030 -Nondiscrimination in Employment)
(cf. 4032- Reasonable Accommodation)
(cf. 4033 - Lactation Accommodation)
(cf. 4119.11/4219.1114319.11- Sexual Harassment)
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)
(cf. 5131.2 - Bullying)
(cf. 5145.3- Nondiscrimination/Harassment)
(cf. 5145.7- Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2- Athletic Competition)
(cf. 6164.4 - Identification and Evaluation of individuals for Special Education)
(cf. 6164.6- Identification and Education Under Section 504)
(cf. 6178- Career Technical Education)
(cf. 6200 - Adult Education)

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

(cf. 3540 - Transportation)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 5145.13 - Response to Immigration Enforcement)

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

(cf. 1330 - Use of Facilities)

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's web site and, social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6- Parental Notifications)

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-

effective means determined by the Superintendent or designee. (Education Code 234.7)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

(cf. 6163.2 - Animals at School)
(cf. 7110 - Facilities Master Plan)
(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall ensure that the district provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, notetakers, written materials, taped text, and Braille or large- print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school a sponsored function, program, or meeting.

(cf. 6020 - Parent Involvement)
(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Assistant Superintendent, Educational Services
41914 50th St West
Quartz Hill, CA 93536
(661) 722-0716

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
48980 Parental notifications
48985 Notices to parents in language other than English
51007 Legislative intent: state policy
GOVERNMENT CODE
8310.3 California Religious Freedom Act
11000 Definitions
11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act
54953.2 Brown Act compliance with Americans with Disabilities Act
PENAL CODE
422.55 Definition of hate crime
422.6 Interference with constitutional right or privilege
CODE OF REGULATIONS, TITLE 5
4600- 4670 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities in Education Act
1681-1688 Discrimination based on sex or blindness, Title IX
2301-2415 Carl D. Perkins Vocational and Applied Technology Act
6311 State plans
6312 Local education agency plans
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
2000h-2000h-6 Title IX
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34
100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI
104.1-104.39 Section 504 of the Rehabilitation Act of 1973
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:
106.9 Dissemination of policy

Management Resources:
CSBA PUBLICATIONS
Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016
CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS
Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018
CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS
California Law Prohibits Workplace Discrimination and Harassment
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016
Dear Colleague Letter: Title IX Coordinators, April 2015
Dear Colleague Letter: May 26, 2011
Dear Colleague Letter: Harassment and Bullying, October 2010
Notice of Non-Discrimination. Fact Sheet, August 2010
Dear Colleague Letter: Electronic Book Readers, June 29, 2010
Nondiscrimination in Employment Practices in Education, August 1991
U.S. DEPARTMENT OF JUSTICE PUBLICATIONS
2010 ADA Standards for Accessible Design, September 2010
Accessibility of State and Local Government Websites to People with Disabilities, June 2003
WORLD WIDE WEB CONSORTIUM PUBLICATIONS
Web Content Accessibility Guidelines, December 2008
WEB SITES
CSBA: http://www.csba.org
California Office of the Attorney General: http://oag.ca.gov
California Department of Education: http://www.cde.ca.gov
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
Safe Schools Coalition: http://www.casafeschools.org
Pacific ADA Center: http://www.adapacific.org
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr
U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act: http://www.ada.gov
U.S. Equal Employment Opportunity Commission: http://www.eeoc.gov
World Wide Web Consortium, Web Accessibility Initiative: http://www.w3.org/wai

Policy WESTSIDE UNION SCHOOL DISTRICT
adopted: November 19, 2013 Quartz Hill, California
revised: October 3, 2017
revised: December 11, 2018

Regulation 1312.3: Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 02/03/2015 | **Last Revised Date:** 02/18/2025 | **Last Reviewed Date:** 02/18/2025

Except as may otherwise be specifically provided in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in the accompanying Board policy.

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in Administrative Regulation 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in Administrative Regulation 5145.7 - Sex Discrimination and Sex-Based Harassment for handling complaints regarding sex discrimination and sex-based harassment.

Director, Special Programs
Educational Services, Special Programs
41914 50th Street West
(661) 722 0716
k.gellinck-frye@westside.k12.ca.us

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint 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 employees 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.

The compliance officer or, if necessary, an appropriate administrator shall determine whether interim measures are necessary during an investigation and while the result is pending. 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)

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

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or

bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy

2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate

3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred

4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct

5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities

6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, students experiencing homelessness, children of military families, former juvenile court school students now enrolled in the district, students who are migratory, and newcomer students as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant

9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision

10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable

11. A statement that copies of the district's UCP are available free of charge

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 and 34 CFR 106.8 shall be posted on the district and district school websites, published in handbooks, catalogs, announcements, bulletins, and application forms, and may be provided through district-supported social media, if available.

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 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's UCP policy, regulation, forms, and notices 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.

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

All complaints, except for those that allege sex discrimination, including sex-based harassment, shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600; 34 CFR 106.2)

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 the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization (5 CCR 4600)

2. Any complaint alleging noncompliance with law regarding the prohibition against 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.

