

Parent/Student Handbook 2017-2018



Chawanakee Unified School District

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SCHOOL SITES

Chawanakee Academy Charter

45077 Road 200
Mail to: P.O. Box 210
O'Neals, CA 93645
(559) 868-4200
Rhonda Corippo
Principal

Minarets Charter High

45077 Road 200
Mail to: P.O. Box 208
O'Neals, CA 93645
(559) 868-8689
Patrick Wilson
Director

North Fork School

33087 Road 228
North Fork, CA 93643
(559) 877-2215
Gayle Fain
Principal

Manzanita Community Day School

32996 Road 228
Mail to: P.O. Box 339
North Fork, CA 93643
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Rhonda Corippo
Principal

Minarets High School

45077 Road 200
Mail to: P.O. Box 186
O'Neals, CA 93645
(559) 868-8689
Daniel Ching
Principal

Spring Valley School

46655 Road 200
Mail to: P.O. Box 9
O'Neals, CA 93645
(559) 868-3343
Jessica Fairbanks
Principal

Mountain Oaks High School

33030 Road 228
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North Fork, CA 93643
(559) 877-4440
Rhonda Corippo
Principal

You may view information about your student's attendance, grades and lunch transactions on the Internet by accessing our district student information system at:

chawanakee.powerschool.com/public
or through our district website at:
<http://www.chawanakee.k12.ca.us>.

Contact your school site secretary to obtain your personal user name and password, and get connected to your child's school in a whole new way. Access to the Internet is available at your public library and at all of our school sites (contact your school office for details and times).

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DISTRICT PROGRAMS AND GENERAL INFORMATION

Lunch Programs

The district provides students with an access to a variety of affordable and appealing foods that meet the state and federal requirements which are based on the USDA Dietary Guidelines. Families are encouraged to apply for the Free and Reduced Breakfast and Lunch Program. Students who qualify will receive free meals or meals at a reduced rate. Information and applications pertaining to the free/reduced price meal program are mailed to parents before school begins. (E.C. § 49510-49520). Applications are also available online at www.chawanakee.k12.ca.us

Prior year lunch application qualifications are in effect for the first 30 days of each school year. This grace period gives parents/guardians the necessary time to **complete a new application**. If a new application is not in place within the first 30 days, the student begins accruing charges in paid status.

We encourage parents who do not qualify for Free and Reduced Meals to pay weekly or monthly at the school office, school cafeteria or online at www.myschoolbucks.com under the link located on the Food Services page on the district website.

The Food Service Department generates monthly outstanding balance letters for students who owe a balance greater than \$20.00 at the start of each month. These letters are mailed home directly to parents for notification of payment for the outstanding balance. All outstanding balance amounts or credits in student accounts are rolled over at year end to start the new school year. If your child owes a balance from elementary school, this balance will follow him/her through middle and high school. Students who owe for meal charges will be given an alternate meal until the account is brought current. These charges may affect your child's ability to participate in various school activities. **Payment will be required to clear all student accounts to receive high school diploma.**

Hot lunches are prepared at North Fork School and delivered to all district school sites. The price of a hot lunch for TK-8 students is \$3.00, 9-12 is \$3.50 and milk is included. High School students may also purchase Yogurt Parfaits for \$3.00 and adult lunch or salad for \$4.50. Breakfast is served to students at all sites. The price of a breakfast is TK-8 \$1.75, 9-12 \$2.00, and \$3.50 for adults. Milk may be purchased separately for \$0.55, juice \$0.75, and water for \$1.00. **Prices are subject to change.** Parents are encouraged to send sufficient funds to cover multiple meals. Charges for milk and/or juice will not be allowed. You may view your child's lunch transactions and account balance using the My School Bucks system. If you are not already using this system, please contact your school site secretary for details.

Parents, students, and other unauthorized district staff are not allowed in Food Service areas. District Food Services equipment is not to be used by non-food service personnel. District Food Service facilities are not to be used for anything other than the preparation of food for students breakfast and lunch programs.

Please visit our food service page on the District Website for further information.

Non-Discrimination Statement

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

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

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

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SE
Washington, D.C. 20250-9410

(2) Fax: (202)690-7442

or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider

District Advisory Team

The District Advisory Team is composed of parents, community members, students, and school employees. They review the District's Local Control Action Plan (LCAP) and make recommendations for curriculum, school climate, and budget priorities. The team composes an LCAP Plan for the Board of Trustees adoption. Parents are recommended by the school site council to represent their school sites.

School Site Council

The Site Council is composed of parents, community members, students, and school employees. They review school curriculum, learning climate, and compose a plan for student achievement outlining educational goals for each site. Parents are nominated for Site Council seats and elected by parents at each school site.

Parent Organizations

Parent Organizations are comprised of parents and community members interested in improving the quality of education through fundraising activities and social functions. Membership is open to all community members. The organizational officers send meeting and activity notices home with the students. You are encouraged to attend meetings and get involved in your students school.

Parent/Community Volunteers

Volunteers are required to check in at the school office to receive a pass prior to going to the classroom. Parents are vital partners in the educational process and are urged to participate directly as classroom volunteers. The school principal or your child's teacher can acquaint you with this program. The Board of Trustees, to make this program as effective and as beneficial as possible, has adopted volunteer regulations and requirements.

School Accountability Report Card

The School Accountability Report Card (SARC) Summary is available in your school site office on request, and a full-length version is available on the Internet at www.chawanakee.k12.ca.us. It contains information about the district regarding the quality of the district's programs and its progress toward achieving stated goals. (E.C. Sections 33126, 35256 and 35258)

Please refer to this site-specific document for information about the curriculum offered at each of our school sites.

Specialized Academic Instruction

Instruction to meet the needs of the individual student is an important educational practice. Teachers refer students exhibiting learning problems to the student study team where interventions shall be recommended. If psychological testing determines that the pupil has specific learning disabilities, it will be recommended that the child receive specialized instruction during part of the school day. The special teaching methods will continue until the student is ready to participate in the regular classroom on a full time basis. Placement in the specialized academic program requires parent approval.

Speech and Language Specialist

Our speech and language specialists work with students who are in need of specialized, remedial and developmental instruction in speech, language, voice, hearing, and fluency. In addition, the speech and language specialist serves in an advisory capacity to teachers in the area of language development. Parents who feel their son/daughter are in need of speech therapy should contact the school for a possible assessment.

The School Psychologist

The psychologist is available to provide academic, social/emotional, behavioral and cognitive testing. The psychological information is to determine the student's eligibility for additional support services. He/she may also play a counseling role to parents and students by providing assistance to the teachers in implementing effective teaching strategies. All psychological testing requires parental permission.

Extra-Curricular/Co-Curricular Activities

Athletics/Cheer

Students in grades 4-12 are eligible to participate in the competitive sport programs. Boys and girls compete in organized leagues or sections. At some sites, pep and cheer squads have been organized and participate at sports activities and other cheer competitions. Minarets High School and Minarets Charter High School participate in the California Inter-Scholastic Federation (CIF) Sports Program. **All student athletes/cheer must adhere to the Districts/CIF Code of Conduct.**

Music

Choral, instrumental music and show band(s) are offered at grades 9-12 students at Minarets High/Minarets Charter School during the regular school day **only**. The music teacher instructs in wind and percussion instruments. Some instruments are available at school and rentals can be arranged. The music teacher will contact parents at the beginning of the year with information on student participation. Chawanakee Academy Charter 9-12 high school students **may** also participate if they are concurrently enrolled. Classroom music is also offered to students at grades 6-8 district wide.

Academic Requirements

All students participating in extracurricular activities shall demonstrate satisfactory academic progress by taking the prescribed course of study and meeting the standards of proficiency established by the district. Students in grades 4-8 shall maintain a minimum of a 2.0 grade point average, having no "failing" grade in any subject. Students in grades 9-12 must meet the District/CIF minimum GPA of a 2.0 and have earned 20 credits prior to the sport of season. Unsatisfactory progress reports or report cards can put students on an "ineligible" list or athletic probation.

Citizenship Requirements

As a condition for maintaining eligibility for participation in extra/co-curricular activities, each student shall maintain a positive record of citizenship. A student in grades 4-8 shall be immediately ineligible for participation if he/she exceeds the limits set in the school site discipline procedure. High school students should refer to the discipline procedure they signed at the beginning of the school year. Eligibility can also be revoked week by week because of classroom behavior, which affects the student's ability to successfully fulfill classroom assignments. To participate in CIF athletics students must maintain a GPA of 2.0 with no failures and be in good standing with attendance and behavior. All students must adhere to the District/CIF Code of Ethics

Academic Awards

All students are given special recognition for their academic success. It is the practice of the teaching staff to offer this recognition in a manner that is appropriate for the maturity and grade level of the students. Students in grades 4-8, where "letter" grades are given, are eligible to be

placed on the Honor Roll or Merit/Honorable Mention List for each school grading period. Students receiving a grade level average of 3.0 (B) to 3.4 (B+) are eligible for the Merit/Honorable Mention list. Students achieving an average of 3.5 (B+) to 4.0 (A) are eligible for the Honor Roll. Grades 9-12 are eligible for California Scholastic Federation as well as Honor Roll for Minarets High School and Minarets Charter.

Outside Clubs and Activities

4-H Club/Soccer/Softball Leagues/Scouting/Equestrian

A variety of organizations with parent leadership are available to the students. These outstanding programs teach life skills to the children and offer parents and children an opportunity to enjoy activities together. Meetings are usually held at the school sites.

Special Activity Trips

At the end of the school year grades 6-12 may plan a special activity day to celebrate the end of the year. This trip is not automatically awarded to every student. The student must earn this trip by demonstrating responsible behavior, good citizenship and a satisfactory academic record during the school year. Students who receive an excessive number of misconduct referrals for poor behavior or fail to maintain a "C" grade average between now and the date of the trip in May will not be eligible to go.

Student Counseling/Home Liaison

Students that may be struggling with school or home (attendance, social, emotional, behavioral, or academic) may be referred for counseling services at their school site. Parents must sign a consent form before services may begin.

Student Code of Dress and Grooming

Students are expected to maintain standards of dress, grooming and hygiene appropriate for association with fellow students and school personnel. Attire that is distracting to the education of others is unacceptable. Please see AR5132.

Parent/Teacher Conferences

Formal parent/teacher conferences are held in the fall for TK-8. Every effort should be made to meet with your child's teacher during this time. If it is not possible to arrange a conference at the school, teachers will consider a telephone conference as an alternative. Parents of students in grades 4 through 12 are encouraged to monitor their attendance and grades using **PowerSchools** student information system. If you have concerns with your child's;(academic, attendance, social, emotional, and behavioral concerns additional Parent/Teacher conferences may occur as needed during the school year. Conferences with teachers should be arranged in advance. Parents are encouraged to call or email their child's teacher to arrange a conference appointment. Teachers are usually available for conferences before/after school hours.

School Board Policies

Chawanakee Unified Parent/Student Handbook may reference District Policy throughout this document. The following references are:

Board Policy (BP): regulations that are defined by the District's Board of Trustees.

Administrative Regulation (AR): defines the process which defines the Board Policy.

Exhibit (E): an exhibit is the form or template that the District has created. Interested individuals may view (or print) these policies in full by accessing our website at www.chawanakee.k12.ca.us, under District tab. Or copies may be obtained at the school sites/ District Office.

Promotion/Acceleration/Retention

Because the schools of the district are dedicated to the best possible development of each student enrolled, the professional staff is expected to place students at the grade level best suited to them academically, socially and emotionally in light of school district goals, objectives and expected proficiency. Students will normally progress annually from grade to grade or level to level.

Exceptions may be made when, in the judgment of the certificated staff, such exceptions are in the best interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parent/guardian, but the final decision shall rest with the school authorities. Students exhibiting academic deficiencies, which could lead to retention, are to be identified by the teacher(s) **as soon as possible in the school year**. Parents are to be kept informed of the progress of such students on a regular basis during the school year (progress reports, report cards, teacher conferences, or Powerschool). Before the last month of school, teachers shall consider the retention of students. **(AR5123)**

Release of Students to Parents

It is sometimes necessary for a parent, or persons authorized by parents, to pick up their child during the school day. When doing this, please report to the office to sign your child out of school. The office will then call for your child to be released from class. Students will not be released to persons other than parents/guardians unless the school office is notified in advance. For the protection of the child, he/she will be released according to the instructions of the parent having legal custody as verified by school records.

After School On-Campus Attendance

There may be times when students stay after school for tutoring, school academic assistance or athletic practice. These are prearranged activities for these students. Siblings may not stay after school with their brothers or sisters participating in these activities. School employees are not available for supervision of non-participating students.

Independent Study

When attendance at school is interrupted by illness, transportation problems, unavoidable travel plans, alternate educational experiences, or a family crisis, pupils can be placed on an independent study program.

An academic program contract is composed between the teacher, the parent and student, which will provide a continuous educational experience until the child can return to school on a regular basis. The contract needs to be developed and signed by the teacher and the parents before the child is to be absent. **The completed signed contract must be returned the day the child returns to school for credit.**

P.E. Excuses

The law requires that all students participate in Physical Education (P.E.) until age sixteen or completion of 20 credits high school PE. Students who have been absent because of an illness and should not/cannot participate in P.E. must bring a note signed by the parent or doctor for their P.E. instructor. Students with a valid P.E. excuse will be given alternate assignments.

REQUIREMENTS FOR 8TH GRADE GRADUATION CEREMONIES AND ACTIVITIES

1. Demonstrates at least 6th grade equivalency in reading, language and mathematics during intermediate years (6-8) as determined by the district approved test scores.
2. Have a cumulative grade point average of 1.5 or better at the end of 3rd quarter of 8th grade year. Grades from other schools apply.
3. Pass the U.S. Constitution test with a score of 70% or better.
4. Attend school at least 95% of school days. This includes no more than 10 excused/unexcused absences. Absences may be made up, check with your site administrator.
5. Complete all required course work in reading, language arts, mathematics, science, social studies and technology.
6. Maintain satisfactory citizenship as determined by eighth grade teachers and site principal.
7. Write a report that includes research using four sources available at school sites. Source may include print and electronic media. The presentation may be printed or produced with multi-media presentation software. Teachers will determine when the report is due and if it meets standards.
8. Students must not be suspended more than one time during the 8th grade school year nor in the last 4 weeks of the school year. If a second suspension occurs any time, the 8th grade student's record will automatically be ineligible for graduation ceremony and activities.

