

**CENTRAL UNIFIED SCHOOL DISTRICT**

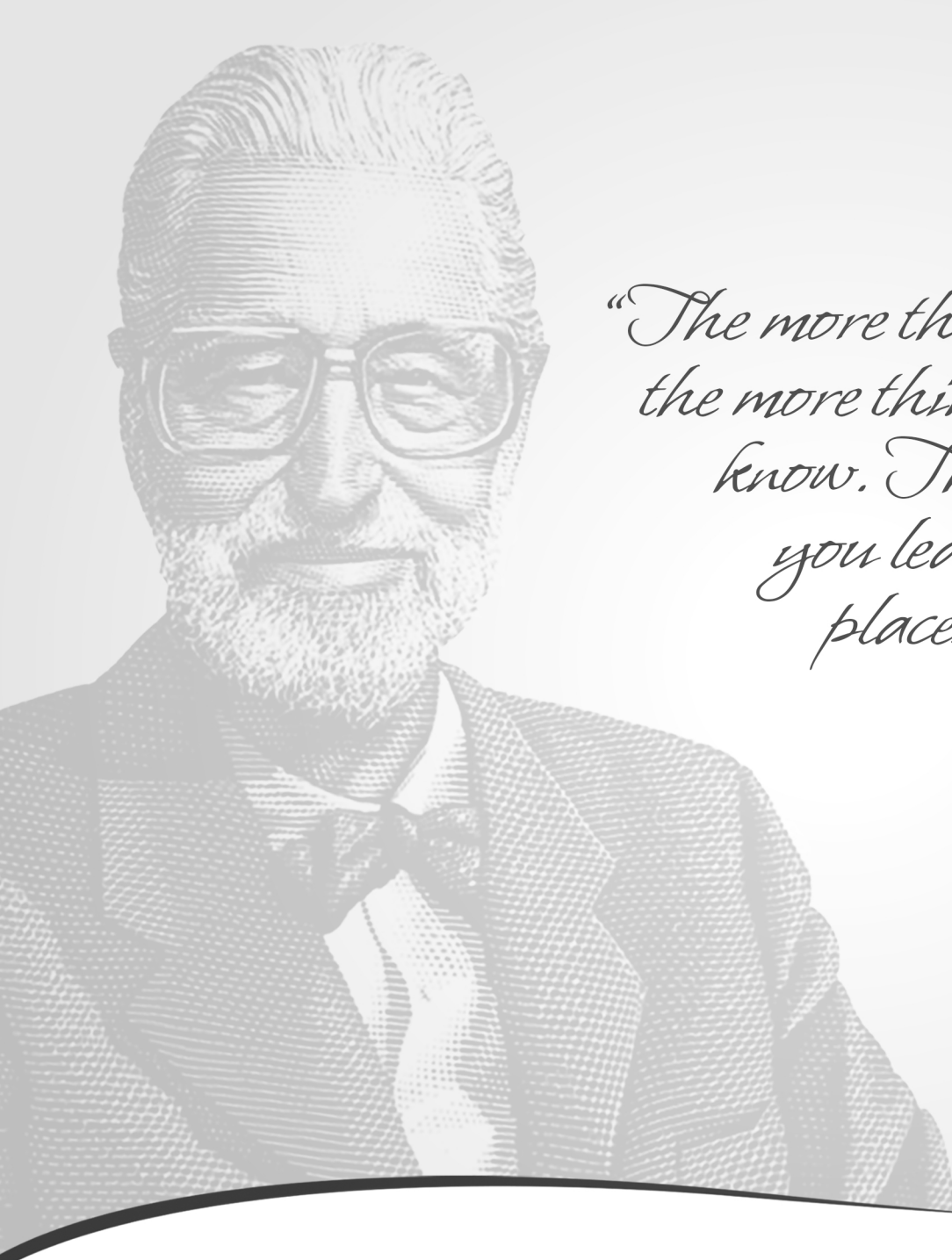
# Parent & Student

## **NOTIFICATION AND INFORMATION HANDBOOK**

**2016-2017**



4605 N. Polk Avenue, Fresno, CA 93722 \*\* [www.centralunified.org](http://www.centralunified.org)



*"The more that you read,  
the more things you will  
know. The more that  
you learn, the more  
places you'll go."*

-Dr. Seuss



Membership is open to school employees,  
students, members of school organizations,  
and their families.

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## Guiding Principles

- **Belief:** Every Student Can Learn.
- **Vision:** Every student is prepared for success in college, career, and community.
- **Mission:** Every student will engage in rigorous, relevant, standards-based instruction in every classroom every day to ensure student learning.
- **Core Values:** Character, Leadership, Innovation, and Continuous Improvement

## District Goals

### **Goal 1: Learning for Academic Excellence:**

Every year every student will attain mastery learning of skills and concepts provided through engaging and challenging best practice instruction in a system that provides social and emotional support as evidenced by student outcome data.

### **Goal 2: Staff Recruitment and Development for Academic Excellence:**

Every year every staff member will be recruited, hired, and retained based upon coherence in knowledge, practice and beliefs about student learning, instructional best practice, assessment to guide decision making, and continuous improvement for increased student learning.

### **Goal 3: Support System for Academic Excellence:**

Every year every support system, department and staff member will be focused on providing resources and assistance necessary to ensure that systems enhance student learning.

*Every Student Engaged,  
Every Classroom Effective Instruction,  
Every Day Expectation for Success!*

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## **School Sites**

### ***Biola-Pershing Elementary***

4885 N. Biola Ave  
Fresno, Ca 93722  
Ph: 276-5235 Fax: 276-2151

### ***Central High School East Campus***

3535 N. Cornelia  
Fresno, Ca 93722  
Ph: 276-0280 Fax: 276-5653

### ***Central High School West Campus***

2045 N. Dickenson  
Fresno, Ca 93722  
Ph: 276-5276 Fax: 276-6380

### ***Central Learning Adult Ed. School Site***

2698 N. Brawley  
Fresno, Ca 93722  
Ph: 276-5230 Fax: 276-8204

### ***El Capitan Middle School***

4443 W. Weldon  
Fresno, Ca 93722  
Ph: 276-5270 Fax: 276-3121

### ***Glacier Point Middle School***

4055 N. Bryan Ave  
Fresno, Ca 93723  
Ph: 276-3105 Fax: 276-3152

### ***Harvest Elementary***

6514 W. Gettysburg  
Fresno, Ca 93723  
Ph: 271-0420 Fax: 271-0767

### ***Herndon-Barstow Elementary***

6265 N. Grantland  
Fresno, Ca 93722  
Ph: 276-5260 Fax: 276-3111

### ***Houghton-Kearney Elementary***

8905 W. Kearney Blvd.  
Fresno, Ca 93706  
Ph: 276-5285 Fax: 264-9557

### ***Liddell Elementary***

5455 W. Alluvial  
Fresno, Ca 93722  
Ph: 276-3176 Fax: 276-3181

### ***Madison Elementary***

330 S. Brawley  
Fresno, Ca 93722  
Ph: 276-5280 Fax: 276-3103

### ***McKinley Elementary***

4444 W. McKinley  
Fresno, Ca 93722  
Ph: 276-5232 Fax: 276-8383

### ***Pathway Community Day School***

11 S. Teilman  
Fresno, Ca 93706  
Ph: 487-1201 Fax: 487-1204

### ***Pershing Continuation High School***

855 W. Nielsen Ave  
Fresno, Ca 93706  
Ph: 268-2272 Fax: 268-2279

### ***Polk Elementary***

2195 N. Polk  
Fresno, Ca 93722  
Ph: 274-9780 Fax: 274-9789

### ***Rio Vista Middle School***

6240 W. Palo Alto  
Fresno, Ca 93722  
Ph: 276-3185 Fax: 276-3199

### ***River Bluff Elementary***

6150 W. Palo Alto  
Fresno, Ca 93722  
Ph: 276-6001 Fax: 276-6006

### ***Roosevelt Elementary***

2600 N. Garfield  
Fresno, Ca 93722  
Ph: 276-5257 Fax: 277-1847

### ***Saroyan Elementary***

5650 W. Escalon  
Fresno, Ca 93722  
Ph: 276-3131 Fax: 276-3154

### ***Steinbeck Elementary***

3550 N. Milburn  
Fresno, Ca 93722  
Ph: 276-3141 Fax: 276-3145

### ***Teague Elementary***

4725 N. Polk  
Fresno, Ca 93722  
Ph: 276-5260 Fax: 275-116

### ***Hanh Phan Tilley***

2280 N. Valentine Av  
Fresno, Ca 93722  
Ph: 512-6912 Fax: 276-5066

## **Student and Parent Rights and Responsibilities**

The following information is intended to keep parents abreast of vital key policies and laws. The Handbook is to be used as a reference tool to find other information such as: Board Policies and Administrative Regulations pertinent to our students' Health Requirements, Special Education Services, Categorical Programs, and excerpts from the California Education Code relating to parent/student rights.

When reading through this handbook, be informed that the "§" symbol represents California Education Code, "BP" represents District Board Policy and, "AR" represents District Administrative Regulation or policy. These three govern actions and directions we must take.

If you have any questions regarding the content of this handbook, please call your child's respective school site. Also, each individual school site issues an annual parent handbook, specific to their policies and programs. If your child does not bring one home, be sure to request it from the school.

The California Department of Education (CDE) has a brochure available to promote family involvement in education. The brochure, "Parents' Rights," tells parents of their legal right to participate in their children's education and lists family-school partnership resources. A copy of "Parents' Rights" can be found on the CDE website.

If you have any questions or concerns, please call your child's school to set up an appointment.

### **§ 48980 Required Notification**

At the beginning of the first semester or quarter of the regular school term, governing boards of school districts shall notify parents and guardians of certain rights and responsibilities including, but not limited to the following sections:

### **§ 51100 General Provisions**

The Legislature finds and declares all of the following:

- (a) It is essential to our democratic form of government that parents and guardians of school-age children attending public schools and other citizens participate in improving public education institutions. Specifically, involving parents and guardians of pupils in the education process is fundamental to a healthy system of public education.
  - (b) Research has shown conclusively that early and sustained family involvement at home and at school in the education of children results both in improved pupil achievement and in schools that are successful at educating all children, while enabling them to achieve high levels of performance.
  - (c) All participants in the education process benefit when schools genuinely welcome, encourage, and guide families into establishing equal partnerships with schools to support pupil learning.
  - (d) Family and school collaborative efforts are most effective when they involve parents and guardians in a variety of roles at all grade levels, from preschool through high school.
- (Added by Stats.1998, Ch. 864, Sec. 2. Effective January 1, 1999.)