3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred (5 CCR 4630)

   For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)

4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying (5 CCR 4630)

5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination (5 CCR 4630)

   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)

6. When a complaint alleging unlawful discrimination, 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

7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim 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

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint 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, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant 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 an 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 upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

The compliance officer shall begin an investigation into the complaint within 10 business days of receiving the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or 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 shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or 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)

Timeline for Investigation Report

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written investigation report, as described in the section "Investigation Report" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, or bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant.

Investigation Report

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered

2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law

3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600

4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610

5. Procedures to be followed for initiating an appeal to CDE

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

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

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, or bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with 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

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, 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

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student 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 cocurricular activities or other privileges as permitted by law
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.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, 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 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith 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)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law
3. The material findings of fact in the district's investigation report are not supported by substantial evidence
4. The legal conclusion in the district's investigation report is inconsistent with the law
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint

2. A copy of the district's investigation report
3. 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
4. A report of any action taken to resolve the complaint
5. A copy of the district's UCP
6. Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

Westside Union School District

Board Policy
BP 3515.5
Business and Noninstructional Operations
Sex Offender Notification

In order to protect students while they are traveling to and from school, attending school or at a school-related activity, the Board of Trustees believes it is important that the district respond appropriately when a law enforcement agency contacts the district about registered sex offenders who may reside or work within district boundaries.

The Superintendent or designee shall establish an ongoing relationship with law enforcement officials to coordinate the receipt and dissemination of such information. To the extent authorized by law, the Superintendent or designee also shall establish procedures for notifying appropriate staff as necessary.

The district and its employees shall be immune from liability for the good faith dissemination of sex offender information provided by a law enforcement agency or an employee of a law enforcement agency, so long as the dissemination is in the manner and to the extent authorized by the law enforcement agency. (Penal Code 290.45)

The Superintendent or designee may annually notify parents/guardians of the availability of information about registered sex offenders on the Department of Justice's internet website.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 1240 - Volunteer Assistance)
(cf. 1250 - Visitors/Outsiders)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 3515 - Campus Security)
(cf. 3515.3 - District Police Department)
(cf. 5142 - Safety)

Legal Reference:
EDUCATION CODE
32211 Threatened disruption or interference with classes; offense
35160 Authority of boards
35160.1 Board authority of school districts
PENAL CODE
290 Registration of sex offenders
290.4 Sex offender registration; compilation of information
290.45 Release of sex offender information
290.46 Making information about certain sex offenders available via the Internet
290.9 Addresses of persons who violate duty to register
290.95 Disclosure by person required to register as sex offender
626.8 Disruptive entry or entry of sex offender upon school grounds
830.32 School district and community college police
3003 Parole, geographic placement
UNITED STATES CODE, TITLE 42
14071 Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program Act
ATTORNEY GENERAL OPINIONS
82 Ops.Cal.Atty.Gen. 20 (1999)

Management Resources:
WEB SITES
California Department of Justice, Megan's Law mapping: http://www.meganslaw.ca.gov

Policy adopted: October 21, 2008 WESTSIDE UNION SCHOOL DISTRICT Lancaster, California

Policy 5030: Student Wellness

Status: ADOPTED

Original Adopted Date: 12/09/2014 **| Last Revised Date:** 10/07/2025 **| Last Reviewed Date:** 10/07/2025

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

School Wellness Council

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b; 7 CFR 210.31)

To fulfill this requirement, the Superintendent or designee may appoint a school wellness council or other district committee and a wellness council coordinator. The council may include representatives of the groups listed above, as well as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

The Superintendent or designee may make available to the public and school community a list of the names, position titles, and contact information of the wellness council members.

The wellness council shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

Goals for Nutrition, Physical Activity, and Other Wellness Activities

The Board shall adopt specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing such goals, the Board shall review and consider evidence-based strategies and techniques. (42 USC 1758b; 7 CFR 210.31)

The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle. To encourage nutrition promotion the Superintendent or designee may disseminate nutrition information to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, the district or school website, and other communications.

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program, before- and after-school programs, summer learning programs, and school garden programs.

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

The Board may enter into a joint use agreement or memorandum of understanding to make district facilities or

grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

Professional development may be regularly offered to the nutrition program director, managers, and staff, as well as health education teachers, physical education teachers, coaches, activity supervisors, and other staff as appropriate to enhance their knowledge and skills related to student health and wellness.

In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.

Nutrition Guidelines for All Foods Available at School

For all foods and beverages available on each campus during the school day, the district shall adopt nutrition guidelines which are consistent with 42 USC 1758, 1766, 1773, and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

The Superintendent or designee shall provide access to free, potable water in the food service area during meal times in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and by serving water in an appealing manner.

The Board believes that all foods and beverages sold to students at district schools, including those available outside the district's reimbursable food services program, should support the health curriculum and promote optimal health. Nutrition standards adopted by the district for foods and beverages provided through student stores, vending machines, or other venues shall meet or exceed state and federal nutrition standards.