The receipt of a diploma is a reflection of a student having met the above standards. The parents of students bordering on losing this privilege shall be notified well in advance by telephone, in person and/or letter.

A copy of this policy shall be given or mailed to the parents during the conferences week held at the end of the first quarter.

HIGH SCHOOL GRADUATION REQUIREMENTS

The Chawanakee Unified School District's high school graduation requirements and courses of study are designed to accommodate a wide variety of individual needs and goals. It is the district's intent to prepare students for post-secondary education and career readiness. The graduation requirements meet or exceed the requirements of the State of California. Students from Chawanakee Unified School District must meet the following requirements:

1. Satisfactory citizenship
2. 95% attendance
3. (300 credits) Minarets High School/Minarets Charter High School; (240 credits) Mountain Oaks/Chawanakee Academy Charter

Please see your administrator for specific Graduation requirements.

ATTENDANCE

CUSD has a 95% attendance requirement. Students that do not meet the attendance requirement may be assigned Monday/Saturday school or after school program to make up attendance. Students will be placed on a loss of privilege for extra-curricular/co-curricular or graduation activities.

Absences/Attendance Laws

Regular attendance is a critical aspect of a successful school experience. Prolonged or frequent absences can seriously affect a child's progress in school. Nevertheless, it is detrimental to the child and to other children if they attend when they are ill. Students who are ill or need regular medication during recovery from illness should not attend school.

Attendance Procedure

The state law of California requires attendance of every person under eighteen (18) years of age or has earned a high school diploma.

1. When a student is absent from school, **the parent/guardian is required** to call the school before 10:00 a.m. that day and give the following information:
 - Student name
 - Parent or guardian name
 - Reason for absence
 - Date of absence
- a) If a student has been absent and no call has been made, then **the student must** bring a written note (date, reason, days of absence and signature) to the office upon their return to school.
2. Students who arrive at school after school has begun must report to the office for an admittance slip.

Excused Absences

A student may be excused legally for the following reasons (Education Code § 48205):

1. Personal illness.
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometric or chiropractic appointments.
4. Attendance at funeral service for a member of the immediate family.
 - a. Excused absence in this instance shall be limited to one day if the funeral is in California or three days if the service is conducted out-of-state.
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son, son-in-law, daughter, daughter-in-law, brother, sister or any relative living in the immediate household of the student.
5. Jury duty of the student in the manner provided by law.

All of the reasons for absence must be satisfactorily confirmed in person, in writing or by telephone. No student shall have an academic grade reduced due to excessive absences, provided the required class work is completed in a timely manner.

Other Absences

Upon advanced written request of the parent/guardian and approval by the principal or designee, a student's absence may be excused for justifiable personal reasons including but not limited to: (Education Code § 48205)

1. Appearance in court.
2. Observation of a holiday or ceremony of his/her religion.
3. Attendance at religious retreat for no more than four hours during a semester.
4. Employment interview or conference.
5. Educational conference offered by a non-profit org. on legislative or judicial process.

6. Illness or medical appointment, during school hours, of the student's child, when the student is the child's custodial parent.

When students contemplate absence for reasons other than those listed above, their parents/guardians should write the principal to ask that the expected absence be excused. The request will be considered and approved or disapproved pursuant to uniform district standards. A request from a parent/guardian that the student's absence be excused shall not be granted if the principal or designee believes that such approval would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students. If the request is denied, reasons will be given.

Truancy

Students absent without a valid excuse for more than three days in one school year shall be classified as truant. Students who are more than 30 minutes tardy on three or more school days in one school year shall be classified as truant. Such students shall report to the site administrator (Education Code § 48260). The parent/guardian of a student shall be notified of the following: (Education Code § 48260.5)

- a. That student is truant.
- b. That parent/guardian is obligated to compel the student to attend school.
- c. That parent/guardian who fail to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code § 48290 et seq
- d. Alternative educational programs are available in the district.
- e. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- f. That the pupil may be subject to prosecution under Section 48264.
- g. That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.
- h. It is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for the day.

School of Choice Options

The Chawanakee Unified School District also offers an Independent Study School (TK-12), Adult School, necessary small (9-12) high school, and a Community Day School.

Parents may apply for educational options for their children outside of their attendance area. Parents choosing another school within the Chawanakee Unified School District may apply for an **intradistrict** transfer. An **intradistrict** transfer may be used only once in grades (TK-8) and (9-12).

Parents may apply for an **interdistrict** transfer if they wish to enroll their student(s) in another school district. Information concerning intra/interdistrict transfers is available in the school office or at the District Office.

District Safety Measures

Student Procedures for Reporting Concerns

Students who need to report a problem with a student, teacher, school issue or who have information regarding a potential problem may ask to see a counselor, associate principal or

school resource officer. If the problem is urgent and the student feels threatened, harassed or intimidated, students are encouraged to reach out for assistance from any staff member. An investigation of the problem will be conducted and all efforts will be made to achieve a resolution.

Search and Seizure

As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. No student shall possess, place, keep or maintain any article or material that is prohibited by law or District Policy in lockers, vehicles, desks, bags, or other items assigned to them or under their control while on District property or at a District sponsored event. The Board believes that the presence of weapons in the schools threatens the district's ability to provide the safe and orderly learning environment to which district students and staff is entitled and has taken measures to prevent such from occurring.

Automobiles

Any automobile entering district property is subject to search, with or without cause, and without the consent of the student by school officials or police officers.

Surveillance Cameras

Cameras will be used to gather evidence with the hope that the utilization of these types of evidence detection devices may reduce the risk of improper behavior within a school zone and/or the transporting of something harmful inside the school zone. The presence of dangerous items such as weapons and drugs inside our school zone may be reduced and the cameras may serve as a possible deterrent to student misbehavior including fights.

Use of Tobacco Products

Students shall not use or possess tobacco products during school hours or at school related activities. School officials will enforce this policy for any infractions on or adjacent to campus or at activities off campus. Students in possession of tobacco products are subject to being cited under Section 308 of the Penal Code.

Medication

Students needing to take prescribed and/or over-the-counter medication during the school day are required to register their medication in the School Office. Trained school personnel will assist with the dispensing of such medication as necessary. The following are required before assistance is given:

- 1) A written statement from the student's physician detailing the method, amount, and time schedule for the taking of the medication.
- 2) A written statement from the student's parent/guardian requesting the school to assist the student in taking the prescribed medication (EC Section 49423).
- 3) Medication must be in its original container.
- 4) Students may not carry medication on campus EXCEPT Epi-Pen, Rescue Inhalers and Glucagon (EC Section 48900).

Contraband Canines

The district may also utilize the service of non-aggressive trained detection canines to sniff out and alert to the presence of those substances prohibited by law or District policy. Under no circumstances will a dog be allowed to sniff the person of a student, employee, patron, visitor or anyone else while on district property or at any district event. This prohibition

extends to and includes demonstrations. The canines shall not be used in classrooms occupied by students except for demonstration purposes. The canines may be used to sniff lockers, common areas, desks, bags, items or vehicles that are on district property or adjacent property defined in accordance with the federal Drug Free School Zone laws. Only the canine's official handler will determine what constitutes an alert by the canine. If the canine alerts to a particular item or place, the person having the use of, bringing onto district property or responsible for that place or item will be called to the scene to witness the search. Ownership of the item will be established and search activities will be conducted in accordance with district policy and applicable law.

In the event the canine alerts on a locked vehicle, the owner or person bringing it onto district property shall be asked to open the vehicle for inspection to be conducted by the canine handler. Refusal to open the item for inspection may result in referring the matter to law enforcement officials, disciplinary action including but not limited to suspension or termination of employment for employees and suspension or expulsion for students and loss of parking privileges on district property for both student and employee. Visitors or patrons may be banned from district property.

Discovery of a prohibited substance or item may result in referral to law enforcement or disciplinary action including but not limited to termination of employment for employees and referral to law enforcement or disciplinary action in keeping with district policy for students.

Students and employees shall be informed of this policy at the beginning of each school year.

Closed Campus (BP5112.5)

In order to keep students in a supervised, safe and orderly environment, the Governing Board establishes a closed campus at all district schools.

Students shall not leave the school grounds at any time during the school day without the written permission of their parents/guardians and school authorities. Students who leave school without authorization shall be classified truant and subject to disciplinary action.

Behavior Guidelines and Discipline

General Rules

The Board of Trustees desires to provide a safe, supportive, and positive school environment conducive to student learning and prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school classroom management strategies, and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. The Chawanakee Unified School District has adopted (**BP5131**) that clearly outlines the expected behavior of our students. Each school site has established a positive behavior intervention system (**PBIS**) that promotes proper school behavior. In addition, Chawanakee Unified has adopted a Code of Conduct for all of our students involved in extra- curricular/co-curricular activities. Each school is responsible for reviewing the Codes of Conduct with their students at the beginning of each school year and again at the semester. TK-12 students are responsible for becoming familiar with the **Codes of Conduct** and demonstrating their willingness to contribute to a safe and productive school environment.

Disciplinary measures that may result in loss of instruction time or cause students to disengage from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed. (EC 48900.5)

Administrative Procedures for Student Discipline

1. Misconduct related to Educational Code Section 48900 will result in a referral to the site administrator upon the first offense and a written notice to parents.
2. In offenses related to § 48900, the student may be suspended upon the first offense if site administrator determines that the pupil's presence causes danger to persons or property or is a threat to the instructional process.
3. Primary grade students, because of the need for greater teacher guidance during the socialization process, will be given extended consideration. However, when all reasonable efforts have been made to correct this misconduct and guide the pupil toward responsible behavior, the teacher will carry out the procedure as described.

Additional Disciplinary Regulations and Practices

1. When damage to school property is involved, the parent will be held liable for any willful damage by students to buildings, grounds, equipment or supplies belonging to the district.
2. Law enforcement authorities will be called to assist when school authorities determine that the offense justifies such assistance. Possession, use or sale of drugs, possession of lethal weapons or explosives and actions or threats against the safety of teachers or other school employees would be examples of behavior possibly requiring law enforcement assistance.

Grounds for Suspension and Expulsion

A. Causes for Mandatory Recommendation for Expulsion (Education Code 48915)

Except as provided in subdivision (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

Expulsion Offenses (1-5) - Mandatory Suspension/Mandatory Expulsions

(The Big Five, Most Serious Offenses).

Principal shall immediately suspend, pursuant to Education Code 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school ground (Education Code 48915(c)). The Board shall order a pupil expelled upon finding that the pupil committed an act listed in Education Code 48915(c) and shall refer the pupil to an Alternative program of study (Education Code 48915(d)):

- A1. **Possessing, selling, or otherwise furnishing a firearm.** (Education Code 48915 (c)(1), Penal Code 417.8, 626.9, 12001, 12020)
- A2. **Brandishing a knife at another person.** (Education Code 48915 (c)(2))
- A3. **Unlawfully selling a controlled substance listed in Chapter 2** (commencing with Section 11053) of Division 10 of the Health and Safety Code. (Education Code 48915(c)(3))

A4. Committing or attempting to commit a sexual assault as defined in subdivision in Education Code 48900(n) **or committing a sexual battery** as defined in Education Code 48900(n). (Education Code 448915(c)(4))

A5. Possession of an explosive. (Education Code 48915(c)(5))

NOTE: The known possession of a firearm, loaded or unloaded, brandishing a knife, unlawfully selling a controlled substance, committing a sexual assault or battery, or possession of an explosive at school or a related activity, will result in an immediate suspension and recommendation for expulsion. If the Board upholds an expulsion recommendation after the appropriate expulsion hearing, the student shall be expelled for one calendar year from the date of the offense unless the Board sets an earlier date for readmission, which will be determined on a case by case basis. Referral to an alternative program will be required. (Education Code 48916(a))

All acts of physical violence, possession or use of weapons, or Education Code, Penal Code, or Health and Safety Code violations will be recorded for each pupil on their cumulative record including information on suspensions and expulsions. Such records will be expunged upon graduation or by petition.

For purposes of this policy, definitions of terms used will be as defined in the California Education Code, Penal Code, Health and Safety Code and Regulations of the State Fire Marshal where applicable. An object used in a threatening manner shall be considered a weapon even if its normal use is not as a weapon.

In every case where a pupil in grades 5-12 violates a provision of the Penal Code or the Health and Safety Code referenced by this policy, the student will be taken into custody and cited or taken to a juvenile detention facility.

Expulsion Offenses (6-10) – Mandatory Recommendation/Permissive Expulsions

(Very Serious Offenses)

Allowance for a Review of Circumstances. For the following offenses, the Principal must recommend expulsion of the pupil unless the Principal finds that expulsion is inappropriate under the circumstances. While the recommendation is mandatory, expulsion is not. A non-expulsion recommendation must be made, in writing to the Board, if the decision is not to recommend expulsion. If the decision is to recommend expulsion, the Board must find that: a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; and/or b) Due to the nature of the act, the presence of the pupil causes a continuing danger to the safety of the pupil or others.

A student may be subject to suspension or expulsion when it is determined that he/she committed one of the following acts:

A6. Causing serious physical injury to another person except in self-defense.

(Education Code 48915 (a) (1), Penal Code 243)

The principal or designee shall, prior to the suspension or expulsion of any pupil, notify the police of any assault with force likely to produce great bodily injury, with or without a weapon. (Education Code 48902 (a), Penal Code 245 (Assault with a deadly weapon))

A7. Possession of any knife, or other dangerous object of no reasonable use to the pupil. (Education Code 48915 (a) (2))

Dangerous Object - An instrument capable of causing serious physical injury (includes look-alike weapon or imitation 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. (Education Code 48900(m)) This also includes but is not limited to possession, use, and/or sale of destructive/explosive device (bomb), M-80's, cherry bombs, fire-crackers, fireworks and live ammunition.

A8. Unlawful possession of any controlled substance listed in Chapter 2, (commencing with 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana other than concentrated cannabis. (Education Code 48915(a)(3)) First offense for marijuana “spice” or “salvia”

A9. Committed robbery or extortion. (Education Code 48915(a)(4))

Robbery - Taking of property from a person's possession against his/her will by means of force or fear.

Extortion – Obtaining property from another person through use of force or fear.

A10. Assault or battery upon any school employee, as defined in Penal Code 240 and 242. (Education Code 48915 (a) (5))

B. Causes for Possible Suspension/Expulsion on the First Offense. (Education Code 48900)

NOTE: Depending on the seriousness of the act, a five-day suspension and expulsion may be immediately recommended on the 1st offense. Failure to complete an intervention will result in a five-day suspension and/or additional behavioral consequences.