### **§ 51101, 51101.1 Rights of Parents and Guardians to Information**

Parents and guardians have the right to be informed by the school and to participate in the education of their children, as follows: to observe classrooms as specified; within a reasonable time of their request to

meet with teachers and the principal of the school; to volunteer their time and resources; to be notified on a timely basis if their child is absent from school without permission; to receive the results of their child's performance and the performance of the school on standardized tests; to request a particular school for their child and to receive a response from the district; to have a school environment for their child that is safe and supportive; to examine the curriculum materials of their child's classes; to be informed of their child's progress in school and of the appropriate staff to contact should a problem arise; to access the school records of their child; to receive information about the academic performance standards, proficiencies, or skills their child is expected to accomplish; to be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress code and procedures for visiting the school; to receive information about any psychological testing and to deny permission to test; to participate as a member of a parent advisory committee, school-site council, or site-based leadership team; to challenge anything in their child's record and to receive a response from the school; and to be notified as early in the year as practicable if their child is identified as being at risk of retention and their right to consult with school personnel regarding any decision to promote or retain and to appeal a decision to promote or retain.

School districts will take all reasonable steps to ensure that all parents and guardians of pupils, who speak a language other than English, are properly notified in English and in their home language of the rights and opportunities available to them.

**51101.** (a) Except as provided in subdivision (d), the parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

(1) Within a reasonable period of time following making the request, to observe the classroom or classrooms in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled in accordance with the requirements of any intradistrict or interdistrict pupil attendance policies or programs.

(2) Within a reasonable time of their request, to meet with their child's teacher or teachers and the principal of the school in which their child is enrolled.

(3) To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher.

(4) To be notified on a timely basis if their child is absent from school without permission.

(5) To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of the school that their child attends on standardized statewide tests.

(6) To request a particular school for their child, and to receive a response from the school district. This paragraph does not obligate the school district to grant the parent's request.

(7) To have a school environment for their child that is safe and supportive of learning.

(8) To examine the curriculum materials of the class or classes in which their child is enrolled.

(9) To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.

(10) To have access to the school records of their child.

(11) To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.

(12) To be informed in advance about school rules, including disciplinary rules and procedures in accordance with Section 48980, attendance policies, dress codes, and procedures for visiting the school.

(13) To receive information about any psychological testing the school does involving their child and to deny permission to give the test.

(14) To participate as a member of a parent advisory committee, schoolsite council, or site-based management leadership team, in accordance with any rules and regulations governing



membership in these organizations. In order to facilitate parental participation, schoolsite councils are encouraged to schedule a biannual open forum for the purpose of informing parents about current school issues and activities and answering parents' questions. The meetings should be scheduled on weekends, and prior notice should be provided to parents.

(15) To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.

(16) To be notified, as early in the school year as practicable pursuant to Section 48070.5, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child.

(b) In addition to the rights described in subdivision (a), parents and guardians of pupils, including those parents and guardians whose primary language is not English, shall have the opportunity to work together in a mutually supportive and respectful partnership with schools, and to help their children succeed in school. Each governing board of a school district shall develop jointly with parents and guardians, and shall adopt, a policy that outlines the manner in which parents or guardians of pupils, school staff, and pupils may share the responsibility for continuing the intellectual, physical, emotional, and social development and well-being of pupils at each schoolsite. The policy shall include, but is not necessarily limited to, the following:

(1) The means by which the school and parents or guardians of pupils may help pupils to achieve academic and other standards of the school.

(2) A description of the school's responsibility to provide a high quality curriculum and instructional program in a supportive and effective learning environment that enables all pupils to meet the academic expectations of the school.

(3) The manner in which the parents and guardians of pupils may support the learning environment of their children, including, but not limited to, the following:

(A) Monitoring attendance of their children.

(B) Ensuring that homework is completed and turned in on a timely basis.

(C) Participation of the children in extracurricular activities.

(D) Monitoring and regulating the television viewed by their children.

(E) Working with their children at home in learning activities that extend learning in the classroom.

(F) Volunteering in their children's classrooms, or for other activities at the school.

(G) Participating, as appropriate, in decisions relating to the education of their own child or the total school program.

(c) All schools that participate in the High Priority Schools Grant Program established pursuant to Article 3.5 (commencing with Section 52055.600) of Chapter 6.1 of Part 28 and that maintain kindergarten or any of grades 1 to 5, inclusive, shall jointly develop with parents or guardians for all children enrolled at that schoolsite, a school-parent compact pursuant to Section 6319 of Title 20 of the United States Code.

(d) This section does not authorize a school to inform a parent or guardian, as provided in this section, or to permit participation by a parent or guardian in the education of a child, if it conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.

**51101.1** (a) A parent or guardian's lack of English fluency does not preclude a parent or guardian from exercising the rights guaranteed under this chapter. A school district shall take all reasonable steps to ensure that all parents and guardians of pupils who speak a language other than English are properly notified in English and in their home language, pursuant to Section 48985, of the rights and opportunities available to them pursuant to this section.

(b) Parents and guardians of English learners are entitled to participate in the education of their children pursuant to Section 51101 and as follows:

(1) To receive, pursuant to paragraph (5) of subdivision (a) of Section 51101, the results of their child's performance on standardized tests, including the English language development test.

(2) To be given any required written notification, under any applicable law, in English and the pupil's home language pursuant to Section 48985.

(3) To participate in school and district advisory bodies in accordance with federal and state laws and regulations.

(4) To support their children's advancement toward literacy. School personnel shall encourage parents and guardians of English learners to support their child's progress toward literacy both in English and, to the extent possible, in the child's home language. School districts are encouraged to make available, to the extent possible, surplus or undistributed instructional materials to parents and guardians, pursuant to subdivision (d) of Section 60510, in order to facilitate parental involvement in their children's education.

(5) To be informed, pursuant to Sections 33126 and 48985, about statewide and local academic standards, testing programs, accountability measures, and school improvement efforts.

(c) A school with a substantial number of pupils with a home language other than English is encouraged to establish parent centers with personnel who can communicate with the parents and guardians of these children to encourage understanding of and participation in the educational programs in which their children are enrolled.

**51102.** Upon approval of the materials by the State Board of Education, the State Department of Education shall make materials available that describe a comprehensive partnership at a schoolsite that involves parents and guardians of pupils in the public schools of California in the education of their children in a variety of roles at all grade levels on or before December 31, 1999. The materials shall include information about the possible roles of each teacher, principal, parent or guardian, and other school personnel in fostering and participating in parent involvement activities and programs. The materials shall also include a statement that the right of parents and guardians to participate in parent activities and programs shall only apply to the extent that the participation does not conflict with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.

<b>2015-2016 NOTICE OF PARENTAL RIGHTS</b>
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The following is a list of the rights you have as a parent or guardian of a child in public school. The rights listed are granted by federal or state laws and regulations.

**A. Student Discipline and Attendance.** You have the right as a parent:

1. To obtain a copy of the governing board's rules and regulations on student discipline. (Ed. Code § 35291.) Board Policy/Administrative Regulation 5144 – Student Discipline can be accessed in full at <http://www.centralunified.org/home>
2. To be informed that you may be required to attend your child's class if he or she is suspended for unruly or disruptive conduct. (Ed. Code §§ 48900.1 and 48914.)
3. To apply for enrollment of your child in a district in which you are employed; however, the district may have the right to deny the application under certain conditions. (Ed. Code § 48204(b).)
4. To request information about enrollment in alternative schools. (Ed. Code § 58501.)
5. To excuse a child from school to attend religious exercises or classes upon written notice. Such absences may not exceed four days per month. An excused child must nevertheless maintain his or her attendance at the minimum level of school days required for his or her grade. (Ed. Code § 46014.)
6. To excuse your child from school for justifiable personal reasons upon written notice and approval by the principal or designated representative. Personal reasons may include attendance at a religious retreat, not to exceed four hours per semester, and the observance of a religious holiday or ceremony. (Ed. Code § 48205.)
8. To be informed that the Governing Board, pursuant to section 44808.5 of the Education Code, has decided to permit seniors enrolled at each high school to leave their respective school grounds during the lunch period only. Neither the District nor any officer or employee thereof

will be liable for the conduct nor has safety of any high school student during such time as the student left the school grounds. (Ed. Code § 44808.5.)

9. To receive the District's written policy on sexual harassment as it relates to students. (Ed. Code §§ 231.5 and 48980(g).)
10. To receive notification of all current statutory attendance options and local attendance options. Parents will receive a written description of all options for meeting residency requirements for school attendance, all programmatic options offered within the local attendance areas, and any special programmatic options available on both an interdistrict and intradistrict basis. The notice will include a description of the procedure for application for alternative attendance areas or programs, an application form for requesting a change of attendance, and a description of the appeals process available, if any, for a parent or guardian denied a change of attendance. (Ed. Code § 48980 (h) and (i).)
11. Temporary disability. To be informed that a student with a temporary disability who is in a hospital or other residential 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. Once the parent has notified the district in which the hospital is located of the student's presence in the qualifying hospital, the district has five working days to notify the parent if individualized instruction shall be made available. If the determination is positive, individualized instruction shall commence within five days. (Ed. Code §§ 48206.3, 48207, 48208 and 48980.)
12. To be given at least six months' notice if the District adopts a dress code policy that requires students to wear uniforms. Parents are also entitled to notice of the availability of resources to assist economically disadvantaged students. (Ed. Code § 35183.)
13. To be informed that the District shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engage in, or is reasonably suspected to have engaged in, those acts. The District shall provide the information to the teacher based upon any records that the District maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section. (Ed. Code § 49079.)