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes.

He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of foods and beverages that do not meet nutrition standards for the sale of foods and beverages on campus during the school day. (Education Code 49431.9; 7 CFR 210.31)

Program Implementation and Evaluation

The Superintendent designates the individual(s) identified below as the individual(s) responsible for ensuring that each school site complies with the district's wellness policy. (42 USC 1758b; 7 CFR 210.31)

Risk Management Personnel
661-722-0716

The Superintendent or designee shall assess the implementation and effectiveness of this policy at least once every three years. (42 USC 1758b; 7 CFR 210.31)

The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

The Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the wellness council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to:

1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements

2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records

3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program

4. Extent to which foods and beverages sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutrition standards

5. Extent to which other foods and beverages that are available on campus during the school day, such as foods and beverages for classroom parties, school celebrations, and rewards/incentives, comply with nutrition standards

6. Results of the state's physical fitness test at applicable grade levels

7. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity

8. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program

9. A description of other districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.

In addition, the Superintendent or designee shall prepare and maintain the proper documentation and records needed for the administrative review of the district's wellness policy conducted by the California Department of Education (CDE) every three years.

The assessment results of both the district and state evaluations shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

Notifications

The Superintendent or designee shall inform the public about the content and implementation of the district's wellness policy and shall make the policy, and any updates to the policy, available the public on an annual basis. He/she shall also inform the public of the district's progress towards meeting the goals of the wellness policy, including the availability of the triennial district assessment. (Education Code 49432; 42 USC 1758b; 7 CFR 210.31)

The Superintendent or designee shall distribute this information through the most effective methods of communication, including district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and wellness and academic performance.

Each school may post a summary of nutrition and physical activity laws and regulations prepared by the CDE.

Records

The Superintendent or designee shall retain records that document compliance with 7 CFR 210.31, including, but not limited to, the written student wellness policy, documentation of the triennial assessment of the wellness policy for each school site, and documentation demonstrating compliance with the community involvement requirements, including requirements to make the policy and assessment results available to the public. (7 CFR 210.31)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint 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:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW, Mail Stop 9410
Washington, D.C. 20250-9410;

fax:
202-690-7442; or

email:
Program.Intake@usda.gov.

This institution is an equal opportunity provider.

Policy 5145.7: Sexual Harassment

Status: ADOPTED

Original Adopted Date: 02/03/2015 **| Last Revised Date:** 01/18/2022 **| Last Reviewed Date:** 01/18/2022

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 - Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 - Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate 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 under any circumstance

3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students

6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues

8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

Disciplinary Actions

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy 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.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Record-Keeping

In accordance with law and district policies and regulations, 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 district schools.

Regulation 5145.7: Sexual Harassment

Status: ADOPTED

Original Adopted Date: 02/03/2015 **| Last Revised Date:** 01/18/2022 **| Last Reviewed Date:** 01/18/2022

Definitions

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

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.

2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.

3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.

4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity

3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

Examples of Sexual Harassment

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions

2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions

3. Graphic verbal comments about an individual's body or overly personal conversation

4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature

5. Spreading sexual rumors

6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class

7. Massaging, grabbing, fondling, stroking, or brushing the body

8. Touching an individual's body or clothes in a sexual way

9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex

10. Displaying sexually suggestive objects

11. Sexual assault, sexual battery, or sexual coercion

12. Electronic communications containing comments, words, or images described above

Title IX Coordinator/Compliance Officer

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures, as well as to oversee investigate, and/or resolve sexual harassment complaints processed under AR 1312.3 - Uniform Complaint Procedures. The Title IX Coordinator(s) may be contacted at:

__Kristin Gellinck-Frye, Director Special Programs __
(title or position)
__41914 50th Street, Quartz Hill, CA 93536 ________
(address)
___661-722-0716 extension 75305 _____
(telephone number)
____k.gellinck-frye@westside.k12.ca.us_____
(email)

Notifications

The Superintendent or designee shall notify students and parents/guardians that the district does not discriminate on the basis of sex as required by Title IX and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

The district shall notify students and parents/guardians of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

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

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

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)

3. Be summarized on a poster which shall be prominently and conspicuously displayed in each bathroom and locker room at each school. The poster may be displayed in public areas that are accessible to and frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment; the name, phone number, and email address of an appropriate school employee to contact to report a charge of sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school. (Education Code 231.6)

4. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6; 34 CFR 106.8)

5. Be provided as part of any orientation program conducted for new and continuing students at the beginning of each quarter, semester, or summer session (Education Code 231.5)

6. Appear in any school or district publication that sets forth the school's or district's comprehensive rules,

regulations, procedures, and standards of conduct (Education Code 231.5)

7. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to students or parents/guardians (34 CFR 106.8)

The Superintendent or designee shall also post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

Reporting Complaints

A student or parent/guardian who believes that the student has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Within one school day of receiving such a report, the principal or other school employee shall forward the report to the district's Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report the observation to the principal or Title IX Coordinator. The report shall be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable district complaint procedures.