Suspension/Expulsion Offenses B1 - B19 are classified as Permissive

Recommendations for Expulsions (Education Code 48915(e)) and require a complete investigation of circumstances surrounding the behavioral infraction triggering the recommendation for expulsion. Upon a recommendation by the Principal, the Board may order a pupil expelled upon a finding that the pupil violated Education Code 48900(f) through (r), or Education Code 48900.2 (sexual harassment), Education Code 48900.3 (hate violence), or Education Code 48900.4 (intimidation). With regard to these violations, the additional finding that other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or that this pupil’s continued presence creates a danger to the physical safety of the pupil or others must be made.

B1. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. Sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant. Unlawfully offered, arranged to sell, or sold the prescription drug Soma. (Education Code 48900(c), 48900(d), 48900(p))

1st Offense: Parent/student conference and immediate five-day suspension. Student may attend sessions with intervention counselor in lieu of immediate five-day suspension, loss of eligibility for extracurricular and co-curricular activities for a nine- week period, and notification of appropriate law enforcement agency. Community service may also be required. Student may attend and successfully complete district-approved substance abuse program other than sessions with an intervention counselor.

2nd Offense: Parent/student conference, immediate five-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

NOTE: The second offense occurring during any subsequent school year may result in a recommendation for expulsion.

B2. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))

1st Offense: Parent/student conference and immediate five-day suspension. Student may

attend sessions with intervention counselor in lieu of immediate five-day suspension, loss of eligibility for extracurricular and co-curricular activities for a nine-week period, and notification of appropriate law enforcement agency. Community service may also be required. Student may attend and successfully complete district-approved substance abuse program other than sessions with an intervention counselor.

2nd Offense: Parent/student conference, immediate five-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

NOTE: The second offense occurring during any subsequent school year may result in a recommendation for expulsion.

B3. Stole or attempted to steal school property or private property. Knowingly received

stolen school property or private property. (Education Code 48900 (g), 48900 (l), Penal Code 487, 488) Being in possession of another person's property, including computer passwords or files, without permission, is prima facie evidence of theft. Restitution may be a necessary requisite for a satisfactory condition of re-admittance.

1st Offense: Parent/student conference, immediate one to five-day suspension.

Alternatives to home suspension may be used. Notification of appropriate law enforcement agency is at the discretion of the administration.

2nd Offense: Parent/student conference, immediate five-day suspension. Additional alternatives to home suspension may be used. Student may be referred to an alternative educational program.

3rd Offense: Parent/student conference, immediate five-day suspension, and recommendation for expulsion.

B4. Caused or attempted to cause damage to school property or private property -

cutting, defacing, tagging, changing information on district servers, or otherwise injuring any school district property, or the malicious injury or destruction of any other person's real or personal property. (Education Code 48900 (f))

1st Offense: Parent/student conference, immediate one to five-day suspension.

Alternatives to home suspension may be used. Notification of appropriate law enforcement agency is at the discretion of the administration.

2nd Offense: Parent/student conference, immediate five-day suspension. Additional alternatives to home suspension may be used. Student may be referred to an alternative educational program.

3rd Offense: Parent/student conference, immediate five-day suspension and recommendation for expulsion.

NOTE: The parent or guardian will be held responsible for damages to school district property and restitution for damages. The parents or guardian of the student are also liable for the amount of a reward paid for information leading to the apprehension of person(s) causing damage. (Education Code 48904, Penal Code 594, Civil Code 1714.1)

B5. Fire-setting, attempted fire-setting or bomb threat - including the activation of false alarms or tampering with emergency equipment. (Penal Code 148.1, 148.4)

1st Offense: Parent/student conference, immediate one to five-day suspension. Student and parent to participate in Threat Assessment if administration deems necessary.

Alternatives to home suspension may be used. Restitution for damages may be a condition of re-admittance. Notification of appropriate law enforcement agency at the discretion of the administration. May recommend for expulsion.

2nd Offense: Immediate five-day suspension. Recommendation for Expulsion

B6. Made terrorist threats against school officials and/or school property. (Education Code 48900.7) "Terrorist 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, or property damage in excess of \$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.

1st Offense: Parent/student conference, immediate one to five-day suspension. Parent and student to participate in threat-assessment, attends and successfully completes social skills training/anger management program. Alternatives to home suspension may be used. Notification of appropriate law enforcement agency.

2nd Offense: Parent/student conference, immediate five-day suspension. Additional alternatives to home suspension may be used. Notification of appropriate law enforcement agency. May refer the student to an alternative educational program. May recommend for expulsion.

NOTE: Threatening school personnel requires mandatory notification of law enforcement authorities. (Education Code 44014, Penal Code 71)

B7. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900 (a), Penal Code 415, 415.5)

1st Offense: Parent/student conference, immediate one to five-day suspension. In lieu of five-day suspension, student may attend and successfully complete social skills training/anger management program. Notification of appropriate law enforcement agency left to the discretion of the administration. Additional alternatives to suspension may be used.

2nd Offense: Parent/student conference, immediate five-day suspension. Recommendation for expulsion, and notification of appropriate law enforcement agency.

B8. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (e). (Education Code 48900.3) Penal Code 422.6 defines a hate crime as the use of force or threat of force that injures, intimidates, interferes with, oppresses, or threatens a person in the enjoyment of any right because of the person's race or ethnicity, religion, national origin, disability, gender, or sexual orientation or perception thereof. This includes defacing, damaging, or destroying a person's personal property.

1st Offense: Parent/student conference, immediate one to five-day suspension. In lieu of suspension, student may attend and successfully complete social skills training/anger management program. Alternatives to home suspension may be used.

2nd Offense: Parent/student conference, immediate five-day suspension. Additional alternatives to home suspension may be used. Notification of appropriate law enforcement agency. May refer the student to an alternative educational program and/or recommend for expulsion.

B9. Aiding and Abetting the infliction or attempted infliction of physical injury to another person, as defined in Penal Code 31. (Education Code 48900 (s), 48915 (b))

1st Offense: Parent/student conference, immediate one to five-day suspension. Student may attend and successfully completes social skills training/anger management program in lieu of home-suspension.

2nd Offense: Parent/student conference, immediate five-day suspension. Additional alternatives to suspension may be assigned. Notification of appropriate law enforcement agency at the discretion of the administration. May refer the student to an alternative educational program and/or recommend for expulsion.

- B10. **Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.** (Education Code 48900 (o))
1st Offense: Parent/student conference. Immediate one to five-day suspension. In lieu of five-day suspension, student may attend and successfully complete social skills training/anger management program.
2nd Offense: Parent/student conference, immediate five-day suspension. Additional alternatives to suspension may be used. Notification of appropriate law enforcement agency at the discretion of the administration. May refer the student to an alternative educational program and/or recommend for expulsion.
- B11. **Intentionally engaged in harassment, agitation, threats, or intimidation against district personnel or students** that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900 (a), 48900.4, Penal Code 415, 415.5)
1st Offense: Parent/student conference. Immediate one to five-day suspension. In lieu of five-day suspension, student may attend and successfully complete social skills training/anger management program.
2nd Offense: Parent/student conference. Immediate five-day suspension. Additional alternatives to suspension may be used. Notification of appropriate law enforcement agency at the discretion of the administration. May refer the student to an alternative educational program. Possible removal from campus or isolation of student.
3rd Offense: Parent/student conference. Immediate five-day suspension and recommendation for expulsion. Notification of appropriate law enforcement agency at the discretion of the administration.
- NOTE: Threatening or intimidating school personnel requires mandatory notification of law enforcement agencies. (Education Code 44014, Penal Code 71)
- B12. **Committed, or attempted to commit, hazing, sexual harassment, or any act that injures, degrades, or disgraces any other person at school.** (Education Code 32050-32052, 48900.2, 48905, 48900 (q), 212.5, Penal Code 245.6)
1st Offense: Parent/student conference. Immediate one to five-day suspension. In lieu of five-day suspension, student may attend and successfully complete social skills training/anger management program.
2nd Offense: Parent/student conference. Immediate five-day suspension. Additional alternatives to suspension may be used. Notification of appropriate law enforcement agency. May refer the student to an alternative educational program and/or recommend expulsion.
- B13. **Upbraiding, insulting, or abusing teachers or other school personnel.** (Education Code 48900 (k)) ***Only grades 9-12***
1st Offense: Parent/student conference. Immediate one to five-day suspension. In lieu of five-day suspension, student may attend and successfully complete social skills training/anger management program. (Removal from class is possible)
2nd Offense: Parent/student conference. Immediate five-day suspension. Additional alternatives to suspension may be used. Notification of appropriate law enforcement agency. May refer the student to an alternative educational program. May recommend expulsion.

B14. **Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions** (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

1st Offense: Parent/student conference. Immediate one to five-day suspension. In lieu of five day suspension, student may attend and successfully complete social skills training/anger management program. Removal from class is possible. Failure to remove offensive social-media may result in additional disciplinary consequences.

2nd Offense: Parent/student conference. Immediate five-day suspension. Additional alternatives to suspension may be used. Notification of appropriate law enforcement agency. May refer to an alternative educational program and/or recommend expulsion.

NOTE: Bullying means one or more acts by a student or group of students that constitute: Threats to cause physical injury; Disruption of School Activity; Sexual Harassment; Hate Violence; Harassing, threatening or intimidating a pupil witness in a disciplinary proceeding; Harassment, threats or intimidation of students or staff; Cyberbullying or exclusionary acts of bullying.

B15. **Any act of defiance or disobedience** either in language or in action against school personnel or refusing to comply with the reasonable request or orders of school personnel. (Education Code 48900 (k))

1st Offense: Parent/student conference. Immediate one to five-day suspension. In lieu of five-day suspension, student may attend and complete social skills training program. Alternative consequences may be assigned.

2nd Offense: Parent/student conference. Immediate five-day suspension. Additional alternatives to suspension may be used. May refer the student to an alternative educational program.

B16. **Failing to identify oneself or giving false information to school personnel.** (Education Code 48900 (k))

1st Offense: Parent/student conference. Immediate one to three-day suspension. Alternative consequences may be assigned.

2nd Offense: Parent/student conference. Immediate three to five-day suspension and parent contact. Additional alternatives to suspension may be assigned. May refer the student to an alternative educational program.

B17. **Willful disruption of the school or interfering with the peaceful conduct of the activities of the school,** including district servers, websites, data bases, or other information systems. (Education Code 48900 (k)) This also includes the possession and/or use of stink bombs, pepper spray, tear gas, or mace.

1st Offense: Parent/student conference. Immediate one to five-day suspension. Alternative consequences may be assigned. Notification of appropriate law enforcement agency at the discretion of the administration.

2nd Offense: Parent/student conference. Immediate five-day suspension. May refer the student to an alternative educational program. Notification of appropriate law enforcement agency at the discretion of the administration.

NOTE: Restitution for damages may be a condition of re-admittance.

B18. **Possessed or used tobacco or any products containing or related to tobacco or nicotine products,** including but not limited to cigars, cigarettes, electronic cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (Education Code 48900 (h), 48900 (k), 48901)

1st Offense: Parent/student conference. Immediate one to three-day suspension. Alternative consequences may be assigned including completion of on-line smoking cessation program: ASCENT.

2nd Offense: Parent/student conference. Immediate three-day suspension and parent contact. Additional alternatives to suspension may be assigned. Referral to a smoking cessation program.

3rd Offense: Parent/student conference. Immediate five-day suspension. Additional alternatives to suspension may be assigned including student participation in a smoking cessation program.

B19. **Forgery, falsifying, or altering school correspondence, passes, or absence vouchers**, including any records on district servers, websites, data bases, or other information systems contained on the school network. (Education Code 48900 (k))

1st Offense: Parent/student conference. Immediate one to three-day suspension. Alternative consequences may be assigned.

2nd Offense: Parent/student conference. Immediate three-day suspension. Additional alternatives to suspension may be assigned.

3rd Offense: Parent/student conference. Immediate five-day suspension. Additional alternatives to suspension may be assigned and may refer the student to an alternative educational program.

C. Causes for Less Than Suspension on the First Offense. (1-12) (Education Code 48900)

Alternative consequences may include, but not be limited to; Warning, Counseling, Benching, Detention, Class Suspension, Intervention Center, Day Reporting Center, Anger Management/Social Skills Program, Friday Night/Saturday School, Work Detail, Community Service, Intervention Groups, or Alternative Educational Programs. (Education Code 48900.1, 48900.5, 48900.6, 48910, 48911)

C1. **Committed an obscene act or engaged in habitual profanity or vulgarity** either verbally or in writing including all electronic transmissions. (Education Code 48900 (i), 48900 (k))

1st Offense: Parent/student conference. Alternative consequences may be assigned.

2nd Offense: Parent/student conference. Immediate one to three-day In-School suspension.

3rd Offense: Parent/student conference. Immediate three to five-day In-School Suspension. May refer the student to an alternative educational program.

4th Offense: Parent/student conference. Immediate one to five day suspension.

C2. **Leaving the campus without authorization**. (Education Code 48900 (k))

1st Offense: Parent/student conference. Alternative consequences may be assigned.

2nd Offense: Parent/student conference. Immediate one to three-day suspension. Alternatives to suspension may be assigned.

3rd Offense: Parent/student conference. Immediate three to five-day suspension. Additional alternatives to suspension may be assigned.

C3. **Tampering with property** of the school district or belongings of any other person. (Education Code 48900 (k))

1st Offense: Parent/student conference. Alternative consequences may be assigned.

2nd Offense: Parent/student conference. Immediate one to three-day suspension. Alternatives to suspension may be assigned.

3rd Offense: Parent/student conference. Immediate three to five-day suspension. Additional alternatives to suspension may be assigned. May refer to an alternative educational program.