**B. Student Health.** You have the right as a parent:

1. To be informed that school authorities will notify students in grades 7 to 12 that they may be excused from school for the purpose of obtaining confidential medical services without your consent. (Ed. Code § 46010.1.)
2. To be informed that your child must be immunized against certain diseases before being admitted to school, unless written notice is given to exempt your child for medical, personal or religious reasons. (Ed. Code § 48216.)
3. To consent to the immunization of your child whenever the immunization of children is permitted at the District. (Ed. Code § 49403.) Additional information, policies or notices will be provided when such activity takes place.
4. To request assistance in administering prescription or over the counter medication to your child during school hours. Such assistance requires your written authorization and written authorization of a California board certified physician detailing the medication name, method, amount, and time schedules for taking the medication. Medication must be in the original container. (Ed. Code §§ 49423 and 48980; 5 Cal. Code Regs. §§ 600-611.)
5. To exempt your child from any physical examination upon your written notification. California mandated screenings for vision, hearing and scoliosis are performed periodically and may be waived also with written notification. However, where there is good reason to believe that your child is suffering from a recognized contagious or infectious disease, your child will be sent home and will not be permitted to return until school authorities are satisfied that any contagious or infectious disease does not exist. (Ed. Code §§ 49451 and 48980.)

6. To purchase insurance for medical and hospital services for your child's injuries while participating in athletic activities since the District does not provide such medical and hospital services. (Ed. Code §§ 49471, 49472 and 48980.)
7. To be informed of your obligation to notify appropriate school personnel (e.g., school nurse or designated employee) of your child's continuing medication regimen for a nonepisodic condition. With your consent, the school nurse may communicate with your child's physician and may counsel school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. (Ed. Code § 49480.)
8. To obtain information and apply for participation in the Free and Reduced Lunch Program offered by the District to provide nutritional meals to needy pupils. (Ed. Code § 49510 et seq.)
9. To be notified of all pesticides the District expects to apply during the year. Please contact the Plant Operations Department at (559) 327-9492 if you wish to receive written notification at least 72 hours prior to the application of an individual pesticide at your school. Each school will maintain a list of parents or guardians who want to be notified before individual pesticide applications are made. Prior to the application of any pesticide, the District will post a warning sign at the area to be treated at least 24 hours prior to the pesticide application and such sign will remain posted for at least 72 hours after the application. In the event of an emergency condition, advance notification and prior sign posting may not be feasible, but a warning sign will be posted immediately upon application of the pesticide. For additional information regarding pesticides and pesticide use, please visit the Department of Pesticide Regulation's Web site at [www.cdpr.ca.gov](http://www.cdpr.ca.gov). (Ed. Code §§ 48980.3 and 17612.)
10. To provide a written statement to the school District allowing your child to carry and self-administer auto-injectable epinephrine and/or inhaled asthma medication. A California board certified physician's statement confirming that your child is able to self-administer the medication and detailing the name of the medication, the method, amount and time schedules for administration must also accompany the request. The parent or guardian must also: (1) consent in writing to the self-administration, (2) provide a release for the school nurse or other designated school personnel allowing them to consult with the student's physician and (3) agree to release the District and school personnel from civil liability in the event of an adverse reaction to the medication. These written statements must be provided to the school at least annually or more frequently if the medication, dosage, frequency of, or reason for, the administration changes. (Ed. Code §§ 48980, 49423, and 49423.1.)
11. To inform the District that your child requires specialized physical care services during the school day in order to attend school. Such services shall be provided as required if it is determined that the services will fill the student's legitimate needs. Before services can begin parent/guardian will provide a written request for the needed health care service and a physician's written statement authorizing the administration of the specified health care service. The District will have their right to consult with the student's physician as needed to clarify services provided. The parent/guardian is responsible for providing supplies needed for the procedure and the district will provide appropriate accommodations for the safety and necessary services. A written request from a parent/guardian and physician will be needed for any student needing special accommodation for a medical reason in mobility, food substitution or scheduling.(BP 5141.24)
12. To provide the District with a physical examination for first grade enrollment. Currently enrolled first grade students "must meet the Child Health and Disability Prevention requirements by 90 days after first school entry."

**C. Student Records.** You have the right as a parent:

1. To be notified of the District's policies concerning student records maintained by the District. (Ed. Code § 49063; 34 Code of Federal Regulations (C.F.R.) Part 99.7.)
2. To know that your child's right to privacy prohibits the release of confidential information in your child's records to individuals other than yourself, your child (if 16 or older or having completed the 10th grade), or certain authorized individuals. (Ed. Code. §§ 49060 et seq.) Certain entities, such as military recruiters and institutions of higher education, are authorized under federal law to access student directory information unless the parents request in writing that the student's

name, address, and telephone number not be released without prior written consent. Parents' choice to withhold directory information should be indicated on the Pupil Release of Information Card included in annual registration materials and returned to your child's school at the start of each school year. (No Child Left Behind, 20 U.S.C. § 1232g; 20 U.S.C. 7908; 34 C.F.R. § 99.37(a)(3).)

3. To consent to disclosure of personally identifiable information contained in your child's records, except to the extent disclosure without consent is permitted by law (e.g., subpoena, or court order). (Ed. Code § 49076 et seq.)
4. To file a complaint with the United States Department of Health, Education, and Welfare concerning alleged failure by the District to comply with the requirements of the General Education Provisions Act (20 U.S.C. § 1232(e).) To file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. (34 C.F.R. Part 99.7.) The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605. (Ed. Code § 49063 (j).)
5. School officials may be authorized to inspect student records if a legitimate educational interest exists. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities. A school official is a person employed by the District as an administrator, supervisor, instructor, support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the governing board, a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, consultant, or therapist), or a parent or student serving on an official committee (such as a disciplinary or grievance committee), or assisting another school official in performing his or her tasks. (FERPA, 34 C.F.R. Part 99.7(a)(3)(iii) and 99.31(a)(1); Ed. Code §§ 49063 (d), 49064 and 49076.)
6. The District will forward student records, including suspension and/or expulsion disciplinary records to other schools that have requested the records and in which the student seeks or intends to enroll. (FERPA, 34 C.F.R. Part 99.7 and 99.34(a)(ii).)
7. "Mandatory Interim Pupil Records" must be kept for three years after a student leaves or the records are no longer useful. The Central Unified School District will be destroying Special Education records of students with a date of birth that falls on or before December 31, 1990. Records will be destroyed on January 30, 2016. This will include electronic, hard copy, micro film and microfiche. If you wish to obtain a copy of your records, you may go to Central Unified Special Education Office located at 5652 W. Gettysburg, Room 12, to place a request for records in writing. Your request will be processed within 5 business days. If you have questions about obtaining records, you may contact Tina Bruno, Clerical Assistant, at (559) 274-4700 ext. 63141 in the Special Education Office.

**D. Student Instruction.** You have the right as a parent:

1. To substantiate your child's moral objection to dissecting, destroying or otherwise harming animals as part of an education project. Teachers of courses utilizing dead animals or animal parts will inform students of their right to object to participate in a particular project involving the harmful or destructive use of animals. Your written note attesting to your child's objection may, at the teacher's option, entitle your child to participation in an alternative education project or to be excused from the project altogether. (Ed. Code § 32255–32255.6.)
2. To have your child with a temporary disability receive individual instruction if attendance at school is impossible or inadvisable and to be informed of your obligation to notify the District of your child's presence in a qualifying hospital. Individual instruction may be provided at your child's home, in a hospital or other residential health facility. (Ed. Code § 48206.3 et seq. and 48208.)
3. To be informed of District programs for students with exceptional needs, including your right to have your child placed in an "appropriate" program, and to be consulted about the assessment and placement of your child. Students with exceptional needs have a right to a free appropriate public education. (Ed. Code § 56000 et seq.)
4. To be informed, in writing, of comprehensive sexual health education and HIV/AIDS prevention education and research on student health behaviors planned for the coming year. To inspect the

written and audiovisual education materials used for this instruction and to request a copy of Education Code sections 51930-51939. To be informed whether this instruction will be taught by school District personnel or by outside consultants. To request in writing that your child be excused from all or part of any comprehensive sexual health education, HIV/AIDS prevention education or assessments related to that education. This notice does not apply to human reproductive organs that may appear in physiology, biology, zoology, general science, personal hygiene, or health text books, adopted pursuant to law. (Ed. Code §§ 51937, 51938, 51939 and 48980.) Additional information, policies or notices will be provided when such activity takes place or before the particular subject is taught.

5. To request in writing that your student be excused from any part of a school's instruction in health which conflicts with your religious training and beliefs. (Ed. Code § 51240.)
6. To be notified and have a conference scheduled when a teacher has determined that your child is in danger of failing a course. (Ed. Code §§ 49063 and 49067.)
7. To have no test, questionnaire, survey or examination which has questions about your or your child's: beliefs and practices in sex, family life, morality, religion, political affiliations or beliefs, illegal, anti-social, self-incriminating, or demeaning behavior, mental or psychological problems, legally recognized privileged relationships (such as lawyer, physician, or minister), critical appraisals of individuals with whom you have close family relationships, or income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) be administered without prior notification and written permission of the parent or guardian. Parents may inspect all instructional materials, including teacher's manuals, films, tapes or other supplementary material to be used in connection with any survey, analysis or evaluation. (Ed. Code §§ 51513 and 60614; 20 U.S.C. 1232h(a) and (b).)
8. To request a meeting to review instructional materials and discuss the curriculum of your student's course. (Ed. Code §§ 49063(k) and 49091.14 and No Child Left Behind Act, 20 U.S.C.1232h (c) and (d).)
9. To be notified, at least once, in advance of career counseling and course selection commencing with course selection for grade 7 so that you may participate in the counseling sessions and decisions. (Ed. Code § 221.5(d).)
10. To be notified of minimum days or staff development days. Wednesdays have been designated Early Release Days for staff development purposes. Schools in Central Unified School District end 90 minutes early on Early Release Days.
11. Technology/Internet Use - Before anyone may access the Internet through the District, the appropriate orientation and instruction will be required. All users shall sign the District's Technology User Agreement and the Technology User Contract indicating that the user understands and agrees to abide by specified user obligations and responsibilities. Users are to understand that any violations may result in disciplinary action, the revocation of their use privilege, and appropriate legal action.
12. To be made aware of the District's Parent Involvement program or policy. (Ed. Code 11500 et seq. and No Child Left Behind, 20 USC § 6318(b),(c).)
13. For schools receiving Title I funding, to request information regarding the professional qualifications of your child's teacher and be notified if their child has been taught for four or more consecutive weeks by a teacher who is not highly qualified. (No Child Left Behind, 20 U.S.C. § 6311(h) (6).)
14. To be informed of the availability of state funds to cover the costs of Advanced Placement and International Baccalaureate examination fees pursuant to Education Code section 52244. (Ed. Code § 48980 (k).)