Complaint Procedures

All complaints and allegations of sexual harassment by and against students shall be investigated and resolved in accordance with law and district procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to BP/AR 1312.3 - Uniform Complaint Procedures.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

Policy 5145.9: Hate-Motivated Behavior

Status: ADOPTED

| Last Revised Date: 12/11/2018

The Board of Trustees is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

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

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131- Conduct)

(cf. 5131.2 - Bullying)

(cf. 5131.5 - Vandalism and Graffiti)

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)

(cf. 5141.52 - Suicide Prevention)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. Such collaborative efforts shall focus on ensuring an efficient use of district and community resources, developing effective prevention strategies and response plans, providing assistance to students affected by hate-motivated behavior, and/or educating students who have perpetrated hate-motivated acts.

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

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 5148.2 - Before/After School Programs)

The district shall provide students with age-appropriate instruction that includes the development of social-emotional learning, promotes their understanding of and respect for human rights, diversity, and acceptance in a multicultural society, and provides strategies to manage conflicts constructively.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6142.3 - Civic Education)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6142.94 - History-Social Science Instruction)

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent or designee shall ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.

The Superintendent or designee shall provide staff with training on recognizing and preventing hate-motivated behavior and on effectively enforcing rules for appropriate student conduct.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Complaint Process

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the principal, or other staff member.

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the principal or the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, he/she shall also contact law enforcement.

(cf. 3515.3 - District Police/Security Department)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5144 - Discipline)

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

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

Policy 1445: Response To Immigration Enforcement

Status: ADOPTED

Original Adopted Date: 02/17/2026 **| Last Reviewed Date:** 02/17/2026

The Governing Board is committed to the success of all students and to providing a safe and welcoming place for students, their families, and staff irrespective of their citizenship or immigration status.

Unless required by state or federal law, required to administer a state or federally supported educational program, or presented with a valid judicial subpoena, judicial warrant, or court order, district staff shall not do any of the following:

1. Solicit or collect information or documents regarding the citizenship or immigration status of a student or the student's family members (Education Code 234.7)

2. Seek or require information or documents, to the exclusion of other permissible information or documents, regarding the citizenship or immigration status of a student or the student's family members (Education Code 234.7)

3. To the extent practicable, disclose or provide in writing, verbally, or in any other manner to an officer or employee of an agency conducting immigration enforcement:

    a. The education records of or any information about a student or a student's family or household such as personal information as defined in Civil Code 1798.3, information about a student's home, or information about a student's travel schedule without parent/guardian written consent (Education Code 234.7)

    b. The personnel records of any district employee, personal information of any district employee as defined in Civil Code 1798.3, or any other confidential employee information (Education Code 234.7; Government Code 7285.2)

4. Grant permission to an officer or employee of an agency conducting immigration enforcement to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring (Education Code 234.7; Government Code 7285.1)

However, district staff shall not obstruct, interfere with, or otherwise impede an officer or employee of an agency conducting immigration enforcement who nonetheless enters district-provided transportation, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring.

The Superintendent or designee shall report to the Board in a timely manner any requests by an officer or employee of an agency conducting immigration enforcement for any of the following: (Education Code 234.7)

1. Education records of or any information about a student or a student's family or household

2. Personnel records of any district employee, personal information of any district employee as defined in Civil Code 1798.3, or any other confidential employee information

3. Permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring

Such reports shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

In accordance with law, Board Policy 0410 - Nondiscrimination in District Programs and Activities, and Board Policy 5145.3 - Nondiscrimination/Harassment, no student shall be denied equal rights and opportunities, nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of the student's or family's immigration status or for the refusal to provide information related to the student's or family's immigration status. (Education Code 200, 220, 234.1)

Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination. (Government Code 8310.3)

The Superintendent or designee shall provide parents/guardians with information and notifications as specified in Education Code 234.7, including information regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement.

The Superintendent or designee shall develop procedures for, and may provide training to staff on, interactions with an officer or employee of an agency conducting immigration enforcement, including a request for any of the following:

1. Education records of or any information about a student or a student's family or household

2. Personnel records of any district employee, personal information of any district employee as defined in Civil Code 1798.3, or any other confidential employee information

3. Permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring

Complaints alleging discrimination, harassment, intimidation, and bullying based on actual or perceived immigration status shall be filed in accordance with Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures.

The Superintendent or designee shall provide to the California Department of Education, upon request and in the manner requested, copies of this policy, any associated administrative regulation, and any other Board policies and administrative regulations required by Education Code 234.7.

Regulation 1445: Response To Immigration Enforcement

Status: ADOPTED

Original Adopted Date: 02/17/2026 **| Last Reviewed Date:** 02/17/2026

Responding to Requests for Information or Documents

Upon receiving any request by an officer or employee of an agency conducting immigration enforcement for information about a student, a student's family or household, or a district employee as described in the accompanying Board policy, district staff shall deny the request, to the extent practicable, unless any of the following apply: (Education Code 234.7; 34 CFR 99.30, 34 CFR 99.31)

1. The request is for student directory information

   District staff shall respond to the request in accordance with Board Policy/Administrative Regulation 5125.1 - Release of Directory Information.