- C4. **Being in a parking lot or out of bounds** without proper authorization. (Education Code 48900 (k))
1st Offense: Parent/student conference. Alternative consequences may be assigned.
2nd Offense: Parent/student conference. Immediate one to three-day suspension. Alternatives to suspension may be used.
3rd Offense: Parent/student conference. Immediate three to five-day suspension. Additional alternatives to suspension may be used. May refer the student to an alternative educational program.
- C5. **Gambling and wagering** or habitually being present where such acts are taking place. (Education Code 48900 (k))
1st Offense: Parent/student conference. Alternative consequences may be assigned.
2nd Offense: Parent/student conference. Immediate one to three-day suspension. Alternatives to suspension may be used.
3rd Offense: Parent/student conference. Immediate three to five-day suspension. Additional alternatives to suspension may be used. May refer the student to an alternative educational program.
- C6. **Interfering with the peaceful conduct of the campus or classroom** causing class or campus disruption of a minor but annoying nature. (Education Code 48900 (k))
1st Offense: Parent/student conference. Alternative consequences may be assigned.
2nd Offense: Parent/student conference. Immediate one to three-day suspension. Alternatives to suspension may be used.
3rd Offense: Parent/student conference. Immediate three to five-day suspension. Additional alternatives to suspension may be used. May refer the student to an alternative educational program.
- C7. **Loitering on campus without any apparent lawful purpose**. (Education Code 48900 (k), Penal Code 647b and 653b)
1st Offense: Parent/student conference. Alternative consequences may be assigned.
2nd Offense: Parent/student conference. Immediate one to three-day suspension. Alternatives to suspension may be used.
3rd Offense: Parent/student conference. Immediate three to five-day suspension. Additional alternatives to suspension may be used. May refer the student to an alternative educational program.
- C8. **Violations of district dress code** - mandatory sections. (Education Code 48900 (k) The wearing and/or carrying of symbols, paraphernalia which symbolizes gang membership or advocating racial, ethnic, sexual, religious group prejudice or tends to detract from the educational process is not permitted.
1st Offense: Parent/student conference. Alternative consequences may be assigned. Student may be sent home to dress properly, or change into a school issued loaner clothing.
2nd Offense: Parent/student conference. Immediate one to three-day suspension. Alternatives to suspension may be used.
3rd Offense: Parent/student conference. Immediate three to five-day suspension. Additional alternatives to suspension may be used.
- C9. **Misconduct on a school bus**. (Education Code 48900 (k) and Title 5 Admin Code 14103)

1st Offense: Parent/student conference. Alternative consequences may be assigned. If incident is serious, student may be suspended from bus and/or school.

2nd Offense: Parent/student conference. Immediate one to three-day suspension. Alternatives to suspension may be used. Immediate one to five-day suspension of transportation privileges.

3rd Offense: Parent/student conference. Immediate three to five-day suspension. Additional alternatives to suspension may be used. Possible loss of transportation privileges not to exceed one semester.

NOTE: Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. It shall be the responsibility of the parents of students, in cases of suspension of transportation privileges, to provide transportation to and from school during the period of suspension.

C10. **Possession of unauthorized articles/items on campus**, i.e. laser pointers, dice, computer/server hacking tools, implements of graffiti including but not limited to marking pens, spray paint, paint tips, etc., and water toys including but not limited to squirt guns and water balloons, and any other items of no educational purpose or value at school. Electronic signaling devices used by the pupil which are authorized by a licensed physician shall be permitted. (Education Code 48900 (k), 48901.5)

1st Offense: Parent/student conference. Alternative consequences may be assigned. The object may be confiscated for up to one week.

2nd Offense: Parent/student conference. Immediate one to three-day suspension. Alternatives to suspension may be assigned. The object may be confiscated for up to two weeks. Parent must pick up confiscated item.

3rd Offense: Parent/student conference. Immediate three to five-day suspension. Additional alternatives to suspension may be assigned. The object may be confiscated for up to three weeks. Parent must pick up confiscated item.

C11. **Unauthorized, improper or unsafe use of electronic communication devices** within the jurisdiction of the District: (Education 48900 (k))

1st Offense: Parent/student conference. Alternative consequences may be assigned. The device may be confiscated for up to one week.

2nd Offense: Parent/student conference with administrator. Alternative consequences may be assigned. Device may be confiscated for up to two weeks.

3rd Offense: Parent/student conference with administrator. Alternative consequences may be assigned. The device may be confiscated for up to three weeks.

C12. **Improper or unsafe use of**; bicycles, mopeds, motorcycles, roller skates, in-line skates, scooters, or skateboards on campus. (Education Code 48900 (k))

1st Offense: Parent/student conference. Alternative consequences may be assigned. The object may be confiscated for up to one week.

2nd Offense: Parent/student conference. Immediate one to three-day suspension. Alternatives to suspension may be used. The object may be confiscated for up to two weeks.

3rd Offense: Parent/student conference. Immediate three to five-day suspension. The object may be confiscated for up to three weeks. Additional alternatives to suspension may be assigned.

NOTE: The school cannot guarantee the safety of the items confiscated and assumes no responsibility for the theft of or damage to such articles. Parents may be required to pick up articles from school officials.

C13. **Cheating or plagiarizing** on assignments or tests, including the use of electronic devices (Education Code 48900(k))

1st Offense: Parent/student conference. Alternative consequences may be assigned.

2nd Offense: Parent/student conference. Immediate one to three-day suspension.

Alternatives to suspension may be assigned.

3rd Offense: Parent/student conference. Immediate three to five-day suspension.

Additional alternatives to suspension may be assigned. May result in removal from class with a withdrawal F grade

**CHAWANAKEE UNIFIED SCHOOL DISTRICT
RESPONSIBLE USE PERMIT OF INTERNET AND TECHNOLOGY RESOURCES
CONTRACT FOR STUDENTS AND PARENTS**

TERMS AND CONDITIONS FOR USE

Chawanakee Unified School District's (District) Responsible Use Permit of Internet and Technology Resources Contract for Students and Parents (Contract) applies to student use of the Internet and Technology Resources, including computers and Electronic Communication Devices, provided by the District, used on District property, and/or used off campus in connection with District activity or attendance. All such use must be responsible, proper, and supportive of the instructional program for the advancement of student learning. Electronic Communication Devices (ECDs) means any electronic apparatus capable of sending, receiving, reproducing, recording, storing, processing, displaying, and/or transmitting data, voice, text, and/or video/photo images. This generally includes, but is not limited to, cell phones, laptops, netbooks, Chromebooks, Smartphones, tablets, Media Players, memory sticks, and other current and future similar devices.

The Internet offers access to computers and people across the world through, for example, e-mail, chat rooms, and social networking sites. The protection of students is of paramount concern to the Chawanakee Unified School District. The District uses a CIPA (Child Internet Protection Act) compliant filter, and school staffs monitor and supervise student use of the Internet and District Technology Resources provided by the District and used on District property. However, it is impossible to control access to all material. As a result, users (and parents of users who are students) must understand that neither the CUSD nor its staff members control or condone the content of the information available through the Internet or Technology Resources. Some of the information available through the Internet and Technology Resources is controversial and may be offensive.

Internet and Technology Resources must be used in a *responsible, efficient, ethical, legal, and safe manner*. Care of electronic devices distributed by CUSD is the responsibility of the student and parent/guardian to which it is assigned. This includes costs associated with damages and lost or theft. The District provides each student free Internet access while on-campus and a District e-mail account for educational/instructional purposes. Each student is responsible at all times for their proper use.

SAFETY For the safety of the students, we suggest that users:

- Change passwords frequently and do not give passwords to any others
- Do not share account numbers, home addresses, last names, Social Security numbers, telephone numbers, or any other identifiable information, unless instructed otherwise by school personnel
- Do not share passwords or accounts
- Never arrange a face-to-face meeting with someone you "meet" on the Internet

IRRESPONSIBLE USES In order to use the Internet and Technology Resources provided by the District, used on District property, and/or used off campus in connection with District activity or attendance users must not engage in any irresponsible uses including, but not limited to, the following:

- Any practices or activity prohibited by law, Board policy, or administrative regulations
- Accessing, posting, forwarding, texting, submitting, publishing, or displaying inappropriate matter that is threatening, obscene, libelous, slanderous, disruptive, unlawful, or sexually explicit; incites students to commit unlawful acts on school premises; or that could be construed as harassment, discrimination, or disparagement of others based on their actual or perceived sex, gender, ethnic group identification, race, national origin, religion, physical or mental disability, age, or sexual orientation
- Engaging in cyber bullying, sexting, or harassment
- Engaging in use for the purpose of seeking financial or personal gain, engaging in political activity, or conducting commercial activity
- Engaging in any illegal activity in violation of state or federal laws or regulations
- Encouraging the use of drugs, alcohol, or tobacco
- Promoting unethical activities, such as cheating on assignments or tests
- Copying copyrighted material, commercial software, or files in violation of copyright laws
- Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy District equipment or materials, or manipulating the data of any other user, including so-called "hacking"
- Interfering with other users' ability to send or receive email
- Attempting to read, delete, copy, modify, or use another individual's identity or private information
- Using others' passwords
- Trespassing in others' folders, work or files
- Impersonating another person or falsifying location, identity, or computer information
- Accessing social networking sites, chat rooms, music or video, unless approved by District
- Instant Messaging, unless approved by District
- Posting personal information (yours or others) for purposes that are not academic or educational
- Use of proxies or other means of accessing filtered web sites
- Use of unauthorized software

The CUSD reserves the right to monitor all Internet and Technology Resources for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be reviewed by District officials to ensure proper use of the system. Note that system operators will have access to all user accounts, including e-mail sent while using the District's Internet connections. Where legal violations have occurred, law enforcement will be notified and potential criminal charges filed.

VIOLATIONS OF THIS CONTRACT: The principal or designee shall make all decisions regarding whether or not a student has violated this Contract. The decision of the principal shall be final. Irresponsible use may result in cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law and Board policy.

**CHAWANAKEE UNIFIED SCHOOL DISTRICT
RESPONSIBLE USE OF INTERNET AND TECHNOLOGY RESOURCES
CONTRACT FOR STUDENTS AND PARENTS**

STUDENT ACKNOWLEDGMENT AND PARENT/GUARDIAN CONSENT

Student's Name: _____ **Perm I.D. # (6 digits)** _____

School: _____ **Graduation Year:** _____

STUDENT ACKNOWLEDGEMENT:

By signing below, I acknowledge and understand that if I violate the District's Responsible Use of Internet and Technology Resources Contract for Students and Parents or use the Internet or the District's Technology Resources in an irresponsible manner, my use privileges may be taken away, my parent/guardian may be notified, and I may be subject to student discipline.

Student's Signature: _____ **Date:** _____

PARENT/GUARDIAN CONSENT:

I have read the District's Responsible Use of Internet and Technology Resources Contract for Students and Parents (Contract) and hereby agree to its provisions. I understand that the use of the Internet and Technology Resources can connect students to computers throughout the world and that it is impossible for the District to control access to all material available through the Internet and Technology Resources. When using the Internet or Technology Resources, I realize that students may read or access material that I might consider controversial or offensive.

The CUSD has my permission to give an Internet account to my child. I understand that my child may keep this account as long as the Contract is not violated and that the principal or designee shall make all decisions regarding whether or not a student has violated this Contract.

In consideration of the above, I agree to not hold the District or any District staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. I also agree to indemnify and hold harmless the District and District personnel for any damages or costs incurred.

Parent's name: _____
(print)

Parent's signature: _____ **Date:** _____

BUS GUIDELINES AND RULES

It is a privilege for students to ride buses to school. Pupil safety is the first consideration in establishing the following regulations. Every effort will be made to carry out the enforcement of the regulations in a fair and equitable manner. Bus drivers must make disciplinary decisions based on the conditions and circumstances existing at the moment and will use their best judgment in enforcing the rules and regulations. The Board of Trustees has adopted the rules governing conduct on our school buses for the safety of all. The rules are set down on the form "Bus Conduct Report to Parents." Students please follow and respect the bus guidelines and rules below:

- Always follow the directions of the bus driver while around or on the bus.
- Most buses leave the school within a few minutes after the final bell. Students need not run, but should be sure to go directly to the buses after dismissal from their last classes.

- The bus driver is in complete charge; therefore, students should enter the bus and be seated according to the driver's instructions.
- Remain seated, face forward and talk only to the person(s) sharing your seat.
- Students shall remain seated until they arrive at their school or home bus stop, and the bus comes to a complete stop.
- Students shall keep arms, head and all personal belongings inside the bus at all times.
- Eating and chewing gum are not allowed on our school buses.
- Glass containers, balloons, animals and insects of any kind are not permitted on a school bus.
- Bus aisles and emergency exits must be clear at all times; no objects shall be thrown out open windows or in the bus at any time.
- No unnecessary noise or commotion shall be permitted on the bus. The abuse of fellow passengers shall not be tolerated.
- There shall be no tampering with the bus or bus equipment.
- Protect the bus and its equipment from damage and keep litter and harmful substances from floors and seats.
- Students shall not use vulgar or profane language.
- Show respect and courtesy toward the driver and fellow passengers at all times.
- The following items are prohibited on school buses: radios, glass containers, aerosol cans, knives, toy guns or weapons, razors or other cutting devices, explosives, matches, lighters, dangerous chemical substances, animals, insects, open containers, gum, seeds, balloons, tobacco, electronic cigarettes, drug paraphernalia, roller skates, or skateboards.
- Shoes with spikes or cleats shall not be worn and musical instruments must be kept in cases while on the bus.
- After leaving the bus, students are not to cross a roadway until escorted or directed to do so by the driver. At no time shall students walk behind the bus.
- Parents shall ride the school bus with the approval of the principal or Director of Operations and Transportation (MOT).

School Bus Service

1. To assure the safety of the pupils and protect the buses from damage, the buses will not travel private roads or roads judged to be unsafe by the California Highway Patrol and/or our insurance carrier.
2. Bus stops are located in areas which are safe and that accommodate a reasonable number of pupils in need of transportation service.
3. Questions regarding route stops and times should be directed to the MOT Office at (559) 868-3668.

State Transportation Codes

- Authority of District Boards. The governing board of any school district may adopt and enforce additional requirements governing the transportation of pupils of the district as the board may deem necessary. Such requirements shall not conflict with any law or regulations. (13 CAC 1202 (b))
- Safe Riding Practices. Boards of Trustees are required to adopt rules and regulations in school buses. These regulations shall include, but are not limited to, specific administrative procedures relating to suspension of riding privileges and shall be made available to parents, teachers and other interested parties. Continued disorderly conduct or persistent refusal to submit to authority of the driver shall be sufficient reason for a pupil to be denied transportation. Boards of Trustees shall adopt rules and regulations to enforce this section. (5 CAC 14105)

- Authority of 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 pupils while they are on the bus or being escorted across the street or highway. (5 CAC 14105)

Bus Stop Procedures

The following safety procedures are established to protect children at the bus stops.