#### **E. College Admissions and Career Technical Education Annual Notification**

Information for parents/guardians of students in grades nine through 12 regarding:

- Central Unified School District-offered courses that meet the California State University (CSU) and University of California (UC) admission requirements;
- a list of CSU and UC Web sites to view high school courses that have been certified by the UC as satisfying admission requirements to CSU and UC;

- a brief description of Career Technical Education (CTE), a CTE Web site; and information as to how students may meet with their counselors to get assistance in choosing courses that will meet college admission requirements, enrollment in CTE, or both.

The following Web sites provide valuable information regarding college admission requirements and high school courses that have been certified by the University of California as satisfying California State University and University of California admissions requirements:

- [www.csumentor.edu](http://www.csumentor.edu)
- [www.ucop.edu/pathways/](http://www.ucop.edu/pathways/)

Parents and guardians are encouraged to call the Intersegmental Relations Office of the California Department of Education at (916) 323-6398 with questions regarding college admissions.

Career Technical Education (CTE) engages all students in a dynamic and seamless learning experience resulting in their mastery of the career and academic knowledge and skills necessary to become productive, contributing members of society.

Parents and guardians are encouraged to visit the California Department of Education web site for information on Career Technical Education at [www.cde.ca.gov/ci/ct](http://www.cde.ca.gov/ci/ct). Parents and guardians may call the Secondary, Postsecondary and Adult Leadership Division of the California Department of Education at (916) 327-5055 with questions regarding Career Technical Education. For information regarding the selection of courses that will meet college admission requirements, enrollment in CTE, or both, contact your child's high school counselor. Parents and guardians are also encouraged to contact the Counseling, Student Support and Service-Learning Office of the California Department of Education at (916) 323-2183. Additionally, a student in grades 9-12 may at any time request a meeting with his/her counselor through the high school counseling office.

#### **F. Miscellaneous.**

1. Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 prohibit discrimination on the basis of race, color, national origin, or sex in federally financed education programs or activities. The District does not discriminate in admission or access to its programs or activities. Any questions or concerns concerning noncompliance can be directed to your school principal. (20 U.S.C. §§ 1681 (sex and blindness) and 1684, 42 U.S.C. § 2000d (race, color, national origin); 34 C.F.R. §§ 100.3, 100.6, 106.9 (sex).)
2. Discrimination is prohibited in any program which receives state financial assistance on the basis of gender, age, race (includes ancestry, color, ethnic group identification, and ethnic background), national origin, religion (includes all aspects of religious belief, observance and practice), mental or physical disability, sexual orientation, gender identity or expression, or because a person is perceived to have one or more of the above characteristics or because a person associates with a person or group with one or more of these actual or perceived characteristics. Complaints may be filed with the Superintendent under the District's Uniform Complaint Procedures (please see page 37). (Ed. Code §§ 200 and 220, Penal Code § 422.55, Government Code § 11135, 5 C.C.R. § 4610(c) and 5 C.C.R. § 4622.)
3. Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act prohibits discrimination against qualified handicapped persons in federally financed education programs or activities. The District does not discriminate in admission or access to its programs or activities. (34 C.F.R. § 104.8; 28 C.F.R. § 35.106.) Please contact CUSD's Section 504 Program Coordinator at (559) 327-9379 with any questions.
4. Title 5 of the California Code of Regulations (C.C.R.) requires districts to adopt and provide Uniform Complaint Procedures to assist you with questions regarding your rights. (5 C.C.R. §§ 4622 and 4632.)
5. Uniform Complaint Procedures – The District maintains a uniform complaint procedure for investigating complaints of: (1) discrimination on the basis of actual or perceived sex, gender, age, ethnic group identification, color, race, national origin, ancestry, religion, mental or physical disability, sexual orientation, or because a person is perceived to have one or more of the above characteristics or because a person associates with a person or group with one or more of these actual or perceived characteristics; and (2) complaints of violations of the laws and regulations governing consolidated categorical aid programs, Migrant Education, Adult Education, Career/Technical Education, Child Care and Development, Special Education and Nutrition

services. CUSD has designated the Assistant Superintendent for Human Resources as the Compliance Officer to receive and investigate uniform complaints that fall within these categories and ensure District compliance with law.

Any individual, public agency or organization may file a written complaint of noncompliance. Complaints alleging unlawful discrimination shall be initiated not later than six months from the date the alleged discrimination occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination. Copies of the complaint form are available from the school or District Office. After filling out the complaint form, it should be directed to the Compliance officer listed above. The Compliance Officer will investigate the complaint and provide a written report of the investigation and decision within sixty (60) calendar days.

If dissatisfied with the District's decision, the complainant may also appeal in writing to the California Department of Education within 15 days of receiving the District's decision.

A complainant may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a state or federal court include, but are not limited to injunctions and restraining orders. In a complaint of unlawful discrimination, complainant may seek civil law remedies no sooner than sixty (60) days from the filing of an appeal with CDE, except that such time limitation does not apply to injunctive relief.

Additionally, any individual, public agency or organization may file complaints about specified situations pertaining to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancies or misassignments. Such complaints are subject to a different complaint procedure. A complaint may be filed anonymously, but if complainant wants to receive a written response, complainant will need to provide his or her name and contact information. The complaint shall be filed with the Principal of the school or his or her designee. The Principal or appropriate District official will remedy valid complaints within thirty (30) working days from the date the complaint was received and shall complete a written report within forty-five (45) working days of the initial filing.

A complainant not satisfied with the resolution of the Principal or appropriate District official has the right to describe the complaint to the Board during a regularly scheduled hearing. If the complaint involves a condition of a facility that poses an emergency or urgent threat, a complainant who is not satisfied with the resolution proffered by the principal or appropriate District official has the right to file an appeal to the Superintendent of Public Instruction within fifteen (15) days of receiving the District's decision.

For more information concerning the filing of uniform complaints, copies of the Board Policies and Administrative Regulations pertaining to these complaint procedures are included in this handbook and are also available upon request at the school or District offices.

6. You may request a copy of the School Accountability Report Card which is issued annually for each school of the District. (Ed. Code § 35256.)
7. You may request to review the complete updated management plan for asbestos containing material in school buildings. (40 C.F.R. § 763.93.)

## **SECTION A: ATTENDANCE & PROGRAMS**

<b>§48980 (h) Attendance Options</b>
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The school district shall advise the parent or guardian of all existing statutory attendance options and local attendance options available in the district. This notification shall include all options for meeting residency requirements for school attendance, programmatic options offered within the local attendance areas, and any special programmatic options available on both an inter-district and intra-district basis. The notification shall also include a description of all options, a description of the procedure for application for alternative attendance areas or programs, an application form from the district for requesting a change of attendance, and a description of the appeals process available, if any, for a parent or guardian denied a change of attendance. The notification shall also include an explanation of the existing statutory attendance options including, but not limited to those under Education Code Section 35160.5, 46600, 48204 (f), and 48209. The department shall produce this portion of the notification and shall distribute it to all school districts.



<b>§48980 (j) School District Enrollment Options</b>
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It is the intent of the legislature that the governing board of each school district annually reviews the enrollment options available to the pupils within their districts and that the school districts strive to make available enrollment options that meet the diverse needs, potential, and interests of California's pupils.

California law (Education Code 48980(g) (j) requires all school boards to inform each student's parents/guardians at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the one being assigned by their school districts. Students that attend schools other than those assigned by the school district are referred to as "transfer students." Parents may apply for an intra-district transfer in order for their child to attend another school within the district of residency. Or they may apply for an inter-district transfer enabling their child to attend a school out of their district of residency boundaries. It is also the intent of the Legislature that the governing board of each school district annually review the enrollment options available to the pupils within their district and that the school districts strive to make available enrollment options that meet the diverse needs, potential, and interest of California pupils.

<b>§ 48204 (b) Residency - Parent/Guardian Employment</b>
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Under certain conditions, a pupil may attend schools in another district within which one or both of the parents are employed.

AR 5111.1 (a) Criteria for Residency

Prior to admission in district schools, students shall provide proof of residency. A student shall be deemed to have complied with residency requirements if he/she meets the criteria:

cf. 5111.13 - Residency for Homeless Children, cf. 5117 – Inter-district Attendance, cf. 5111.11 Residency of students with a caregiver, cf. 5111.12 Residency based on parent/guardian employment, cf. 6183 Home and Hospital Instruction, cf. 5111.2 Non-resident foreign students

BP5116.1(a) Intra-district Open Enrollment

The Governing Board desires to provide enrollment options that meet the diverse need and interest of district students. Students who reside within district boundaries may apply for enrollment in any district school. The Superintendent or designee shall determine the capacity of each school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area. In accordance with law, no student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area.

<b>§46600 Inter-district Attendance</b>
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The governing boards of two or more school districts may enter into an agreement, for a term not to exceed five school years, for the inter-district attendance of pupils who are residents of the districts. The agreement shall stipulate the terms and conditions under which inter-district attendance shall be permitted or denied.

BP 5117 Inter-district Attendance

The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons. The Board desires to communicate with parents/guardian and students regarding the educational programs and services that are available. The Board recognizes that the district may be capable of serving additional students. Therefore, the Superintendent or designee may approve inter-district attendance agreements with other districts.

### **AR 5113 Perfect Attendance**

The Governing Board believes that regular attendance plays an important role in student achievement. The Governing Board recognizes its responsibility under the law to ensure that students attend school regularly. To promote good attendance, the Governing Board authorizes the awards to be given to students with Perfect Attendance based on district-wide criteria

The criteria to be used throughout Central Unified District schools when giving Perfect Attendance Awards shall be:

1. A student must have been enrolled in Central Unified School District since the first day of the school year for which the award is given (or first day of each semester for the semester certificate.)
2. To be eligible for Perfect Attendance, a student may have no more than two tardies of less than thirty minutes each per semester, or four in a school year.\*
3. Saturday School attendance does not count toward Perfect Attendance.
4. Completed Independent Study Contracts and Prearranged Absence Agreements do not count toward Perfect Attendance.
5. Responsibility Center does not count against Perfect Attendance.
6. Intra-district transfer students are eligible for Perfect Attendance awards.