2. The district is required to release the records or information by state or federal law, in order to administer a state or federally supported educational program, or due to a valid judicial subpoena, judicial warrant, or court order

3. For records or information about a student or a student's family or household, the parent/guardian has provided written consent unless prohibited by a valid judicial subpoena, judicial warrant, or court order, or in cases involving investigation of child abuse, neglect, or dependency or, if the student is at least 18 years age, the student has provided written consent

   Such written consent shall include all of the following: (34 CFR 99.30)

   a. The signature and signature date of the parent/guardian, or student if the student is at least 18 years of age

   b. A description of the records to be disclosed

   c. The reason for the release of information

   d. The parties or class of parties receiving the information

   e. A copy of the records to be released, if requested by the parent/guardian or student

4. For records or information about a district employee, the employee has provided written consent and the district's human resource department or equivalent has been consulted

   Such written consent shall include all of the following:

   a. The signature and signature date of the employee

   b. A description of the records to be disclosed

   c. The reason for the release of information

   d. The parties or class of parties receiving the information

   e. A copy of the records to be released, if requested by the employee

Regardless of whether the district discloses the requested records or information, district staff shall do all of the following when such a request has been received:

1. Make a copy of the request and notify the Superintendent or designee

2. For requests regarding student information, provide the student's parent/guardian, or the student, if the

student is at least 18 years of age, with notice, a description of the request, and any documentation provided to the district describing the request, unless prohibited by a valid judicial subpoena, judicial warrant, or court order, or in cases involving investigation of child abuse, neglect, or dependency

3. For requests regarding district employee information, provide the employee with notice, a description of the request, and any documentation provided to the district describing the request, unless prohibited by a valid judicial subpoena, judicial warrant, or court order

In accordance with law and Board Policy 5125 - Student Records, the Superintendent or designee shall annually notify parents/guardians that the district will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do so by a valid judicial subpoena, judicial warrant or court order.

Responding to Requests for Access to Students or for Access to District-Provided Transportation, Nonpublic Area of District Property or Facility, or Nonpublic Area in which District-Sponsored Activity is Occurring

If an officer or employee of an agency conducting immigration enforcement requests access to a student, such as for purposes of interviewing, searching, or detaining the student, or permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring, district staff shall take the following actions:

1. Advise the officer or employee that before district staff can respond to the request, they must first receive notification and direction from the Superintendent, principal, or designee

2. Request to see and record or otherwise document the officer's or employee's valid identification, including the officer's or employee's name and, if applicable, badge number, the phone number of the officer's or employee's supervisor

3. Request that the officer or employee produce any documentation that authorizes the officer's or employee's request, make copies of all such documentation, and retain at least one copy for district records

4. Contact and consult with the district's legal counsel or Superintendent or designee

5. Follow the direction from the district's legal counsel or Superintendent or designee

For a request to access a student, the district shall deny the request unless any of the following apply: (Education Code 234.7)

1. The officer or employee provides a valid judicial warrant or court order

2. District staff receives parent/guardian consent or, if the student is at least 18 years of age, the student's consent, unless the officer or employee presents a valid judicial warrant or court order that authorizes and directs the district to give such permission without parent/guardian consent or, if the student is at least 18 years of age, the student's consent

Regardless of whether the officer or employee is given access to the student, the student's parent/guardian shall be immediately notified, unless prohibited by a valid judicial warrant or court order, or in cases involving investigations of child abuse, neglect, or dependency. (Education Code 48906)

Additionally, district staff shall notify the Superintendent or designee as early as possible of any request by an officer or employee of an agency conducting immigration enforcement for access to a student. (Education Code 234.7)

For a request for permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring, the district shall deny the request unless any of the following apply: (Education 234.7)

1. The officer or employee provides a valid judicial warrant or court order

2. Permission is required to be granted by state or federal law or in order to administer a state or federally supported educational program

3. The officer or employee is a sworn law enforcement officer, declares that exigent circumstances exist, and demands immediate access

In this situation, district staff shall comply with the officer's or employee's orders and immediately contact the Superintendent or designee and then the district's legal counsel.

An officer or employee of an agency conducting immigration enforcement who, pursuant to this administrative regulation, is granted permission to enter district property or facilities which are not open to all visitors shall first register in accordance with Board Policy 1250 - Visitors/Outsiders, except in cases where the officer or employee is a sworn law enforcement officer and states that exigent circumstances exist. (Penal Code 627.2, 627.3)

The Superintendent or designee shall email the Bureau of Children's Justice in the California Department of Justice (BCJ@doj.ca.gov) regarding any attempt by a law enforcement officer to access a student or a school site for immigration enforcement purposes.