- Bus stops are established by the Transportation Department in conjunction with the Highway Patrol. A red light walk-across is allowed only when it is clearly visible for a distance of 200 feet in both directions with the bus stopped off the road, or 500 feet when the bus must stop on the road. For safety measures, a red light escort is not to be encouraged. Students should exercise caution walking to and from bus stops. Close attention should be paid to traffic and the possibility of strangers or strange vehicles.
- Children are expected to be at the bus stop in the morning not sooner than 5 minutes before the bus arrives. Children should be standing ten feet to the side and in front of where the bus will stop. Each bus will arrive at each stop at approximately the same time each day. Exceptions could be: inclement weather, accident or late day schedule. There are no scheduled red light escorts in the morning. If you are waiting at a bus stop in your vehicle, please be on the same side of the road as the bus stop.
- Bus drivers shall diligently observe all traffic and other possible dangers for children when they board the bus and especially when they exit, making certain:
 - Children are clear when stopping.
 - Children are clear before the bus leaves.
 - No unusual circumstances exist. For example, if unusual vehicles or persons are present, children will not be allowed to leave the bus and children will be returned to school based on the bus driver's judgment.
 - All unusual conditions are reported to the MOT or the Transportation Department by the driver. The MOT or the Director of Operations and Transportation will report to the site administrator and appropriate law enforcement agency, if advise.
- Parents are encouraged to contact the school site principal when they become aware of unusual circumstance. Parents may be notified and asked to assist when unsafe situations occur. Each situation will be handled according to its own merit.

Bus Observation Systems

Many of our buses are equipped with remote control observation and taping systems (video cameras). These systems have been a very valuable tool in establishing and maintaining discipline on our buses. Questions or concerns about these systems are to be directed to the site principal.

Procedures for "Bus Conduct Report to Parents"

- When a pupil is issued a "Bus Conduct Report to Parents" with the Warning box checked, the next morning the pupil is to return the white original signed by the parent to the bus driver in order to board the bus. Should the pupil be at the bus stop without the signed original, then the driver will:
 1. Assign a front seat to the pupil

2. See that the pupil is sent to the office upon arrival at the school. The site administrator will call the parents and notify the driver concerning decisions made.

- When the denial box is checked, and should the pupil be at the bus stop before the denial time is over, the same procedure as described in Step 1 will be followed. When the conference is held with the parent(s) and child, the driver will be asked to attend the conference with the site administrator.

Athletics/Field Trip Busing

A pupil who receives a denial bus conduct report will be denied transportation for Athletic/field trip during the same time of denial of transportation.

Common Practice

For most violations, a first time offender will be given a warning. A second violation will result in a check in the denial box. Overt disorderly conduct or persistent refusal to submit to the authority of the driver could result in immediate denial of transportation. (See consequences below.)

Consequences

First Offense – Warning

First Denial Offense – 2 day transportation denial

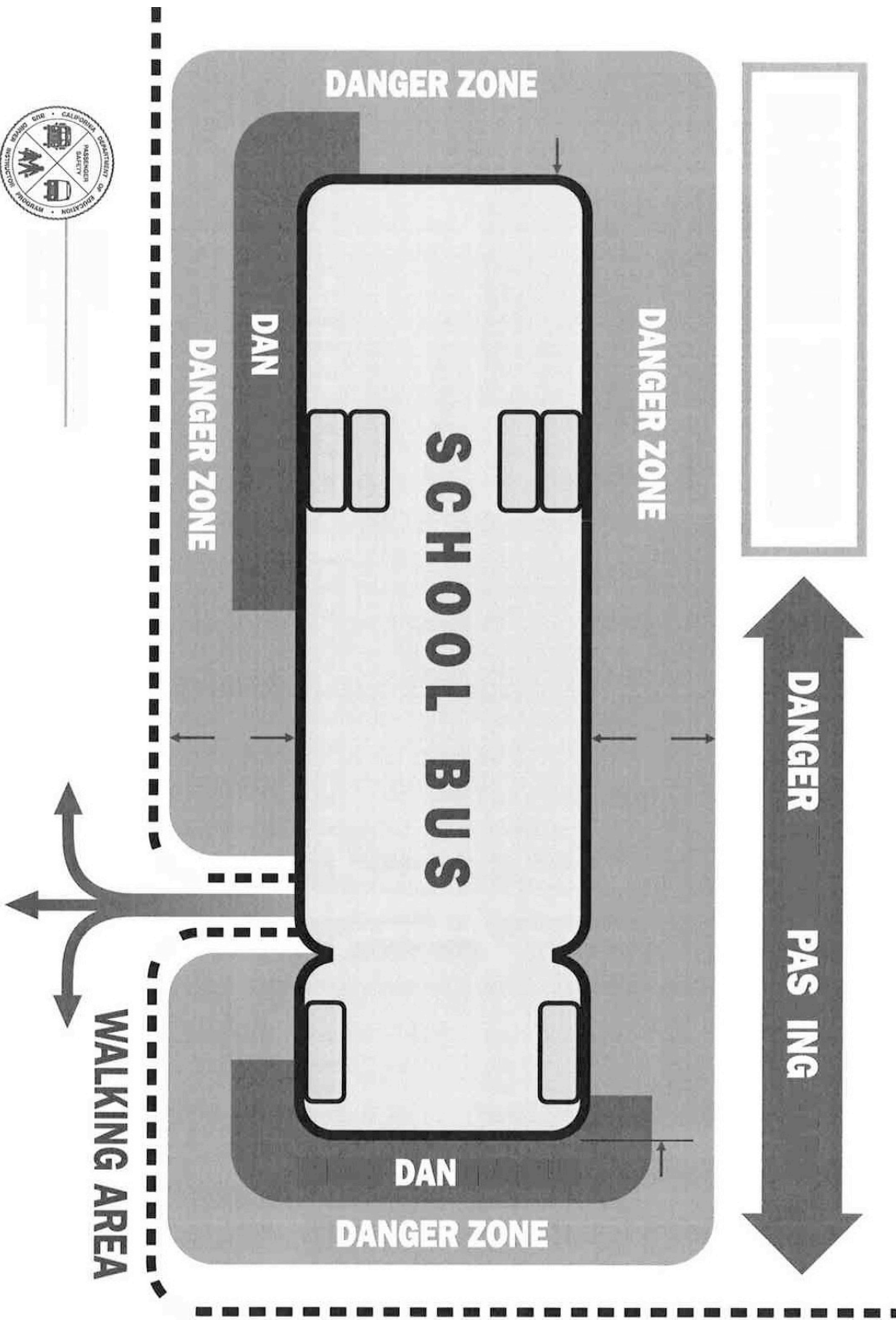
Second Denial Offense – 4 day transportation denial

Third Denial Offense – Transportation denied until further notice

A pupil shall be suspended from the bus riding privileges for 5 school days or up to 10 school days upon the first offense if it has been determined by the driver and site principal that the pupil committed one of the following while on the bus:

- Malicious assault upon another student with the intent to cause bodily harm.
- Possession of a dangerous weapon, object or explosion device or causing fire in any form.
- Possession or use of tobacco, illegal drugs, drug paraphernalia or alcohol beverages.
- Lewd conduct and/or vulgar and obscene language.
- Deliberate vandalism of bus or tampering with emergency doors or bus equipment, which would endanger the safety of others.
- Extreme or aggravated defiance toward the driver.

When the procedures outlined above fail to result in acceptable behavior, the pupil may be refused bus service for the remainder of the school year. The Site Principal shall make the decision for such refusal.



Change of Buses/Bus Note Policy

Students may not change buses except in cases of **emergency**, to accommodate childcare or to participate in a school related activity off campus. Parents **must** submit their signed written request to the front office by 10:00 A.M. on the day of the change.

The intent of this is to accommodate parents who experience **occasional emergencies** and to support school related activities taking place off campus.

Our district buses a very large percentage of its students. Abuse of this regulation puts an enormous strain on our school secretaries and bus drivers. Continued abuse of this regulation will result in denial of future requests.

Private Automobiles

Parents who drive their children to school are requested not to arrive before 8:00 A.M., as there is no one on duty to supervise those children before that time. For the same reason children should not be left to wait at school after dismissal. Parents must assume responsibility for the safety of children at school before 8:00 A.M. or after dismissal. As a convenience, some of our school sites offer before and/or after school care at a nominal fee. Please check with your school site for availability and details.

Drivers are not to park or stop in bus loading areas when bringing their children to school or picking them up. Please watch for pedestrians and bike riders when near the school.

Bike Riders

Bike riders are to use safe bike riding practices on the way to school. A common problem is bike riders in the center of the roadway. Every effort will be made to identify such students and notify their parents. Bikes are to be parked in the designated area for that purpose and are not to be ridden on the school grounds at any time.

HEALTH AND SAFETY

Emergency Procedure Forms

Parents are required to fill out an emergency procedure form for each child that is enrolled at the district's schools. It is very important for the safety of your child that these forms are kept up to date. These forms are maintained in a file and are used by the school office in the event of an emergency. Any change of information should be reported to the school immediately.

Health Services

A school nurse is available on a part time basis at the district school sites. The nurse offers the following support services to the school:

- State mandated student health screening.
- Conducts hearing and vision test.
- Your child's vision will be checked by an authorized person between grades kindergarten through 8, unless you present to the school a certificate from a physician or optometrist verifying prior testing or that it violates your faith in a recognized religious belief. (E.C. § 49455)
- The school district is required to provide for the testing of the sight and hearing of each student enrolled in the schools unless you submit a written denial of consent. (E.C. § 49451, 49452)

- Maintains all health records.
- Processes special health referrals.
- Interprets health information to staff and parents.
- Consults with teachers and parents on special student health problems.
- Advises the principal and staff on health related conditions and/or hazards which may affect the operation of the school.

Pupil Medication

All medications to be used by students must be checked in through the office. This applies to over-the-counter medicines as well as prescription drugs.

Since pupil medication is the responsibility of the parent and family doctor, medications are rarely given in school. In most instances the parent is urged, with the help of a family doctor, to work out a schedule of giving medication outside of school hours. The only exception involves special or serious problems where it is deemed absolutely necessary to give medication, such as in the case of allergies. **MEDICINE WILL ONLY BE GIVEN AT THE WRITTEN REQUEST AND DIRECTION OF A PHYSICIAN. THIS INCLUDES TYLENOL AND ASPIRIN OR SIMILAR MEDICATION.**

All medication must be:

- Clearly labeled with name of student and sent to the school, in a container from the pharmacy.
- Accompanied by a written statement from the physician detailing method, amount and the time schedule by which the medication is to be taken.
- Accompanied by a written statement from the parent/guardian indicating their desire that the school assist the student in the matters set forth by the doctor's statement.

First Aid/Accidents

- In the case of injuries to students, the school will administer first aid and make the student as comfortable as possible. If the injury is of a serious nature the parents of the child will be notified immediately. Notification depends greatly on the accuracy of the emergency procedure form given to the school by parents.
- If the pupil is injured, he/she will report the injury immediately to the teacher in charge of the class, the yard duty teacher or the principal.
- In the event of a serious injury, each pupil should make it his/her responsibility to see that a teacher or the office is notified at once. Parents are jointly responsible to see that the school is promptly notified in writing of an injury.

Health Check-Up, Immunization and Oral Health Assessment

Kindergarten and First Grade Physical Examination

Good health is important to your child's learning and successful academic career. State law requires that for each child enrolling in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. You may file with the school district a written objection or waiver stating the reasons if you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate of waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child

immunized at the same time that the physical examination is conducted. These services may be available to you at no cost through the Child Health and Disability Preventions (CHDP). For information, you may contact the Health Department. (Madera 559 675-7893 or Oakhurst 559 658-7456). (Health and Safety Code 323.5, 324.2, 324.3; Education Code §48211, 49450).

Immunizations

Required Immunizations

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

The Superintendent or designee shall not unconditionally admit any student to a district elementary or secondary school, preschool, or child care and development program for the first time nor, after July 1, 2016, admit or advance any student to grade 7 unless the student has been fully immunized. The student shall present documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases: (Health and Safety Code 120335; 17 CCR 6020)

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

However, full immunization against hepatitis B shall not be a condition by which the Superintendent or designee shall admit or advance any student to grade 7. (Health and Safety Code 120335)

A student who qualifies for an individualized education program (IEP), unless otherwise exempt, shall be fully immunized in accordance with Health and Safety Code 120335 and this regulation. However, the district shall continue to implement the student's IEP and shall not prohibit the student from accessing any special education and related service required by his/her IEP regardless of whether the student is fully immunized. (Health and Safety Code 120335)

The student's immunization record shall be provided by the student's health care provider or from the student's previous school immunization record. The record must show at least the month and year for each dose, except that the day, month, and year must be shown for the MMR doses given during the month of the first birthday and for the Tdap dose given during the month of the seventh birthday. (17 CCR 6070)

Exemptions

Exemption from one or more immunization requirements shall be granted under any of the following circumstances:

1. The parent/guardian files with the district a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe. The statement shall indicate the specific nature and probable duration of the medical condition or circumstances, including,

but not limited to, family medical history, for which the physician does not recommend immunization. (Health and Safety Code 120370; 17 CCR 6051)

2. The student's parent/guardian has on file with the district, before January 1, 2016, a letter or written affidavit stating that an immunization is contrary to his/her personal beliefs, in which case the student shall be exempt from the immunization until he/she enrolls in the next applicable grade span requiring immunization (birth to preschool, grades K-6, grades 7-12). (Health and Safety Code 120335)

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

When a student transfers to a different school within the district or transfers into the district from another school district in California, his/her personal beliefs exemption filed before January 1, 2016, shall remain in effect until the next applicable grade span. A student transferring from a school outside the district shall present a copy of the personal beliefs exemption upon enrollment. When a student transfers into the district from outside California and presents a personal beliefs exemption issued by another state or country prior to January 1, 2016, the Superintendent or designee may consult with legal counsel regarding the applicable immunization requirements.

3. The student is enrolled in an independent in an independent study program pursuant to Education Code 51745-51749.6 and does not receive classroom-based instruction.

(cf. 6158 – Independent Study)

Conditional Enrollment

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

1. The student has not received all the immunizations required for his/her age group, but has commenced receiving doses of all required vaccines and is not due for any other doses at the time of admission.