Awards shall be distributed at each school's end of semester and end of year Awards Assemblies and at District ceremonies such as Graduation Ceremonies.

### **§ 33126, 35256, 35258 School Accountability Report Card**

It is the intent of the Legislature that school districts make a concerted effort to notify parents of the purpose of school accountability report cards and ensure that all parents receive a copy of the report card. School Districts with internet access should make copies of the report available through the Internet.

### **§504 of the Rehabilitation Act of 1973**

Section 504 prohibits discrimination on the basis of disability. It requires school districts to identify and evaluate children with physical or mental impairments that substantially limit one or more major life activities. These students are eligible to receive accommodations and services to meet their needs. The school district is to designate a person responsible for implementing the requirements of this section. There is a 504 representative designated at each campus.

### **Individuals with Disabilities Education Act (IDEA)**

Every individual with exceptional needs, who is eligible to receive educational instruction, related services, or both under this part shall receive such educational instructions, services, or both, at no cost to his or her parents, or as appropriate, to him or her. Federal law requires a free and appropriate education in the least restrictive environment be offered to qualified pupils with a disability.

Central Unified School District provides programs to disabled students who are eligible for Special Education programs. Many of these services are available at our schools in collaboration with our general education program. If a parent/guardian suspects that their child has a disability, parents may request a special education assessment in writing. If mutually agreed upon, parents and the school may first choose to hold a Student Success Team (SST) meeting. If the child continues to exhibit difficulties in the classroom, the parent/guardian may request an assessment to determine eligibility for special education services. Central Unified School District is dedicated to identification of challenges to learning and appropriate intervention at the earliest age possible.

AR 6164.4 Identification of individuals for special education

Within 15 days of a referral for assessment, the student's parent/guardian shall receive a notice of parental rights and a proposed assessment plan explaining the types of assessments to be conducted and stating that no individualized education program (IEP) will result from the assessment without parental consent. The 15-day period does not include days between the student's regular school session/term or days of school vacation in excess of five school days unless the parent/guardian agrees in writing to an extension.

**AR 6164.4 (b) Parent/guardian shall receive written notice**

Upon completion of the administration of tests and any other assessments, an IEP team meeting that includes the parent/guardian or his/her representative shall be scheduled pursuant to Education Code 56341. At this meeting, the team shall determine whether or not the student is a student with disabilities as defined in Education Code 56026 and shall discuss the assessment, the educational recommendations and the reasons for these recommendations. If eligible, an individualized Education Plan (IEP) shall be developed. A copy of the assessment report and IEP shall be given to the parent/guardian.

Students with disabilities shall be reassessed at least every three years or more frequently, if conditions warrant a reassessment, or if requested by the parent/guardian or teacher (Education Code 56381).

<b>§56301 Child Find Policies (Special Education)/IDEA</b>
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All individuals with disabilities residing in the state shall be identified, located and assessed as required. Each district, special education local plan area, or county office shall establish written policies and procedures for a continuous child-find system, which addresses the relationship among identification, screening, referral, assessment, planning, review and the triennial assessment. The policies and procedures shall include but need not be limited to, written notification of all parents of their rights under this chapter, and the procedure for initiating a referral for assessment. Parents shall be given a copy of their rights and procedural safeguards upon initial referral for assessment, upon notice of an individualized education program meeting or reassessment, upon filing a complaint, and upon filing for a pre-hearing mediation conference.

<b>AR 6164.6(a) Identification and Education under Section 504</b>
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Free appropriate public education (FAPE) under Section 504 of the Rehabilitation Act of 1973 means the provision of related aids and services, designed to meet the student's individual educational needs as adequately as the needs of non-disabled students, are met. (34 CFR 104.33)

Eligibility to receive FAPE under Section 504 of the Federal Rehabilitation Act of 1973 means a student has a physical or mental impairment which substantially limits one or more major life activities (34 CFR 104.3) Major life activities includes but is not limited to caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. (34 CFR 104.3)

Physical or mental impairment means any of the following: (34 CFR 104.3)

1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal, special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine
2. Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Referral, Identification, and Evaluation

1. Any student may be referred by a parent/guardian, teacher, other school employee, student success team, or community agency for consideration of eligibility as a disabled student under Section 504. This referral may be made to the principal or site 504 Coordinator.

*(cf. 6164.5 – Student Success Teams)*

2. Upon receipt of a referral for eligibility, the principal or 504 Coordinator shall consider the referral and determine whether an evaluation of the student is appropriate. This determination shall be based on a review of the student's school records, including academic and nonacademic areas of the school program; consultation with the student's teacher(s), other professionals, and the parent/guardian, as appropriate; and analysis of the student's needs.

If it is determined that an evaluation is unnecessary, the principal or 504 Coordinator shall inform the parents/guardians in writing of this decision and of the procedural safeguards, as described in the "Procedural Safeguards" section below.

3. If it is determined that a student needs or is believed to need accommodations related services under Section 504, the district shall conduct an evaluation of the student prior to initial placement and before any significant change in placement (34 CFR 104.35).

Prior to conducting an evaluation of a student for eligibility under Section 504, the district shall obtain written parent/guardian consent.

The district's evaluation procedures shall ensure that the tests and other evaluation materials:

(34 CFR 104.35)

- a) Have been validated and are administered by trained personnel in conformance with the instruction provided by the test publishers.
- b) Are tailored to assess specific areas of educational need and are not based solely on a single IQ score.
- c) Reflect aptitude or achievement or whatever else the tests purport to measure and do not reflect the student's impaired sensory, manual, or speaking skills unless the test is designed to measure these particular deficits.

#### Section 504 Services Plan and Placement

1. A multi-disciplinary 504 team shall be convened to review the evaluation data in order to determine eligibility, accommodations, services and placement decisions.

The 504 team shall consist of a group of persons knowledgeable about the student, the meaning of the evaluation data, and the placement options (34 CFR 104.35). In interpreting evaluation data and making placement decisions, the team shall draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. The team shall also ensure that information obtained from all such sources is documented and carefully considered and that the placement decision is made in conformity with 34 CFR 104.34 (34 CFR 104.35).

2. If, upon evaluation, a student is determined to be eligible for services under Section 504, the 504 team shall meet to develop a written accommodation plan which shall specify the types of general or special education services, accommodations and supplementary aids and services necessary to ensure that the student receives a free appropriate public education. The parents/guardians shall be invited to participate in the meeting and shall be given an opportunity to examine relevant records pertaining to the Section 504 eligibility and placement.

(cf. 5141.21 – Administering Medication and Monitoring Health Conditions)

3. If the 504 team determines that no services are necessary for the student, the record of the committee's meeting shall reflect whether or not the student has been identified as a disabled person under Section 504 and shall state the basis for the decision that no special services are presently needed. The student's parent/guardian shall be informed in writing of his/her rights and procedural safeguards, as described in the "Procedural Safeguards" section below.

4. The student shall be placed in the general educational environment, unless the district can demonstrate that the education of the student in the general education environment with the use of supplementary aids and services cannot be achieved satisfactorily. The student shall be educated with those who are not disabled to the maximum extent appropriate to his/her individual needs (34 CFR 104.34).

5. The district shall complete the identification, evaluation, and placement process within sixty calendar days from the date of parental consent, tolled for school breaks in excess of 5 days.

6. A copy of the student's accommodation plan shall be kept in his/her student record, otherwise known as the cumulative record. The student's teacher, and any other staff who provide services to the student, shall be informed of the plan's requirements.

If a student transfers to another school within the district, the principal or 504 Coordinator from the school from which the student is transferring shall ensure that the principal or 504 Coordinator at the new school receives a copy of the plan prior to the student's enrollment in the new school.

#### Review and Reevaluation

1. The 504 team shall monitor the progress of the student and the effectiveness of the student's plan to determine whether the services are appropriate and necessary and whether the student's needs are being met as adequately as the needs of non-disabled students. The team shall review the student's accommodation plan annually. In addition, the student's eligibility under Section 504 shall be reevaluated at least once every three years.

2. A reevaluation of the student's needs shall be conducted before any subsequent significant change in placement. This reevaluation shall consist of a record review and any other assessment as appropriate (34 CFR 104.35).

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

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

<b>§58501 Notice of Alternative Schools</b>
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California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity responsibility, and joy.
- b) Recognize that the best learning takes place when the student learns because of his desire to learn.
- c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently may result in whole or in part from a presentation by his teachers of choices of learning objects.
- d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.

- e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to, the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

### **Gifted and Talented Student Program**

The California Department of Education (CDE) administers the Gifted and Talented Education (GATE) Program, which provides funding for local educational agencies (LEAs) to develop unique education opportunities for high-achieving and underachieving pupils in the California public elementary and secondary schools. Each school district's governing board determines the criteria it will use to identify students for participation in the GATE program. Categories for identification may include one or more of the following: intellectual, creative, specific academic, or leadership ability; high achievement; performing and visual arts talent; or any other criterion that meets the standards set forth by the State Board of Education (SBE). The GATE program is authorized under *Education Code* (EC) sections 52200-52212.

Central Unified School District's formal identification process for Gifted and Talented students may begin as early as first grade. Students are identified using multiple measures: behavioral checklists, cognitive and academic achievement tests, creativity tests, and/or portfolio assessments. The District's identification procedures are equitable, comprehensive, and ongoing. They reflect the District's definition of giftedness and its relationship to current state criteria. All students in Central Unified are eligible to be nominated by a teacher, parent or other district personnel. Nomination forms and additional information about the program can be found on the District website. Once a student is identified and permission to participate is obtained from their parents/guardians, the student remains in the program for as long as he/she is a student in Central Unified. Parents may formally request for their child to be removed from the gifted program at any time.

Central Unified has a written plan for the GATE program which is available on the district website. The written plan describes the appropriately differentiated curricula and program design for identified gifted and talented pupils as well as specifies the methods used by the district to meet the Recommended Standards for Programs for Gifted and Talented Students.

### **§18100 School Library Services**

The governing board of Central Unified School District provides school library services for pupils and teachers of the district by maintaining a library media center at each site, K-12. Services and materials are maintained at a level sufficient to enable pupils to become independent learners during their school years, moving them toward readiness for college, career and community, and to provide rich resources for literacy development in support of the Common Core State Standards.