Responding to Immigration Enforcement Activity on District Property

When any officer or employee of an agency conducting immigration enforcement is actually or imminently present on district property, district staff shall notify staff working at the property and, if the district property is a school, the parents/guardians of students at the school in accordance with Board Policy/Administrative Regulation 0450 - Comprehensive Safety Plan.

District staff shall report the presence of any officer or employee of an agency conducting immigration enforcement on district property to district police and other appropriate administrators.

District staff shall not obstruct, interfere with, or otherwise impede, or attempt to obstruct, interfere with, or otherwise impede, any officer or employee of an agency conducting immigration enforcement, even if the officer or employee appears to be acting outside the law or in excess of the stated or documented authorization. If such an officer or employee enters the premises without consent, district staff shall document their actions but only to the extent that documentation does not impede their actions and shall, at all times, obey any direction from such officers or employees.

After all officers and employees of an agency conducting immigration enforcement leave, each district staff member who observed or interacted with them shall promptly provide the following to the district's legal counsel or other district official designated by the Superintendent:

1. Copies of any information and documents collected from the officers or employees such as valid identification, name, badge number, phone number of the officer's or employee's supervisor, and documentation that authorizes the officer's or employee's request
2. The identity of all other district staff known to have communicated with the officers or employee
3. A description of all requests and activities by the officers and employees
4. The type of documentation, such as a warrant or subpoena, that authorized the officer's or employee's request or actions
5. District staff's response to the officer's or employee's request
6. Written notes of any other actions taken by and any other interactions with any officer or employee

Responding to the Detention or Deportation of Student's Parent/Guardian

The Superintendent or designee shall encourage parents/guardians to update their emergency contact information as needed at any time. The Superintendent or designee shall notify parents/guardians that the district will only use

information provided on the emergency cards in response to specific emergency situations and not for any other purpose. (Education Code 234.7)

Additionally, the Superintendent or designee may encourage all students and families to learn their emergency phone numbers and be aware of the location of important documentation, including birth certificates, passports, social security cards, physicians' contact information, medication lists, lists of allergies, and other such information that would allow the students and families to be prepared in the event that a student's parent/guardian is detained or deported.

In the event that a student's parent/guardian is detained or deported, the Superintendent or designee shall release the student to the person(s) designated in the student's emergency contact information or to any individual who presents a caregiver's authorization affidavit on behalf of the student. The Superintendent or designee shall only contact child protective services if district personnel are unable to arrange for the timely care of the student by the person(s) designated in the emergency contact information maintained by the school or identified on a caregiver's authorization affidavit. (Education Code 234.7)

In an instance where a student's parent/guardian was detained or deported, the Superintendent or designee shall notify the student, as well as the individuals designated in the student's emergency contact information and any individual who presented a caregiver's authorization affidavit on behalf of the student, that the student continues to meet the residency requirements for attendance in the district if the student and the student's parent/guardian who was detained or deported satisfy the conditions as specified in Education Code 48204.4.

The Superintendent or designee may refer a student or the student's family members to other resources for assistance, including, but not limited to, an U.S. Immigrant and Customs Enforcement detainee locator, legal assistance, or the consulate or embassy of the parent/guardian's country of origin.

Policy 6020: Parent Involvement

Status: ADOPTED

Original Adopted Date: 11/03/1997 **| Last Revised Date:** 09/19/2023 **| Last Reviewed Date:** 09/19/2023

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with parents/guardians and family members to jointly develop and agree upon policy and strategies to meaningfully involve parents/guardians and family members in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The district's local control and accountability plan (LCAP) shall include goals and strategies for parent/guardian involvement and family engagement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of involvement opportunities and on barriers that may inhibit participation.

Title I Schools

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities and shall distribute at least 90 percent of those reserved funds to eligible schools, with priority given to high-need schools as defined in 20 USC 6631. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities. (20 USC 6318)

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members

2. Support for programs that reach parents/guardians and family members at home, in the community, and at school

3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members

4. Collaboration, or the provision of subgrants to schools to enable collaboration, with community-based or other organizations or employers with a record of success in improving and increasing parent/guardian and family

engagement

5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

If the district also receives funds under federal Title IV, Part E, to coordinate and enhance family engagement programs, the Superintendent or designee shall inform parents/guardians and organizations of the existence of Title IV. (20 USC 6318)

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's LCAP in accordance with 20 USC 6312. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

District and school-level parent/guardian and family engagement policies and administrative regulations shall be distributed to parents/guardians of students participating in Title I programs and shall be available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

Regulation 6020: Parent Involvement

Status: ADOPTED

Original Adopted Date: 12/06/2016 **| Last Revised Date:** 09/19/2023 **| Last Reviewed Date:** 09/19/2023

District Strategies for Title I Schools

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the district shall:

1. Involve parents/guardians and family members in the joint development of a district plan that meets the requirements of 20 USC 6312 and in the development of school support and improvement plans pursuant to 20 USC 6311 (20 USC 6318)