2. The student has a temporary exemption from immunization for medical reasons pursuant to item #1 in the section "Exemptions" above.

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

(cf. 5145.6 – Parental Notification)

In addition, a transfer student may be conditionally admitted for up to 30 school days while his/her immunization records are being transferred from the previous school. If such documentation is not presented within 30 days, the student shall be excluded from school until the required immunizations have been administered. (17 CCR 6070)

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

The Superintendent or designee shall immediately enroll homeless students, foster youth, and students of military families even if their immunization records are missing or unavailable at the time of enrollment. School or district staff shall work with the student's prior school to

obtain the student's immunization records or shall ensure that he/she is properly immunized. (Education Code 48853.5, 49701; Health and Safety Code 120341; USC 11432)

(cf. 6173 – Education for Homeless Children)
(cf. 6173.1 – Education for Foster Youth)
(cf. 6173.2 – Education of Children of Military Families)

Exclusions Due to Lack of Immunizations

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

(cf. 5112.2 – Exclusions from Attendance)
(cf. 6183 – Home and Hospital Instruction)

Before an already admitted student is excluded from school attendance because of lack of immunization, the Superintendent or designee shall notify the parent/guardian that he/she has 10 school days to supply evidence of proper immunization or an appropriate exemption. This notice shall refer the parent/guardian to the student's usual source of medical care or, if the student has no usual source of medical care, then to the county health department or school immunization program, if any. (Education Code 48216; 17 CCR 6040)

(cf. 5141.6 – School Health Services)

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

Exclusion Due to Exposure to Disease

If the district has good cause to believe that a student has been exposed to a disease listed in the section "Required Immunizations" above and his/her documentation of immunization does not show proof of immunization against that disease, that student may be temporarily excluded from the school until the local health officer informs the district in writing that he/she is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code 120370)

Procedures Related to Head Lice

- Where reasonable evidence exists that a student is infected with untreated nits or head lice (pediculosis), the student will be sent home and the parents directed not to return him/her to school until there is evidence that the condition has been treated as recommended by the district nurse.
- The parent of any child subject to the above shall be notified by telephone or in writing and advised of the condition. A written description of pediculosis and recommended treatment will be sent home with the child or mailed to the parent's address.
- When it is discovered that one or more students in a classroom are infected with pediculosis, notice will be given to all parents of children enrolled in the classroom of the discovery. Parents shall be advised of methods of identifying and treating the infection.
- School personnel shall re-examine the students for evidence of nits upon return to school.

AIDS Prevention Instruction

You have a right to request copies of Education Code Section **51201.5 and 51553** from the district. Copies of these statutes are on file at the district office. These statutes permit parents, or guardians, to excuse children from AIDS prevention instruction.

The new law also provides: Any time an outside organization or guest speaker is scheduled to deliver AIDS prevention instruction, or any time an assembly is held to deliver AIDS prevention instruction, the parent must be notified. The notice shall include the date of the instruction, the name of the organization or affiliation of each guest speaker....and information about parent's right to receive copies of the statutes relating to AIDS prevention instruction.

Education Code Section 49452.8 Oral Health Assessment

A pupil, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in a public school, shall, no later than May 31 or the school year, present proof of having received an oral health assessment by a licensed dentist, or other licensed or registered dental health professional operating within his or her scope of practice, that was performed no earlier than 12 months prior to the date of the initial enrollment of the pupil.

EXEMPTIONS AND PARENTAL RIGHTS

Parental Rights: Educational Empowerment Act of 1998

The Education Empowerment Act of 1998 establishes various rights for parents, in addition to other rights identified in this Annual Notice. Your rights, as a parent or guardian, include the following:

Inspection of Instructional Materials:

All primary supplemental instructional materials and assessments, including textbooks, teacher's manuals, films, tapes, and software shall be compiled and stored by the classroom instructor and made available promptly for your inspection in a reasonable time frame or in accordance with procedures determined by the governing board of the school district.

Observation of School Activities:

You have the right to observe instruction and other school activities that involve your child in accordance with procedures determined by the governing board of the school district to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents and guardians shall be considered by the governing board of this school district. Upon written request by you, school officials shall arrange for your observation of the requested class or classes in a reasonable time frame and in accordance with procedures determined by the governing board of this school district.

Consent for Evaluations:

Your child may not be tested for a behavioral, mental, or emotional evaluation without your informed written consent.

Affirmation or Disavowal of Beliefs:

A pupil may not be compelled to affirm or disavow any particular personally or privately held view, religious doctrine, or political opinion. This law does not relieve pupils of any obligation to complete regular classroom assignments.

Complaints Regarding Discrimination and the Evaluation of Disabled Students.

Our school district is committed to equal opportunity for all individuals in education. Our district programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, lack of English skills, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The district shall promote programs which ensure that these discriminatory practices are eliminated in all district activities.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA, formerly known as EHA). The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive Federal funds. (E.C. 260, et seq., above cited federal statutes).

If you wish further details in this regard, or wish to file a complaint, please contact the superintendent or other appropriate agency.

STATE OF CALIFORNIA EDUCATION CODE SECTION 49063

Notification of parents of their rights

School districts shall notify parents in writing of their rights under this chapter upon the date of the pupil's initial enrollment, and thereafter at the same time as notice is issued pursuant to Section 48980. The notice shall take a form which reasonably notifies parents of their availability of the following specific information:

- a) The types of pupil records and information contained therein which are directly related to students and maintained by the institution.
(Records maintained contain enrollment and guardianship information provided by the parent/guardian, health history, academic history, and certain behavior issues.)
- b) The position of the official responsible for the maintenance of each type of record.
(The school site secretary/clerk is responsible to maintain the records.)
- c) The location of the log or record required to be maintained pursuant to Section 49064.
(The log is located in the site principal's office.)
- d) The criteria to be used by the district in defining "school officials and employees" and in determining "legitimate educational interest" as used in Section 49064 and paragraph (1) of subdivision (a) of Section 49076.
(Definitions are provided in Administrative Regulations 5125(b).)
- e) The policies of the institution for reviewing and expunging those records.
(Reference Administrative Regulations 5125.3(a).)
- f) The right of the parent to access to pupil records.
(Reference Board Policy 5125(a).)
- g) The procedures for challenging the content of pupil records.
(Reference Board Policy 5125.3.)
- h) The cost, if any, which will be charged to the parent for reproducing copies of records.
(A \$1.00 handling charge, plus \$.25 per page is currently collected for copies.)
- i) The categories of information which the institution has designated as directory information pursuant to Section 49073.
(Reference Administrative Regulation 5125.1.)
- j) Any other rights and requirements set forth in this chapter, and the right of the parent to file a complaint with the United States Department of Health, Education and Welfare

concerning an alleged failure by the district to comply with the provisions of Section 438 of the General Education Provisions Act (20 U.S.C.A Sec 1232g).

- k) The availability of the prospectus of school curriculum prepared pursuant to Section 49091.14. (The school curriculum prospectus is available in the office of the school site principal.)

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognized that the Chawanakee Unified School District is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. (5CCR4620)

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, Local Control Accountability Plan, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs. The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects student and employee rights to privacy.

Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

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

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

COMPLIANCE OFFICER

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

Chawanakee Unified Superintendent, Darren Sylvia
P.O. Box 400, North Fork, CA 93643
26065 Outback Industrial Way, O'Neals, CA 93645
(559)877-6209

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

NOTIFICATIONS

The Superintendent or Compliance Officer shall meet the notification requirements of the code of Regulations, Title 5, Section 4622, including the annual dissemination and distribution of a written notice of the district's complaint procedures to students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representative, and other interested parties. The Superintendent or Compliance Officer shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies. Copies of the complaint procedures are available free of charge to any interested party. (T5CCR 4622)

PROCEDURES

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632. All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

STEP 1: FILING OF A COMPLAINT

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district.

Complaints alleging unlawful discrimination may be filed by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination (5CCR 4630). The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

STEP 2: MEDIATION

Within 3 days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of the law, the compliance officer shall proceed with his/her investigation of the complaint. The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631).

STEP 3: INVESTIGATION OF COMPLAINT

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

STEP 4: RESPONSE

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. (5 CCR 4631)

The Board may consider the matter at its next regular Board meeting or at a Special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

STEP 5: FINAL WRITTEN DECISION

The report of the district's decision shall be in writing and sent to the complainant. (5 CCR 4631) The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any (5 CCR 4631).
2. The rationale for the above disposition (5 CCR 4631).
3. Notice of the complainant's right to appeal the decision within 15 days to the California Department of Education, and procedures to be followed for initiating such an appeal (5 CCR 4631, 4652).
4. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies (5 CCR 4631; Education Code 262.3).
5. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

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

The California Department of Education may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

CIVIL LAW REMEDIES

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

For assistance you may contact:

Madera County Office of Education

1105 S. Madera Ave.

Madera, CA 93637

(559) 673-6051

Chawanakee Unified School District

Board Policy

BP 5132

Students

Dress and Grooming

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

(cf. 4119.22 – Dress and Grooming)

(cf. 5145.2 – Freedom of Speech/Expression)

Students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action.

(cf. 5144 – Discipline)

When gangs constitute a danger to students, the Superintendent or designee may restrict student dress and grooming as necessary to comply with Board policy related to gang activity.

(cf. 5136 – Gangs)

Legal Reference:

EDUCATION CODE

35183 School dress codes; uniforms

35183.5 Sun-protective clothing
48907 Student exercise of free expression
49066 Grades; effect of physical education class apparel
CODES OF REGULATIONS, TITLE 5
302 Pupils to be neat and clean on entering school
Hartzell v. Connell (1984) 35 Cal, 3d 899
Arcadia Unified School District v. California Department of Education, 92 Daily Journal, D.A.
R. 3578

CHAWANAKEE UNIFIED SCHOOL DISTRICT
Adopted: May 18, 1995 North Fork, California

Chawanakee Unified School District
Administrative Regulation
AR 5132

Students

Dress and Grooming

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

(cf. 0420 – School Plans/Site Councils)

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

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

1. No bare feet. Appropriate shoes must be worn at all times.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia:
 - Which are crude, vulgar, profane or sexually suggestive.
 - Which bear drug, alcohol or Tobacco Company advertising, promotions and likenesses.
 - Which advocate racial, ethnic or religious prejudice.
 - Which bear weapons i.e., guns, knives, or any other devices that would be used for violence or as a weapon.
3. Hats, caps and other head coverings may be worn only outdoors to protect against harmful exposure to the sun, not inside school facilities, including hallways and foyers. Caps or visors must be worn with the bills facing forward, and not to the side or backwards.
 - No garments or headwear which conceals the identity of the student are permitted.
 - School officials may approve the wearing of headwear for special reasons such as athletics, religious practices, theatrical performances, or health needs.
4. Dark glasses shall not be worn in classrooms or offices unless a documented, related health problem exists.

5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. Shirts or blouses, which do not cover the midriff areas when arms are held out to the sides, are not allowed. Straps on tank tops shall have a minimum width of 2 inches.
6. Baggy pants or shorts cannot be more than one size larger than regular waist size, i.e. if student's regular size is 32 inch waist, the largest size for that student would be 34 inch waist. Pants are not to be worn more than two inches below the waistline. Pants shall stay at the waist band level of the underwear, which shall not fall below the highest point of the underwear, which shall not fall below the highest point of the hip bone. No pajama pants may be worn during school hours.
7. Pants and/or blouses may not be excessively form fitting and may never be worn so as to expose undergarments.
8. Hair shall be clean and neatly groomed.
 - Hair may not be sprayed by any coloring that would drip when wet.
 - Non-natural hair coloring (i.e. blue, purple, red) will not be allowed.
 - Spikes longer than two inches will not be permitted.
9. No ripped, torn or frayed clothing which causes undue attention.
10. Students must wear shirts and blouses at all times.
11. Shirts and blouses must cover the entire back.
12. Oversized shirts that present a safety concern or reflect gang style are not acceptable.
13. Jewelry, hairstyle, hair coloring, deodorant, perfume or other extreme dress or grooming which draws undue attention to the student and/or would distract from the education process or which could be considered a safety or health issue is not acceptable.
14. Students may wear the traditional pierced earrings, but need to leave tongue, nose, eyebrow and other body piercing out during school hours.
15. Trench coats or dusters and steel toe boots are not appropriate dress.
16. Paint on any part of the body is considered a disruption to the educational process unless approved by superintendent or designee.
17. Chains and spiked clothing or accessories are prohibited.
18. Roller shoes and skateboards are prohibited due to safety issues.

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

Then final determination of what constitutes appropriate dress shall be made by the school administration. All borderline cases will be considered a violation.

(cf.3260 – Fees and Charges)

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

(cf. 5121 – Grades/Evaluation of Student Achievement)

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

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define “gang-related apparel” and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

1. Any clothing or apparel that a student or a group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.
2. Gang-related apparel is not acceptable.
3. Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed and updated whenever related information is received.
4. Principals or designated administrators will collaborate with Law Enforcement Agencies to update changes in gang-related apparel at the beginning of each year or as often as needed.

CHAWANAKEE UNIFIED SCHOOL DISTRICT
Approved: June, 2003 North Fork, California
Revised: May 8, 2008 North Fork, California

**PARENT ANNUAL NOTIFICATION AVAILABLE ON THE DISTRICT
WEBSITE
www.chawanakee.k12.ca.us**

PARENT ANNUAL NOTIFICATION GUIDE 2017-2018
NOTIFICATION OF PARENTAL RIGHTS AND RESPONSIBILITIES

California Education Code (EC) 48980 requires school districts to annually notify parents of their rights and responsibilities with respect to a number of topics.

Additionally, Education Code 48982 requires that schools collect assurance from parents that they have been made aware of how to access the information contained in the Notification of Parental Rights and Responsibilities.

EC 221.5: Career Counseling and Course Selection

Commencing 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.

EC 17612: Notification of Planned Use of Pesticide Products

The only product used to eradicate pests or weeds on Chawanakee Unified School District campuses is *Roundup*. If *Roundup* is planned for use at a school site, twenty-four hour notice is given with a written notice posted at the main entrance to the site. In addition, the Chawanakee Unified School district periodically contracts with *Central Sierra Pest Control* for the eradication of swarms of bees. This generally does not require the use of a pesticide. In a case where a pesticide becomes necessary, twenty-four hour notice is given with a written notice posted at the main entrance to the site.

EC 32210: Behavior on School Grounds

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.