All library resources will be used in accordance with current copyright laws. California Education Code states that "school library patrons are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use." If library books, textbooks or electronic devices, used to access library/textbook materials, are lost or damaged, a replacement fine will be levied.

Central Unified school libraries are open to the use of teachers and students during the school day. Library activities are free from discrimination, or any other form of illegal bias. Resources within are selected in accordance with the Criteria for Selection and Adoption of Instructional Materials as specified in Administrative Regulation 6161.1, and "...as a whole, present a broad spectrum of knowledge and viewpoints and reflect the diversity of our society...." (BP [6161.11](#) - Supplementary Instructional Materials and BP 6163.1 - Library Media Centers for selection processes regarding supplementary materials)

### **Other Programs available at School sites:**

After school tutoring/intersession: All schools provide academic help to “at risk” students to enable the students to reach grade level standards. Check with your school for more information.

Athletics: Central Unified Schools participate in a variety of competitive sports in grades 4 through 12. There are other Board approved youth group organizations conducting organized sports throughout the community, such as Valley Youth Soccer.

Campus Connection: A fee-based, District-run childcare program for students is offered before school, after school and full day programs. Sessions include activities, educational classes and field trips. Call 271-0860 for information.

Counseling service: Counselors provide individual and support group counseling to identify students. Referrals are made through the school’s Student Assistance Program team.

English Learner program: Programs are available at all sites as defined in the Central Unified School District English Learner Master Plan. These programs accelerate the development of English language proficiency in listening, speaking, reading and writing for non English and limited English proficient students.

Music: Instrumental music programs are available at all school sites. Vocal music programs are available at most sites.

Preschool: State-funded preschool programs are available at Biola-Pershing, Herndon-Barstow, Madison, Teague elementary school sites, and the District Office Central Demonstration Preschool. Families must meet income eligible regulations. A standard fee-based a.m. program is available at Teague Elementary. Age eligibility requirement: a child who will have their fourth birthday on or before December 2<sup>nd</sup>. Priority is given to children with their fourth birth dates on or before September 1<sup>st</sup>. Applications are accepted year-round. For information contact the State Preschool Office at 274-4700 ext. 63199.

Special Education: Services are available to children 3 to 5 years of age who are on an ISP or IEP. Contact 274-4700 ext. 63159 for details. Other special education programs designed to meet the physical and/or emotional needs of eligible Central Unified students include: Speech, Specialized Academic Instruction and Occupational Therapy (OT). Programs for other needs are provided by the District in cooperation with the Fresno County Office of Education.

Student Success Team : A team of teachers, school site staff and administration make up this core team that process referrals from teachers, parents, students or others. The referral is based on a need to seek assistance for any student in need of an intervention to assist their learning. Needs of a student may be emotional, physical, or academic. All referrals are confidential and not disciplinary.

Volunteer assistance: Volunteers are needed for a variety of reasons. Many children need individual help and encouragement in a particular subject area. Volunteers can help provide for this need, either as tutors or by relieving the teacher from other duties to give children more personal attention. Some volunteer’s work in the school on a regular basis, others may help with an individual project or activity. All volunteers must be cleared for safety to work with children.

General District funds provide support for the District’s base/core curriculum program. Some students may have special characteristics, not reflective of the general school population, that affect their success in the base/core programs. There may be students that come from economically disadvantaged homes; some are educationally disadvantaged, or lack basic English proficiency skills due to the fact that they may have a different primary language. These children may require additional services and school materials not provided

through their base/core program. Supplemental services and materials are provided once these types of students have been identified.

#### **Parent Categorical Information**

1. TITLE I PART A (HELPING DISADVANTAGED CHILDREN): A federal-funded program to provide high-quality opportunities for students in high-poverty schools to meet district and state content and performance standards.

2. TITLE I, PART C (Education of Migratory Children): Migrant Education is a federally funded program that provides supplemental education and support services to eligible migrant children each year. These services help children of migrant workers overcome the disadvantages they face, one of which is disruption of their education due to mobility.

3. TITLE III (LANGUAGE ACQUISITION): A federally funded program for the purpose of providing resources to improve instructional practices and materials for English Learners.

#### **CATEGORICALLY FUNDED PROGRAMS IN CENTRAL UNIFIED SCHOOL DISTRICT**

All Central Unified School will receive Title I funding in the 2016-2017 school year.

##### No Child Left Behind Act of 2001

At the beginning of each academic year, schools receiving Title I funds must inform parents of their right to request information regarding the professional qualifications of their child's teacher. In addition, the parents of limited English Proficient (English Learner) students participating in a language instruction program shall be notified not later than 30 days after the beginning of the school year about certain aspects of their child's identification, the instruction program and the program's exit requirements.

School districts are also required to notify parents of intradistrict transfer options within 10 days after a pupil becomes a victim of a violent criminal offense while on school grounds. Districts with one or more schools identified as persistently dangerous are required to notify parents in a timely manner about the school's designation and offer a transfer to a safe school.

#### **DISTRICT WIDE PARENTAL INVOLVEMENT POLICY**

##### **GENERAL EXPECTATIONS**

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

- Central Unified will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, Central Unified will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Central Unified will incorporate this district-wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, Central Unified and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including



providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, Central Unified will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- Central Unified will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- Central Unified will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child's learning;
- (B) that parents are encouraged to be actively involved in their child's education at school;
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) that parents carry out other activities, such as those described in section 1118 of the ESEA.

#### **DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. Central Unified School District will take the following actions to involve parents in the joint development of its district-wide parental involvement plan under section 1112 of the ESEA:
  - Hold a district-wide annual meeting to review and revise the District Parent Involvement Policy
  - District Advisory Committee (DAC), District English Learner Advisory (DELAC) site representatives review policy with site committees, report back any barriers identified and suggestions to improve policy
  - Migrant Parent Advisory Committee (PAC) conducts an annual review of the policy
  - Offer additional meetings to accommodate parent's availability and address further needs
  - Notify parents of annual Title 1 and advisory committee meeting through posting of agendas at district office and school sites, flyers, web site, and personal and Blackboard Connect messages
  - Offer childcare, as necessary
  - Offer transportation when feasible
  - Make available interpreters and translators to ensure full participation of non-English speaking parents as required
  -
2. Central Unified School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA by providing training in the following areas:
  - During the district-wide annual meeting provide parents with an overview of any changes to the organizational structure and academic progress of school sites and the role of parents on advisory committees (i.e. School Site Council, Title 1 Parent Advisory Committee, English Learner Advisory Committee, District Advisory Committee etc.) to help parents understand their vital role

- Offer follow-up meetings upon request to provide parent training in leadership skills to effectively carry out their role on advisory committee assignments
  - Provide annual training sessions for DAC, PAC and DELAC representatives in their role and responsibilities
3. Central Unified School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
- At the beginning of the school year, the District will provide training to school site administrative teams on specific guidelines and regulations (i.e. membership and office holding composition, required meetings, minute format, “how to” for increased attendance, etc.)
  - Throughout the year, provide school sites with resource information on parent involvement training offered through the district’s Central Academy for Parent Engagement (CAPE), FCOE, UC Cooperative Extension, Valley pbs and others based on parent interest and need.
  - District Director of State and Federal Programs, Supervisor of English learner/migrant services and District Parent Involvement Coordinator will be available to monitor and provide additional support as deemed necessary by individual school sites in effectively implementing parent involvement activities
  - Provide the services of a district interpreter/translator in major second language of the district
4. Central Unified School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Migrant Program and State Preschool and Title III EL/Immigrant by:
- Sharing parent involvement resources with the above mentioned program coordinators
  - Inviting program managers to district-wide Title 1 annual meetings
  - Inviting program managers to parent trainings in leadership skills and other trainings offered to school sites
  - Work closely with program managers to help evaluate and utilize available resources
5. Central Unified School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
- Annually, the district will survey Title 1 parents (using one or all of the following methods: mailed surveys, annual meetings, advisory committee meetings, Blackboard Connect survey, web based tools, providing DELAC and DAC committees representatives materials to present and review at sites etc.) to evaluate the effectiveness of school site parent involvement policies
  - Results will be shared at both the district and site level and if necessary, district technical support will be offered to individual school sites as deemed necessary for the purpose of revising their respective parent involvement policy
  - Parents together with school site administrators will address identified barriers and prepare any necessary changes/revisions to their Parent Involvement Policy
  - Translate survey results, for non-English speaking parents as required

6. Central Unified School District will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the schools involved, parents, and the community to improve student academic achievement, through the following activities:
  - A. The school district, together with its Title I, Part A schools, will provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions using digital and printed materials in the following areas:
    - the State's academic content standards
    - assessment results (i.e. CELDT, California Assessment of Student Performance and Progress (CAASPP), District Benchmark Assessments, etc.)
    - the requirements of Part A,
    - how to monitor their child's progress
    - how to work with educators
    - topics of interest and need identified by parents
  - Make available to school site administrators information on workshops, conferences and classes, offered in the area of parent involvement
  - Provide services and outreach to parents by trained bilingual community liaisons at high needs schools to the extent possible
  - Development of a district parent leadership team to encourage active participation and honor and recognize their contributions
  - Make available to school sites resources for translation and interpretation as required
  - Encourage parents to participate in parent involvement events by way of informational flyers, district and school site websites, personal phone calls and Blackboard Connect messages
  - Offer district or site sponsored parent education opportunities such as but not limited to the following:
    - Central Unified Parent Education courses and events
    - EL workshops and Saturday schools
    - Author visits, literacy and family nights
    - Parent Expectations for Student Achievement (PESA)
    - The Latino Literacy Project
    - FCOE Parent Institute workshops
    - Parenting Partners
    - Parent Involvement for Quality Education (PIQE)
    - Parent Project and Positive Discipline Program
    - Community resources such as UC Cooperative Extension partnership
- B. The school district will, with the assistance of the schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
 

Organize presentations of successful literacy programs (i.e. PESA, Latino Literacy Project etc.) to school site administrators and/or parent advisory committees for consideration at their individual site

  - Offer technical support to site administrators in the implementation of selected literacy programs and technology such as Accelerated Reader, ST Math

- Promote Adult Education opportunities in literacy and technology at CLASS
  - Support sites in their development and implementation of School-Parent Compact
- C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- Sharing information with site administrators on available resources on how teachers can reach out and work with parents as equal partners in education
  - Provide the services of a District Parent Involvement Coordinator
- D. The school district will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- Offer technical support in updating web sites
  - Provide district guidelines, templates and training materials for standardization of parent meeting protocols in English and other languages as required
  - Provide district interpreter/translator and other resources for translation and interpretation services
  - Provide Bilingual Community Liaisons at high needs schools to the extent possible

\* \* \* \* \*

This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by agenda(s) and minutes.