   The Superintendent or designee may:

   a. In accordance with Education Code 52063, establish a district-level parent advisory committee and, as applicable, an English learner parent advisory committee to review and comment on the district's local control and accountability plan (LCAP) in accordance with the review schedule established by the Governing Board

   b. Invite input on the plan from other district committees and school site councils

   c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the plan and the opportunity to provide input

   d. Provide copies of working drafts of the plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand

   e. Ensure that there is an opportunity at a public Board meeting for public comment on the plan prior to the Board's approval of the plan or revisions to the plan

   f. Ensure that school-level policies on parent/guardian and family engagement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans

2. Provide coordination, technical assistance, and other support necessary to assist and build the capacity of Title I schools in planning and implementing effective parent/guardian and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education (20 USC 6318)

   The Superintendent or designee may:

   a. Assign district personnel to serve as a liaison to the schools regarding Title I parent/guardian and family engagement issues

   b. Identify funding and other resources, including community resources and services, that may be used to strengthen district and school parent/guardian and family engagement programs

   c. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist in facilitating the planning and implementation of related activities

   d. With the assistance of parents/guardians, provide information and training to teachers and other staff regarding effective parent/guardian involvement practices and legal requirements

   e. Provide information to schools about the indicators and assessment tools that will be used to monitor progress

3. To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian and family engagement strategies with parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws (20 USC 6318)

   The Superintendent or designee may:

   a. Identify overlapping or similar program requirements

   b. Involve district and school site representatives from other programs to assist in identifying specific population needs

   c. Schedule joint meetings with representatives from related programs and share data and information across programs

   d. Develop a cohesive, coordinated plan focused on student needs and shared goals

4. Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the schools served by Title I, including identification of: (20 USC 6318)

   a. Barriers to greater participation in parent/guardian and family engagement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background

   b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers

   c. Strategies to support successful school and family interactions

   The Superintendent or designee may:

   a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications

   b. Gather and monitor data regarding the number of parents/guardians and family members participating in district activities and the types of activities in which they are engaged

   c. Recommend to the Board measures to evaluate the impact of the district's parent/guardian and family engagement efforts on student achievement

   The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms and shall provide a copy of the assessment to parents/guardians upon their request. (Education Code 11503)

5. Use the findings of the evaluation conducted pursuant to item #4 above to design evidence-based strategies for more effective parent/guardian and family involvement and, if necessary, to revise the parent/guardian and family engagement policy (20 USC 6318)

   The Superintendent or designee may:

   a. Analyze data from the evaluation to identify parent/guardian and family engagement activities that have been successful and those activities that have had lower participation or less meaningful involvement by parents/guardians

   b. Analyze parent/guardian and family participation to determine the level of participation by traditionally underrepresented groups

   c. With the involvement of parents/guardians, recommend and draft proposed policy revisions to submit to the Board for consideration

6. Involve parents/guardians in the activities of schools served by Title I, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the district to adequately represent the needs of the population served by the district for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy (20 USC 6318)

   The Superintendent or designee may:

   a. Include information about school activities in district communications to parents/guardians and family members

   b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians and family members

   c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

In addition, the district shall promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement by implementing the actions specified in item #7 of the section "School-Level Policies for Title I Schools" below. (20 USC 6318)

School-Level Policies for Title I Schools

At each school receiving Title I funds, a written policy on parent/guardian and family engagement shall be developed jointly with the parents/guardians and family members of participating students. The school policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved

2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent/guardian involvement

3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent/guardian and family engagement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

   The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:

   a. Timely information about Title I programs

   b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the achievement levels of the state academic standards

   c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education. The district shall respond to any such suggestions as soon as practicably possible.

5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district

6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student

academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

This compact shall address:

a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's challenging academic achievement standards

b. Ways in which parents/guardians will be responsible for supporting their children's learning, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:

(1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement

(2) Frequent reports to parents/guardians on their children's progress

(3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities

(4) Regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand

7. Promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement through the following actions:

   a. Assist parents/guardians in understanding such topics as the state academic standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

   b. Provide parents/guardians with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to help them work with their children to improve their children's achievement

   c. With the assistance of parents/guardians, educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

   d. To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in fully participating in their children's education

   e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand

   f. Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request

   In addition, the school plan may include strategies to:

   a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training

b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training

c. Pay reasonable and necessary expenses associated with parent/guardian involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions

d. Train parents/guardians to enhance the involvement of other parents/guardians

e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, in order to maximize parent/guardian involvement and participation

f. Adopt and implement model approaches to improving parent/guardian involvement

g. Establish a parent advisory council to provide advice on all matters related to parent/guardian involvement in Title I programs

h. Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities

i. Make referrals to community agencies and organizations that offer literacy training, parent/guardian education programs, and/or other services that help to improve the conditions of parents/guardians and families

j. Provide a master calendar of district/school activities and meetings

k. Provide information about opportunities for parent/guardian and family engagement through the district newsletter, web site, or other written or electronic means

l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians and family members as needed

n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions

o. Provide ongoing workshops to assist school site staff, parents/guardians, and family members in planning and implementing improvement strategies, and seek their input in developing the workshops

p. Regularly evaluate the effectiveness of staff development activities related to parent/guardian and family engagement

q. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations

8. To the extent practicable, provide opportunities for the informed participation of parents/guardians and family members (including parents/guardians and family members with limited English proficiency, parents/guardians and family members with disabilities, and parents/guardians and family members of migrant children), including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

   If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/guardian and family engagement policy. Such evaluation may be conducted during the process of reviewing the school plan for student achievement in accordance with Education Code 64001.