In addition, any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable upon the first conviction of a fine not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000), or by imprisonment in a county jail for not more than one (1) year, or by both the fine and imprisonment. (EC 44811)

EC 32255: Pupil Right to Alternative Assignment to Animal Dissection

- (a) Except as otherwise provided in Section 32255.6, any pupil with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection, upon notification by the school of his or her rights pursuant to Section 32255.4.
- (b) If the pupil chooses to refrain from participation in an education project involving the harmful or destructive use of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the pupil to develop and agree upon an alternate education project for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information, or experience required by the course of study in question.
- (c) The alternative education project shall require a comparable time and effort investment by the pupil. It shall not, as a means of penalizing the pupil, be more arduous than the original education project.
- (d) The pupil shall not be discriminated against based upon his or her decision to exercise his or her rights pursuant to this chapter.

- (e) Pupils choosing an alternative educational project shall pass all examinations of the respective course of study in order to receive credit for that course of study. However, if tests require the harmful or destructive use of animals, a pupil may, similarly, seek alternative tests pursuant to this chapter.
- (f) A pupil's objection to participating in an educational project pursuant to this section shall be substantiated by a note from his or her parent or guardian.

32255.4. Each teacher teaching a course that utilizes live or dead animals or animal parts shall also inform the pupils of their rights pursuant to this chapter.

Classes and activities, conducted as part of a program in agricultural education that provide instruction on the care, management, and evaluation of domestic animals are exempt from the provisions of this chapter.

EC 35291: Development of Rules for Governance and Discipline

The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. The governing board of each school district which maintains any of grades 1 through 12, inclusive, may, at the time and in the manner prescribed by Sections 48980 and 48981, notify the parent or guardian of all pupils registered in schools of the district of the availability of rules of the district pertaining to student discipline.

Information on school rules and procedures, including the school discipline plan and actions that could result in suspension or expulsion, are produced and distributed by each school site. Please contact your school for more information.

Information on district rules and procedures are contained with the Board Policies and Administrative Regulations. Copies of all Policies and Regulations are maintained in the District Office.

EC 35291: Nondiscrimination and Sexual Harassment Policy Nondiscrimination

In compliance with the "No Child Left Behind" Act and Title VI, Title IX, Education Amendment Act of 1972 and Section 504 of the Rehabilitation Act of 1973, the Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. District programs and activities shall be free from discrimination, harassment, intimidation, and bullying of any student based on the student's race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, gender transition, transgender status, or gender nonconformity; 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.

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

Sexual Harassment

It is the policy of the Chawanakee Unified School District Board of Education that all persons, regardless of their sex, be afforded equal rights and opportunities and enjoy freedom from discrimination of any kind in our educational programs and settings. Furthermore, it is the policy of the Chawanakee Unified School District Board of Education that sexual harassment of, or by, any employee or student shall not be tolerated. The Board considers sexual harassment to be a major offense, which can result in disciplinary action to the offending employee or suspension or expulsion of the offending student.

1. Pursuant to Education Code Section 212.5, sexual harassment is defined as follows:
 - A. "Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, progress or promotion."
 - B. "Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual."
 - C. "The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment."
 - D. "Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution."
2. Students: In addition to the reasons specified in Education Code Section 48900; Section 48900.2 specifies that a student (in grades 4-12) may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the student is enrolled determines that the student has committed sexual harassment as described in Section 212.5. All recommendations and/or orders to expel shall be made pursuant to Education Code Section 48915.
 - A. For purposes of this policy, the conduct described in Education Code Section 48900.2 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.
 - B. Any student who feels that he or she has been the victim of sexual harassment as previously defined in this policy pursuant to the provisions of Education Code Section 212.5 shall immediately report the same to the principal or administrator of the school in which he or she is in attendance. The principal or administrator receiving the complaint shall immediately commence an investigation into the complaint. Any student who has knowledge of conduct by employees of the District, volunteers, or other individuals of the school community or students which may constitute sexual harassment as previously defined, are encouraged to immediately report such conduct to the principal or administrator of the school at which he/she is in attendance. The school's progressive discipline guide is printed in the district's handbook.

EC 35291: Uniform Complaint Procedures

The Chawanakee Unified School District is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. Whenever possible complaints should be discussed with the teacher or principal and resolved informally. If an informal resolution is not possible, the following formal complaint procedures apply.

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints alleging: 1) failure to comply with federal or state law or regulations, 2) unlawful discrimination against any protected group based on actual or perceived characteristics set forth in Section 200 or 220 of the California Education Code or Section 11135 of the Government Code, 3) failure to comply with school safety planning requirements, 4) unlawful harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.5 of the California Penal Code,

5) unlawful imposition of pupil fees for participation in educational activities in public schools, or 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3.

The Director for Human Resources Department will receive and investigate formal written complaints alleging unlawful discrimination or the District's failure to comply with state or federal laws governing categorical programs. The complaint review process shall be completed and the complainant shall receive the District's written decision within 60 calendar days from the date the Human Resources Department Office receives the complaint, unless the complainant agrees in writing to an extension of the time line.

An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination. The complainant has the right to appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the District's decision. The appeal to the CDE must include a copy of the complaint filed with the District, a copy of the District's decision, and the rationale for appealing the District's decision—was the law misapplied or misinterpreted or were the facts incorrect.

A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the District has appropriately, and in a timely manner, apprised a complainant of his/her right to file a complaint in accordance with Education Code 262.3 and Title 5 CCR 4622.

Copies of the District's complaint procedures are available free of charge from the Chawanakee Unified School District Human Resources Department, 26065 Outback Industrial Way, O'Neals, CA 93645, and on the District website, www.chawanakee.k12.ca.us.

Supplemental Uniform Complaint Procedure (Williams)

The District has established policies and procedures regarding deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or mis-assignment. Uniform Complaint Procedures outlined in the Education Code and California Code of Regulations (5 CCR 4600 et seq.) are used to identify, investigate, and resolve complaints regarding those issues according to timelines specified under Uniform Complaint Procedures.

The Uniform Complaint Procedures and Title IX Compliance Officer for Chawanakee Unified School District is:

Director of Human Resources
26065 Outback Industrial Way, O'Neals, CA 93645
(559) 877-6209 ext. 213

Complaints concerning special education programs shall be addressed in accordance with the regulations and procedures of the Special Education Local Planning Area. For more information contact the Director of Special Education, at (559) 868-3343.

EC 46014: Absences for Religious Observance

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at their respective places of worship or at other suitable place or places away from school property

designated by the religious group, church, or denomination, which shall be in addition and supplementary to the instruction in manners and morals required elsewhere in this code. Such absence shall not be deemed absence in computing average daily attendance, if the following conditions are complied with:

- Each pupil so excused shall attend school at least the minimum school day for his grade for elementary schools, and as provided by the relevant provisions of the rules and regulations of the State Board of Education for secondary schools.
- No pupil shall be excused from school for such purpose on more than four days per school month.

EC 48205: Acceptable Reasons for Absence from School

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

- (1) Due to the pupil's illness.
- (2) Due to quarantine under the direction of a county 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.
- (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 religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

Confidential Medical Appointments

This section is for the purpose of notifying parents/guardians that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian.

Absences for confidential medical appointments may be requested by the student and verified by the student's physician. When excusing students for confidential medical services or verifying such appointment, District staff shall not ask the purpose of such appointments. Staff may contact a doctor or medical office only to verify the time of the appointment.

EC 48205: Right of Pupils to Make Up Academic Work When Absent

- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which test and assignments shall be

reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

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

EC 48206.3: Availability of Individualized Instruction

- (a) Except for those pupils receiving individual instruction provided pursuant to Section 48206.5, a pupil with a temporary disability which makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive individual instruction provided by the district in which the pupil is deemed to reside.
- (b) For purposes of this section and Sections 48206.5, 48207, and 48208, the following terms have the following meanings:
 - (1) "Individual instruction" means instruction provided to an individual pupil in the pupil's home, in a hospital or other residential health facility, excluding state hospitals, or under other circumstances prescribed by regulations adopted for that purpose by the State Board of Education.
 - (2) "Temporary disability" means a physical, mental, or emotional disability incurred while a pupil is enrolled in regular day classes or an alternative education program, and after which the pupil can reasonably be expected to return to regular day classes or the alternative education program without special intervention. A temporary disability shall not include a disability for which a pupil is identified as an individual with exceptional needs pursuant to Section 56026.

EC 48207: Students in Residence or Hospital Facilities

A pupil with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent or guardian resides, shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

Involuntary Transfers

Students involved in a serious dangerous activity on a school campus, or students showing chronic patterns of inappropriate behavior, may be referred to a Disciplinary Hearing Panel for consideration of an involuntary transfer to another program within the District.

Serious dangerous activities include:

- 1) Possession of drugs or alcohol while under the jurisdiction of the school or District.
- 2) Being under the influence of drugs or alcohol while under the jurisdiction of the school or District.
- 3) Possession of a weapon while under the jurisdiction of the school or District.
- 4) Involvement in a serious physical altercation while under the jurisdiction of the school or District.
- 5) Other incidents on a case-by-case basis (school must demonstrate the serious dangerous nature of the incident).

Chronic patterns of inappropriate behavior include:

- 1) Multiple suspensions for a similar type of behavior
- 2) Accumulating 10 or more days of suspension within a single school year

EC 48980: Information on the California High School Exit Exam (CAHSEE)

Due to recent changes in legislation, the California High School Exit Exam is no longer required to earn a high school diploma in California. No replacement exam has been identified at this point by the State Board of Education.

Additional information about the CAHSEE can be found on the California Department of Education web site by following this link: <http://www.cde.ca.gov/ta/tg/hs>

EC 48980: Information on Existing Attendance Options

2016-2017 Residency, Permit and Enrollment Information

Residency

A minor between the ages of 6 and 18 is subject to compulsory education and, unless exempted, must enroll in the school district in which the parents/guardians reside. This includes a student placed in a foster home or licensed care institution, a student living in the home of a caregiver, or a student residing in a hospital located within the boundaries of the District.

A student in foster care, or a student identified as homeless, may remain in his/her school of origin within the District if placement is changed to another district and the District believes that continuing in the school of origin is in the best educational interest of the child.

Permits: Intra-District

Students currently residing within the Chawanakee Unified School District boundaries and wishing to apply for an Intra-District permit for the first time may submit permits any time. An Intra-District permit application may be picked up from the student's current school of attendance/residence. Intra-District Permits are reviewed by school administration at the requested school and may be denied or revoked if the student has an unacceptable academic record, disciplinary history, or attendance pattern.

Permits: Inter-District

Students currently residing outside the Chawanakee Unified School District boundaries and wishing to apply for an Inter-District permit for the first time may submit permits any time. A new request for an Inter-District permit must first be submitted to the student's current district of residence for release from that district. Inter-District Permits are reviewed by school administration at the requested school and may be denied or revoked if the student has an unacceptable academic record, disciplinary history, or attendance pattern.

Enrollment Under the Allen Bill

Families can send their children to CUSD schools if one or both parents/guardians are employed in the Chawanakee Unified School District for 10 or more hours per week. Families can enroll their children in the school in the same neighborhood as their employer and use the employer's address to establish residency. No permit is required to enroll, and students do not need to be released from their district of residence.

EC 48980: State Funds to Defray Costs of Advanced Placement Exams

If funds are available, the Chawanakee Unified School District participates in the Advanced Placement Exam Fee Reimbursement Program through the California Department of Education. Through the program, low income students wishing to take Advanced Placement exams are eligible to have some of the cost of the exam subsidized. Please contact the school site for more information on how to access these funds.

Alternative Requirements for Students in Foster Care/Homeless Youth

California Education Code 51225.1 and 51225.3 allow for students designated as homeless youth who change schools following the completion of their second year of high school, and who do not have sufficient time to complete all Chawanakee Unified graduation requirements by the end of their fourth year, to be offered two options for earning a high school diploma. The first option would allow the student to complete the minimum California state requirements for a high school diploma, which are listed in the table below, by the end of their fourth year. The second option would allow the student to remain for a fifth year of high school in order to complete all of the Chawanakee

Unified requirements. Entering students are reviewed on a case by-case basis to determine available options.

SUBJECT REQUIREMENT	SEMESTER CREDITS	COURSE
English	30	I, II, III
Social Studies/ History	10	World History
	10	U. S. History
	5	Government
	5	Economics
Mathematics	10	Algebra I or higher
	10	Other Math Course
Science	10	Physical Science
	10	Biological Science
Physical Education	20	
Foreign Language or Career Technical Education or Visual- Performing Arts	10	
Total	130	

A list of career technical education courses that fulfill the elective, “G”, requirement for entrance to the University of California or the California State University can be found on the District website in the High School Handbook.

EC 48987: Parent Guidelines for Child Abuse Reporting

How to File a Complaint of Child Abuse Committed at a School Site

Parents and guardians of pupils have the 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. To file a complaint, the parent or guardian must file a formal report with an appropriate local law enforcement agency. An appropriate law enforcement agency may be one of the following:

- A Police or Sheriff’s Department (not including a school district police department or school security department)
- A County Probation Department if designated by the county to receive child abuse reports, or
- A County Welfare Department/County Child Protective Services

The complaint may be filed over the telephone, in person, or in writing. A complaint may also be filed at the same time with your school district or county office of education. School districts and county offices of education, however, do not investigate child abuse allegations.

For more information on child abuse and child abuse reporting, visit the California Department of Education web site: <http://www.cde.ca.gov/ls/ss/ap/>

EC 49063: Pupil Records

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 District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student'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. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility.

Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent.

Student records are maintained centrally at the school of attendance for the student. For students with an Individualized Educational Program (IEP), additional records are maintained in the Department of Special Education at the District Office. Student records are also maintained in Chawanakee Unified School District student information databases (Aeries and SEIS).

Parents' request to access their student's educational records must be submitted in a written form to the school Principal or to the District Office, and the school/district will have five (5) business days from the day of receipt of the request to provide access to the records.

Any challenge to school records must be submitted in writing to the Superintendent. 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 student. 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.

EC 49076.7: Pupil Records: Social Security Numbers

A school district, county office of education, or charter school shall not collect or solicit social security numbers or the last four digits of social security numbers from pupils or their parents or guardians unless otherwise required to do so by state or federal law.

EC 49091.14: Curriculum Prospectus

If requested, the Chawanakee Unified School District will provide a prospectus of the curriculum for any of the schools within the District, which includes titles, descriptions and instructional goals for each course offered by the school. Please contact the school site principal.