This policy was adopted by the Central Unified School District on September 12, 2006 and will be revised based on Title I parent recommendations annually. The school district will distribute this policy to all parents of participating Title I, Part A children by September of each school year.

<b>§ 51521 Classroom Visitation Procedures</b>
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Central Unified School District values partnerships between students, parents/guardians, and staff. Parents/guardians are encouraged to take an active role in the education and success of their students.

The following process has been developed to maximize learning opportunities while maintaining a safe and positive educational environment free from disruption. *[BP 1350; EC §32210, §44810, §44811]:*

**Parent/Guardian Observation Visits:** An observation visit may enhance a parent/guardian(s) understanding of the learning activities experienced by students in the classroom. It may also provide insight into your student as a learner.

**Scheduling a Visit:** Parents/guardians may schedule a visit to a classroom their child is currently assigned\*. Students are not permitted to bring student visitors to school.

*\*Visiting a classroom your student is not assigned to is not allowed. Visits by unfamiliar guests may unintentionally disrupt the learning environment or adversely affect the classroom climate.*

Classroom visitations must be scheduled a minimum of 48-hours in advance and will be limited to 1-hour (60 minutes) or one class period, per visit. Any additional time must be approved by the principal or designee. The principal shall notify the teacher and arrange a time. The scheduled time will be convenient for the parent/guardian and teacher; and is not to be disruptive to the teaching or learning process in the classroom.

- All visitors will check in with the administrative office, upon their arrival to the campus. *(photo identification is required at check-in)*
- The Visitor Identification Badge (issued at check-in) must be visibly worn at all times on campus.
- Visitors will silence (or turn off) mobile devices. *[BP 5131(c)]*
- Use of any electronic listening or recording device without prior consent of the teacher and the principal is prohibited. *[EC 51512]*
- Students may become easily distracted when a visitor arrives. Please avoid conversations with students or staff while class is in session.
- Respect the privacy of other students in the classroom.
- All visitors must sign out with the administration office at the end of their visit.

**Lunches:** Parents/guardians who want to have lunch with their student can register in the front office, secure a visitor's badge, and then meet their student in the cafeteria.

School personnel have the authority to warn persons trespassing to leave the premises. Persons who refuse or cause further disruption of the learning environment and/or any school event may be subject to prosecution under California Penal Code section 626 *et seq.*

## **SECTION B: ABSENCES**

<b>§ 48205 Excused Absences: Justifiable Personal Reasons</b>
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(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

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

(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, therefore, be given full credit. As the teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonable and equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. An absence of five days or longer requires a physician's note to be excused.

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

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family" as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

#### **§ 46014 Regulations Regarding Absences for Religious Purposes**

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 moral required elsewhere in this code. Such absence shall not be deemed absence in computing average daily attendance, if all the following conditions are complied with:

a) The governing board of the district of attendance, at its discretion, shall first adopt a resolution permitting pupils to be absent from school for such exercises or instruction.

b) The governing board shall adopt regulations governing the attendance of pupils at such exercises or instruction and the reporting thereof.

c) Each pupil so excused shall attend school at least the minimum school day for his grade of elementary schools, and as provided by the relevant provisions of the rules and regulations of the State Board of Education for secondary schools.

d) No pupil shall be excused from school for such purpose on more than four days per school month.

It is hereby declared to be the intent of the Legislature that this section shall be permissive only.

#### **§44808.5 Open Campus Lunch Period**

If the governing board of a school district permits students enrolled in their high schools to leave school grounds during lunch, parents are to be informed that neither the school district nor any employee shall be liable for the conduct or safety of any pupil who has left the school grounds during this lunch period.

Students will not be allowed to leave campus without an Administrator's authorization and a school approved pass. (Exceptions – Work experience, R.O.P., Senior Office Campus, early release, college classes). The governing board of the Central Unified School District, pursuant to Section 44808.5 of the Education Code has decided to permit seniors, from the East and West campus, to leave the school grounds during the lunch period.

#### **§ 48206.3, 48207, 48208 Pupils with Temporary Disabilities**

A pupil with a temporary disability, which makes attendance in the regular day 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. Such pupils shall be provided individual instruction, as deemed

necessary, that may include instruction in the pupil's home, hospital, or health facility in the pupil's district of residence. Individual instruction means instruction provided to a pupil in the pupil's home, in a hospital or other health facility excluding state hospitals. A temporary disability means a physical or emotional disability incurred while a pupil is enrolled in regular day classes or an alternative education program after which the pupil can reasonably be expected to return to regular day classes or the alternative program without special intervention.

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

It shall be the primary responsibility of the parent or guardian to notify the school district in which the pupil is deemed to reside of the pupil's presence in a qualifying hospital. Upon receipt of this notification, that school district shall: Within 5 working days of the receipt of notification, determine whether the pupil will be able to receive individualized instruction and when it will commence. The instruction will begin no later than 5 days after the need for individualized instruction has been rendered.

<b>§ 46010.1 Excused Absences for Pupils Obtaining Confidential Medical Services Without Consent of the Parent/Guardian</b>
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The governing board of each district shall...notify pupils in grades 7 -12 inclusive, and the parents or guardian of all pupils... that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

Tardy/truant policies:

If your child is late to school, he/she must report to the office to receive a pass before going to class. You should either provide a note stating the reason he/she is late or you, as the parent, may come to the office and provide the reason verbally. An EXCUSED TARDY may be only for illness, medical appointments, or family bereavement. An UNEXCUSED TARDY is any other reason. California State Law considers unexcused tardies of 30 minutes or more TRUANT.

Independent study contract: Going out of town while your child is attending school? An Independent Study Contract makes sure the days your child is absent are excused and not truant days. (PLEASE NOTE: The Independent Study Contract is only available if you will be gone for 5 days and not longer than 20 days).

1. Within 2 days (48 hours) before your child will be leaving school, visit the office and request a contract (please allow time for staff to prepare work).
2. You sign the contract agreeing that your child will complete and turn in all assignments by the end of the contract date.
3. Student then signs the contract.
4. The teacher signs the contract and assigns class work for the days to be missed.
5. The student's work is returned by the contract date (K-8 return to teacher; 9-12 return to Independent Study Coordinator).
- 6.

An Independent Study Contract that is not completed will result in unexcused or truant absences.

<b>School Attendance Review Board (SARB)</b>
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Education Code requires that students between the ages of 6-18 attend school full-time. Central Unified is committed to working with students and their families to ensure that poor attendance does not adversely impact their academic success.

#### **§48260 (a) Truant Students**

Any student subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three (3) full days in one (1) school year, or tardy or absent for more than any thirty (30)-minute period during the school day without a valid excuse on three (3) occasions in one (1) school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the Superintendent of the school district.

#### **§48262 Habitual Truant**

Any student is deemed an habitual truant who has been reported as a truant three (3) or more times per school year, provided that no student shall be deemed a habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one (1) conference with a parent/guardian of the student and the student after the filing of either of the reports required by Education Code Section 48260 or Section 48261.

#### **§48260.5 Parent Notification**

Upon a student's initial classification as a truant, the school district shall notify the student's parent/guardian, by first-class mail or other reasonable means, of the following:

- a) That the student is truant;
- b) That the parent/guardian must send their child to school;
- c) That parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution;
- d) That Alternative Educational programs are available in the District;
- e) That the parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy;
- f) That the student may be subject to prosecution under Education Code Section 48264;
- g) That the student may be subject to suspension, restriction, or delay of the student's driving privilege pursuant to Section 13202.7 of the Vehicle Code; and
- h) That it is recommended that the parent/guardian accompany the student to school and attend classes with the student for one (1) day.

#### **§48263 School Attendance Review Board (SARB)**

If any minor student in any district of a county is a habitual truant, or does not attend school regularly, the student may be referred to SARB or to the probation department for services if the probation department has elected to receive these referrals. The supervisor of attendance, or any other persons the Governing Board of the school district or county, shall notify the student and parents/guardians of the student, in writing, of the name and address of the Board or probation department to which the matter has been referred and of the reason for the referral. The notice shall indicate that the student and parents/guardians of the student will be required, along with the referring person, to meet with the SARB or probation officer to consider the proper consequences for the referral.

#### **Defiance of SARB**

Section 48200 of the California Education Code requires the parent or legal guardian of a child between 6-18 years of age to enroll and insure school attendance. The child must enroll in the school district in which the parent or legal guardian resides.

Section 48293 states that any parent or legal guardian who fails to comply with the provisions stated above will be referred to the District School Attendance Review Board (SARB) for a possible recommendation that the parent or legal guardian be cited to appear in court. This citation may lead to a



fine of not more than five hundred dollars (\$500.00), or continued violation of the order is punishable as contempt of court.

Should a student continue to be classified as truant the District SARB Coordinator will refer the parent/guardian to Fresno County Court for violation of Education code 48293 (a).

#### **§ 48293 (a) Parent Penalties**

Any parent, guardian, or other person having control or charge of any pupil who fails to comply with this chapter, unless excused or exempted there from, is guilty of an infraction and shall be punished as follows:

1. Upon a first conviction, by a fine of not more than one hundred dollars (\$100).
2. Upon a second conviction, by a fine of not more than two hundred fifty dollars (\$250).
3. Upon a third or subsequent conviction, if the person has willfully refused to comply with this section, by a fine of not more than five hundred dollars (\$500). In lieu of imposing the fines prescribed in paragraphs (1), (2), and (3), the court may order the person to be placed in a parent education and counseling program.

#### **Penal Code 270.1**

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

#### **CalWorks: Welfare & Institutions Code Section 11253.5**

In the new law that established CalWorks it states the children of families receiving aid must meet the rule of "regular attendance" or aid will be withheld.

#### **Welfare & Institutions Code Section 601 (b)**

SARB can recommend formal probation for a student based on habitual truancy and/or out of control behavior. Through Education Code 48264.5 (d) (4) a student adjudged a ward of the court may be given a \$100.00 fine, community service, and or a suspension or revocation of driving privileges.