The school's policy shall be periodically updated to meet the changing needs of parents/guardians and the school. (20 USC 6318)

District Strategies for Non-Title I Schools

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians and family members positively in their children's education by providing assistance and training on topics such as state academic standards and assessments to increase their knowledge and skills to use at home to support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

   The Superintendent or designee may:

   a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education

   b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter

   c. Provide parents/guardians with information about students' class assignments and homework assignments

2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

   The Superintendent or designee may:

   a. Provide parents/guardians with information regarding ways to create an effective study environment for their children at home and to encourage good study habits

   b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing

   c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees

3. Build consistent and effective two-way communication between the home and school so that parents/guardians and family members may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

   The Superintendent or designee may:

   a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students

   b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom

   c. Provide information about parent/guardian and family engagement opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications

   d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand

   e. Develop mechanisms to encourage parent/guardian input on district and school issues

   f. Identify barriers to parent/guardian and family participation in school activities, including parents/guardians and family members who are economically disadvantaged, are disabled, have limited

English proficiency, have limited literacy, or are of any racial or ethnic minority background

g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care

4. Train teachers, administrators, specialized instructional support personnel, and other staff to communicate effectively with parents/guardians as equal partners (Education Code 11502, 11504)

   The Superintendent or designee may:

   a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy

   b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications

5. Integrate and coordinate parent/guardian and family engagement activities within the LCAP with other activities

   The Superintendent or designee may:

   a. Include parent/guardian and family engagement strategies in school reform or school improvement initiatives

   b. Involve parents/guardians and family members in school planning processes

Policy 6154: Homework/Makeup Work

Status: ADOPTED

Original Adopted Date: 06/26/2018 **| Last Revised Date:** 11/18/2025 **| Last Reviewed Date:** 11/18/2025

The Board of Trustees recognizes that meaningful homework assignments can be a valuable addition to student learning time and assist students in developing good study habits. Homework shall be assigned as necessary in order to meet the needs of the individual student. Homework shall be considered as extensions and enrichment of the regular classroom instructional program. Homework may be designed for students to research and explore essential concepts, share and discuss ideas, review and summarize materials studied, become acquainted with community resources, organize the thoughts and thinking processes of pupils in preparation for classroom activities, and make up incomplete course or subject assignments.

Students may use technology to assist with homework and/or makeup work in conducting research, correcting grammar and spelling, and learning from educational applications such as tutoring systems and language learning applications, as specified in Board Policy 5131.9 - Academic Honesty and Board Policy 6163.4 - Student Use of Technology.

The Superintendent or designee shall collaborate with school administrators and teachers to develop and regularly review guidelines for the assignment of homework and the related responsibilities of students, staff, and parents/guardians.

As needed, teachers may receive training in designing relevant homework assignments that reinforce classroom learning objectives.

Although on-time completion of homework is important to maintain academic progress, the Board recognizes that students learn at different rates. Students may receive credit for work that is completed late in order to encourage their continued learning.

Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, and develop good personal study habits.

At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. Homework guidelines also shall be included in student and/or parent handbooks. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.

Although it is the student's responsibility to undertake assignments independently, parents/guardians may serve as a resource and are encouraged to ensure that their child's homework assignments are completed. When a student repeatedly struggles to complete his/her homework, communication between the parent and teacher should take place as soon as possible so that appropriate measures can be taken to ensure the success of the student.

To further support students' homework efforts, the Superintendent or designee may establish and maintain telephone help lines, provide access to school library media centers and technological resources, and/or provide before-school and after-school programs where students can receive homework assistance from teachers, volunteers, and/or student tutors.

Teachers shall review all completed homework to assess the student's understanding of academic content and shall provide timely feedback to the student.

Makeup Work

Students who miss school work shall be given the opportunity to complete all assignments and activities that can be reasonably provided. As determined by the teacher, the assignments and activities shall be reasonably equivalent to, but not necessarily identical to, the assignments and activities missed during the absence. Students will be assessed on academic content missed during the absence within a reasonable period of time.

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and assessments are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980)

Suspended Students

When a parent/guardian of a student who has been suspended for two or more school days requests homework that the student would otherwise have been assigned, the student's teacher shall provide such homework. If a homework assignment is requested and is turned in to the teacher by the student either upon the student's return from suspension or within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment shall not be included in the calculation of the student's overall grade in the class. (Education Code 48913.5)

The teacher of any class from which a student is suspended may require the student to complete any assignments and assessments missed during the suspension. (Education Code 48913)