EC 49403: Prevention and Control of Communicable Disease

- (a) Notwithstanding any other law, the governing board of a school district shall cooperate with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children. For that purpose, the board may use any funds, property, and personnel of the district, and may permit a licensed physician and surgeon, or a health care practitioner listed in subdivision (b) who is acting under the direction of a supervising physician and surgeon, to administer an immunizing agent to a pupil whose parent or guardian has consented in writing to the administration of the immunizing agent.
- (b) (1) The following health care practitioners, acting under the direction of a supervising physician and surgeon, may administer an immunizing agent within the course of a school immunization program:
 - (A) A physician assistant.
 - (B) A nurse practitioner.

- (C) A registered nurse.
 - (D) A licensed vocational nurse.
 - (E) A nursing student who is acting under the supervision of a registered nurse, in accordance with applicable provisions of law.
- (b) (2) A health care practitioner's authority to administer an immunizing agent pursuant to this subdivision is subject to the following conditions:
- (A) The administration of an immunizing agent is upon the standing orders of a supervising physician and surgeon and in accordance with any written regulations that the State Department of Public Health may adopt.
 - (B) The school nurse is notified and he or she maintains control, as necessary, as supervisor of health in accordance with Sections 44871, 44877, 49422, and subdivision (a) of Section 49426.
 - (C) The health care practitioner may only administer immunizations for the prevention and control of any of the following:
 - (i) Annual seasonal influenza.
 - (ii) Influenza pandemic episodes.
 - (iii) Other diseases that represent a current or potential outbreak as declared by a federal, state, or local public health officer.
 - (c) As used in this section, "supervising physician and surgeon" means the physician and surgeon of the local health department or school district that is directing the school immunization program.
 - (d) While nothing in this section shall be construed to require the physical presence of the supervising physician and surgeon, the supervising physician and surgeon shall require a health care practitioner under his or her direction to do both of the following:
 - (A) Satisfactorily demonstrate competence in the administration of the immunizing agent, including knowledge of all indications and contraindications for the administration of the agent, and the recognition and treatment of emergency reactions to the agent that constitute a danger to the health or life of the person receiving the immunization.
 - (B) Possess the medications and equipment that are required, in the medical judgment of the supervising physician and surgeon, to treat any emergency conditions and reactions caused by the immunizing agents that constitute a danger to the health or life of the person receiving the immunization, and to demonstrate the ability to administer the medications and use the equipment as necessary.

EC 49414: Emergency Treatment for Anaphylaxis

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 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 to 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. Recent changes to EC 49414 now require school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

EC 49423: Pupil Assistance With Prescribed Medication

Any pupil who is required to take, during the regular school day, medication prescribed for him or her by a physician and surgeon or ordered for him or her by a physician assistant practicing in compliance with Chapter 7.7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine. (b1) In order for a pupil to

be assisted by a school nurse or other designated school personnel pursuant to subdivision (a), the school district shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the statement of the physician and surgeon or physician assistant.

(b2) In order for a pupil to carry and self-administer prescription auto-injectable epinephrine pursuant to subdivision (a), the school district shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine, and a written statement from the parent, foster parent, or guardian of the pupil consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication pursuant to this paragraph.

- (A) The written statements specified in this subdivision shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.
- (B) A pupil may be subject to disciplinary action pursuant to Section 48900 if that pupil uses auto-injectable epinephrine in a manner other than as prescribed.

Students With Exceptional Needs

(a) Notwithstanding Section 49422, an individual with exceptional needs who requires specialized physical health care services, during the regular school day, may be assisted by any of the following individuals:

- (1) Qualified persons who possess an appropriate credential issued pursuant to Section 44267 or 44267.5, or hold a valid certificate of public health nursing issued by the Board of Registered Nursing.
- (2) Qualified designated school personnel trained in the administration of specialized physical health care if they perform those services under the supervision, as defined by Section 3051.12 of Title 5 of the California Code of Regulations, of a credentialed school nurse, public health nurse, or licensed physician and surgeon and the services are determined by the credentialed school nurse or licensed physician and surgeon, in consultation with the physician treating the pupil, to be all of the following:

- (A) Routine for the pupil.
- (B) Pose little potential harm for the pupil.
- (C) Performed with predictable outcomes, as defined in the individualized education program of the pupil.
- (D) Do not require a nursing assessment, interpretation, or decision making by the designated school personnel.

(b) Specialized health care or other services that require medically related training shall be provided pursuant to the procedures prescribed by Section 49423.

(c) Persons providing specialized physical health care services shall also demonstrate competence in basic cardiopulmonary resuscitation and shall be knowledgeable of the emergency medical resources available in the community in which the services are performed.

(d) "Specialized physical health care services," as used in this section, includes catheterization, gastric tube feeding, suctioning, or other services that require medically related training.

EC 49451: Right to Not Consent to a Pupil Physical Examination

A parent or guardian having control or charge of any child enrolled in the public schools may file annually with the principal of the school in which he is enrolled a statement in writing, signed by the parent or guardian, stating that he will not consent to a physical examination of his child. Thereupon the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

EC 49452.9: Health Care Coverage

Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, go to www.CoveredCA.com.

EC 49475: Concussions and Head Injuries

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, charter school, or private school that elects to offer an athletic program 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 provider 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 initiates 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.

EC 49480: Medication Regimen

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or [other contact person] 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 the school personnel regarding the possible effects of the medication on the pupil.

EC 49510: Nutrition Program

The State Department of Education has established a statewide program to provide nutritious meals and milk at school for pupils, and to provide free meals to the neediest children. In some instances, nominal cash payments may be required.

EC 51129: Information on College Admission

Students earning a high school diploma may choose to pursue higher education in one of three kinds of institutions: Community College, State University, Private College or University. Guidance on how to access admissions information for each is found below.

Community College

The California Community College system is available to all students with a valid high school Diploma. For more information on admissions and local campuses, visit the California Community Colleges web site at <http://www.cccco.edu/>

State University

In order for a student to be eligible to attend any of the campuses of the University of California, the student must meet minimum requirements for completed coursework, grades, and scores on the SAT and/or ACT. For a thorough review of all aspects of admission to the University of California, visit the admissions web site at <http://www.universityofcalifornia.edu/admissions/>

In order for a student to be eligible to attend any of the campuses of the California State University, the student must meet minimum requirements for completed coursework, grades, and scores on the SAT and/or ACT. For a thorough review of all aspects of admission to the University of California, visit the admissions website at <http://www.calstate.edu/admission/admission.shtml>

Private College or University

Admission requirements and standards vary for private colleges and universities. To obtain more information, contact the private college or university of interest.

EC 51129: Information on Career Technical Education

The Chawanakee Unified School District offers courses in the Career/Technical Education field. For more information on specific offerings at each school site, contact the counseling department or check the High School Handbook on the school web site.

For more information on the goals and objectives of the Career/Technical Education initiative, visit the California Department of Education web site at <http://www.cde.ca.gov/ci/ct/>

EC 51129: Availability of On-Campus Counseling

High schools and middle schools in the Chawanakee Unified School District employ full-time counselors to assist students with a range of needs, including personal/social issues, academic struggles, and career and post-secondary education planning. For more information on the services provided, and how to access these services, contact the Counseling Office at the school site.

EC 51512: Electronic Listening Devices

The use by any person, including a student, 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 student, willfully in violation shall be guilty of a misdemeanor. Any student in violation shall be subject to appropriate disciplinary action.

EC 51513: Surveys

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing ageappropriate 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.

EC 51938: Right to Excuse Pupils From Sexual Health Education

A parent or guardian of a pupil has the right to excuse their child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education.

For more information on the content and schedule for sexual health education, as well as procedures for excusing students from participation, please contact the school site.

Anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age - appropriate questions about the pupil's attitudes concerning or practices relating to sex may be administered to any pupil in grades 7 to 12, inclusive, if the parent or guardian is notified in writing that this test, questionnaire, or survey is to be administered and the pupil's parent or guardian is given the opportunity to review the test, questionnaire, or survey and to request in writing that his or her child not participate.

EC 69432.6: Cal Grant Program

A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

In order to assist students apply for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent/guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CASC the student's GPA. Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student.

HSC 104495: Tobacco-Free Campus

HSC 104495 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.

BP 5145.12: Search and Seizure

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

A search may be conducted when reasonable suspicion exists for acts related to school activity or school attendance, which occur at any time, including, but not limited to, while on school grounds, while going to or coming from school, or during a lunch period whether on or off campus, or during or while going to or coming from a school sponsored activity.

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

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

Searches of individual students shall be conducted in the presence of at least two District employees or one District employee and/or other law enforcement officer.

AR 5145.12: Canine Detection Program

The use of drug detecting canines shall be preventative, will be conducted on a random basis, and will not be used in response to a specific suspicion of drug use or possession.

Guidelines for the canine detection visits to school sites: program include the following:

- a. Drug-detection canines shall not be used in rooms occupied by persons except with the handler present.
- b. The dog canine shall be separated from the students and not allowed to sniff any individual.
- c. While the canine and handler are in the classroom, the students shall be permitted to observe their belongings at all times.
- d. Students shall not be required to pass by the dog canine while moving within the classroom or while the canine, with its handler, is entering or exiting the classroom.
- e. Canines may be used to sniff general areas such as lockers, locker rooms, a student parking lot without students present, or around student vehicles in the student parking lot.

At no time will the canine be allowed to sniff the person of a student, employee, visitor, or any individual while on District property.

The canines may sniff the air around lockers and items not in possession of the owner or vehicles on district property or at a district sponsored event.

Only well-trained, non-aggressive, and reliable dogs with all accompanying certifications and records will be used. Canines will be on leash and under the control of their handler and a District or site administrator or designee will also be present for all site canine detection visits.

Only the canine's official handler will determine what constitutes an alert by the canine. If the dog canine alerts on an object, the administrator present shall determine whether a further search is justified.

Notification of Right to Request 504 Eligibility Determination and Procedural Safeguards

Section 504 of the Rehabilitation Act of 1973 protects students with disabilities from discrimination based on their disabilities. The Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability.

Your child may be eligible for services under Section 504 of the Rehabilitation Act of 1973. You have the right to request a Section 504 eligibility determination meeting by contacting your School's designated Section 504 Chairperson or the District's Section 504 Coordinator. Parents of children diagnosed with or suspected of having any type of anxiety disorder, Attention Deficit Disorder, i.e. impulsive, attentive or hyperactive, or other disabilities, who, in the past, were determined to be ineligible under Section 504 or the Individuals with Disabilities Act (IDEA), are not precluded from requesting a Section 504 meeting or individualized education program (IEP)

meeting to discuss current eligibility. Parents and/or Students have the following rights and procedural safeguards under Section 504:

1. Application. Section 504 protections apply to preschool, elementary, secondary and adult school programs or activities that receive federal financial assistance and to the recipients of said federal financial assistance for the operation of such programs and activities.
2. Parents' Rights. You have a right to be informed by the District of your rights under Section 504, including notification of the applicable procedure when a parent or guardian disagrees with a decision regarding the identification, evaluation, or placement or wishes to submit a complaint alleging discrimination or harassment of a student based on his or her actual or perceived disability.
3. FAPE. If eligible under Section 504, your child has the right to a free appropriate public education designed to meet his/her individual educational needs as adequately as the needs of non-disabled students are met.
4. Free Education. If eligible under Section 504, your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. If the District refers your child for aide, benefits or services by an entity not operated by the District it may be required to incur the cost of said aide, benefit or service, including the cost of transportation. Insurers and similar third parties are not relieved of an otherwise valid obligation to provide or pay for services provided to a disabled student.
5. Academic Setting. Your child has a right to be educated with non-disabled students and have an opportunity to participate in school and school-related activities to the maximum extent appropriate. 34 C.F.R. Section 104.34
6. Comparable Facilities. If eligible under Section 504, your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students.
7. Evaluations. Your child has a right to an evaluation prior to an initial Section 504 placement and prior to any subsequent significant change in placement.
8. Evaluation Procedures. Testing and other evaluation procedures must conform to the requirements of 34 C.F.R. Section 104.35 as to validation and administration, to ensure that they assess specific areas of educational need and are administered by trained and knowledgeable personnel.
9. Placement. Placement decisions must be made by a group of persons, including persons knowledgeable about your child, drawing upon evaluation data from a variety of sources, which is documented and reviewed to consider the placement options and the legal requirements in conformity with the FAPE, least restrictive environment and comparable facilities requirements.
10. Re-evaluations. If eligible under Section 504, your child has a right to periodic re – evaluations prior to any significant change in placement.
11. Notice. You have the right to receive notice as to yours and your child's rights as they pertain to the right to examine records, the right to an impartial hearing, the right to be represented by counsel, and the right to a review procedure concerning any decisions made on behalf of your child.
12. Nonacademic Services. Your child has the right to an equal opportunity to participate in extracurricular activities such as, counseling, athletics, recreation, and special interest groups or clubs. 34 C.F.R. Section 104.39.
13. Records. You have the right to examine relevant educational records of your child.
14. Due Process Procedures. You have the right to request an impartial due process hearing with respect to the District's action regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney.

15. Periodic Review. If eligible under Section 504, your child has a right to a periodic review of his or her Section 504 plan. Such meetings generally occur one time per year. However, if you, a teacher, or the Section 504 team believes that changes may be necessary to effectuate your child's educational program, you or these persons may request a Section 504 Plan meeting. The meeting shall be held within a reasonable period of time after receiving the request.
16. Pre-disciplinary Considerations. If eligible under Section 504, you child has the right to a pre-disciplinary determination as to whether any misconduct was a manifestation of his or her disability.

Title I: Parent Notification

North Fork Elementary, Spring Valley Elementary and Chawanakee Academy Charter will receive Title I funds during the 2017-18 school year. Parents/guardians of a student attending one of these schools has the right to request information regarding the professional qualifications of the student's classroom teacher(s).

40 CFR 763.93: Asbestos Management Plan

The Chawanakee Unified 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 the MOT Department at 559-868-3668.

HSC 120325: Immunizations

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.

Beginning January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal 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 records 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.

20 USC 7912: Victim of a Violent Crime

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, please contact site principal.

42 USC 11431: McKinney-Vento Homeless Assistance Act

If your family lives in any of the following situations:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation

- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you need further assistance with your children's educational needs, please contact the Superintendent Director at 559-877-6209.