#### **SECTION C: COMPLAINTS/GENDER EQUITY/ACCOUNTABILITY**

In accordance with Board Policy prohibiting violations of federal or state law or regulations governing educational programs, including allegations of unlawful discrimination in programs and activities receiving state funds the purpose of this administrative regulation is to provide a procedure to process complaints. The Governing Board designates the following Responsible District Officer to receive and investigate complaints and ensure District compliance with law: Assistant Superintendent, Human Resources.

#### **5 California Code Regulations Sec 4622, E.C. 32289 Complaint Procedures**

The law requires written notification to pupils, employees, parents, district advisory committee, school advisory committees and other interested parties of the school district Uniform Complaint Procedures. This notice will include the identity of the person(s) responsible for processing complaints, civil law remedies and the appeal

and review procedures. A complaint of noncompliance with this article may be filed with the California Department of Education under the Uniform Compliance Procedures.

### **Uniform Complaint Procedures**

The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, section 4622, including the annual dissemination of District complaint procedures and information about available appeals, civil law remedies, and conditions under which a complaint may be taken directly to the California Department of Education. Such notification shall be in this Student-Parent Handbook given to each student upon registration in the District or at the beginning of each school year.

California Code of Regulations Sec. 4622 Complaint procedures requires written notification to pupils, employees, parents, district advisory committee, school advisory committees and other interested parties of the school district Uniform Complaint Procedures. The notice will take steps to assure that the lack of the English language will not be a barrier to admission and participation in district programs.

Complaint procedures are as follows:

1. All site or department level complaints are required to be addressed at the site level.
2. If complaint is not resolved by site principal, contact the Director, K-6 Schools, for elementary school concerns, at 274-4700 ext. 63197 or the Director, 7-Adult Education, for secondary school concerns, at 274-4700 ext. 63145.
3. If resolution is not reached through the Director, K-12 Education, follow the Uniform Complaint Procedures listed below.

#### Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

Assistant Superintendent, Human Resources  
Central Unified School District  
4605 N. Polk Avenue  
Fresno, California 93722  
(559) 274-4700

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

In no instance shall a compliance officer be designated to investigate a complaint if he/she is mentioned in the complaint or has a conflict of interest that would prohibit him/her from fairly investigating the complaint. Any complaint filed against or implicating a compliance officer may be filed with the Superintendent or designee.

The Superintendent or designee shall ensure that employees designated to investigate complaints receive training and are knowledgeable about the laws and programs which they are assigned to investigate. Training provided to such designated employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating complaints, including those involving alleged discrimination, applicable standards for reaching decisions on complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as

determined by the Superintendent or designee.

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

#### Notifications

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

The Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013, 52075; 5 CCR 4622)

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

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

#### The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination.
4. Include statements that:
  - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
  - c. A complaint alleging retaliation, unlawful discrimination, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
- d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
- e. The Board is required to adopt and annually update a local control and accountability plan (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
- f. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.

- g. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
- h. Copies of the district's UCP are available free of charge.

#### District Responsibilities

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

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation, unlawful discrimination, or bullying confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

#### Filing of Complaint

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.

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, lactation accommodation centers, educational rights of foster and homeless youth, course periods without educational content, physical educational instructional minutes and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. (Education Code 49013, 52075)
3. A complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630).
4. When a complaint alleging unlawful discrimination or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant or alleged victim of unlawful discrimination or bullying requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

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

### Mediation

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

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

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

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

### Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

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

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation, shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To resolve a complaint alleging retaliation, unlawful discrimination, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

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

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

CCR 4631)

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

#### Report of Findings

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

#### Final Written Decision

The district's decision shall be in writing and shall be sent to the complainant. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

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

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
  - a. Statements made by any witnesses
  - b. The relative credibility of the individuals involved
  - c. How the complaining individual reacted to the incident
  - d. Any documentary or other evidence relating to the alleged conduct
  - e. Past instances of similar conduct by any alleged offenders
  - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
  - b. The type, frequency, and duration of the misconduct
  - c. The relationship between the alleged victim(s) and offender(s)
  - d. The number of persons engaged in the conduct and at whom the conduct was directed
  - e. The size of the school, location of the incidents, and context in which they occurred
  - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the

allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the notice may, as required by law, include:

- a. The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint
  - b. Individual remedies offered or provided to the subject of the complaint
  - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

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

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

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

### Corrective Actions

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

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

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

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

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

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

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians. (Education Code 49013, 52075)

For complaints alleging noncompliance with the laws regarding student fees, such remedies, where applicable, shall include reasonable efforts to ensure full reimbursement to affected students and parents/guardians. (Education Code 49013; 5 CCR 4600)

#### Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 49013, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

<b>§ 35294.6 School Safety Plan Annual Report</b>
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Each July, school sites are required to report on the status and key elements of their school safety plans in the annual school accountability report card. Education code sections 33126 and 35256 require schools to notify parents they may receive a copy of the report card that contains the school safety plan review.



#### **§ 49073 Directory Information**

Parents or guardians shall be given the right to allow the district to release directory information on pupils or former pupils of the district to officials, organizations or individuals according to district policy. No information shall be released when a parent has notified the district not to release such information. Directory information may be released according to local policy as to any pupil or former pupil, provided that notice is given at least on an annual basis of the categories of information which the school plans to release and of the recipients. Where applicable, schools are to notify parents or requirements under "No Child Left Behind," that requires the release of specified directory information on students to military recruiters. Section 49073.5 allows the release of information to military recruiters.

#### **§ 48980(c) Minimum Days and Staff Development**

The school district shall notify parents/guardians of all pupils of the schedule of minimum days and pupil free staff development days, and if any minimum or pupil free staff development days are scheduled thereafter, the governing board shall notify parents/guardians of the affected pupils as early as possible but no later than one month before the scheduled minimum or pupil free day.

#### **§ 32390 Fingerprinting**

The governing board of any school district may offer a fingerprinting program for children enrolled in kindergarten or newly enrolled in that district. Each parent/guardian shall be informed of the school fingerprinting program when the child first enrolls in public schools. At that time the parent shall declare in writing whether he/she wants the child to be fingerprinted in the school program. If the parent consents to fingerprinting, they shall pay the applicable fee. The parent shall be informed in writing at the time of enrollment that they may reverse, in writing, their declaration on fingerprinting at any time. Children shall not be fingerprinted without the consent of the parent/guardian. All volunteers must be fingerprinted and cleared.

#### **§ 18976.5 Welfare and Instructional Code, Child Abuse Prevention Training Program**

Parents shall be given notice of, and may refuse to have their children participate in a primary prevention program.

#### **§35186 Williams Settlement Complaint Rights**

Each school district shall notify parents that there should be sufficient textbooks and instructional materials in each classroom. Each pupil, including English learners, must have a textbook or instructional materials or both, to use in the class and to take home to complete required homework assignments. School facilities must be clean, safe and maintained in good repair, and there should be no teacher vacancies or misassignments. Complaint procedures have been established to identify and resolve complaints regarding these issues. Complaint forms are available at the school or district office.

#### **§ 231.5 Sexual Harassment**

School districts are required to have a written policy regarding sexual harassment. A copy of the policy will be displayed in a prominent location, provided as part of any orientation for new students, distributed to all employees and included in publications that set forth standards of conduct for the district.

## Complaint Procedure

Any person who believes he or she has been subjected to sexual harassment prohibited by this policy may file a complaint with the site administrator (principal, counselor, vice principal). If the alleged victim contacts an employee other than a site administrator, it is the responsibility of that district employee to notify a site administrator that a complaint has been received. The site administrator shall contact the Responsible District Officer.

Confidentiality: All matters pertaining to the filing, investigation, and resolution of sexual harassment complaints shall be confidential. Files pertaining to sexual harassment complaints shall not become public record.

## SECTION D: CURRICULUM

### Protection of Pupil Rights Amendment (PPRA) Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Central Unified School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

- 1) Political affiliations or beliefs of the student or student's parent;
- 2) Mental or psychological problems of the student or student's family;
- 3) Sex behavior or attitudes;
- 4) Illegal, anti-social, self-incriminating or demeaning behavior;
- 5) Critical appraisals of others with whom respondents have close family relationships;
- 6) Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
- 7) Religious practices, affiliations, or beliefs of the student or parents; or
- 8) Income other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Central Unified School District has developed and adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Central Unified School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Central Unified School District will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Central Unified School District will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, Central Unified School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

BP 6010 (a) Instruction - goals and objectives: The Governing Board believes that all students need to meet high standards of academic knowledge and skills; in addition, they must have the ability to apply their skills to the workplace, where they will be required to adapt to emerging technologies and changing societal needs.

Content Standards and Assessment: It is a state mandate to implement Curriculum and Assessments that are aligned to each grade level's Content Standards. Mandated assessments include the following:

- SBAC Online Summary Assessment English Language Arts – Grades 3-8 and 11
- SBAC Online Summary Assessment Mathematics – Grades 3-8 and 11
- California Standards Test (CST) in Science – Grades 5, 8 10
- Physical Fitness Test (PFT) Grades 5, 7, 9
- Early Assessment Program (EAP) Grade 11 only
- California English Language Development Test (CELDT) for English Learners
- District Performance Tasks in English Language Arts and Mathematics – Grades K-12

<b>§51938 Comprehensive Sexual Health and HIV/AIDS Prevention Education</b>
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In January 2016, California adopted a new law, the California Healthy Youth Act (Education Code sections 51930-51939) which requires comprehensive sexual health education and HIV/STD prevention education. In Central Unified, these topics are included in the science/health classes taught in the seventh and ninth grades. The instruction must be age appropriate, medically accurate, inclusive of all students, and may not promote individual points of view.

A parent/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 as follows:

(a) At the beginning of each school year, or for a pupil who enrolls in a school after the beginning of the school year, at the time of that pupil's enrollment, each school district shall notify the parent/guardian of each pupil about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on pupil health behaviors and risks planned for the coming year. The notice shall include all of the following:

- (1) Advise the parent/guardian that written and audio visual educational materials used in comprehensive sexual health education or HIV/AIDS prevention education is available for inspection.
- (2) Advise the parent/guardian whether the comprehensive sexual health education of HIV/AIDS prevention education will be taught by school district personnel or by outside consultants. If the school elects to provide this instruction by outside consultants or guest speakers, the notice shall include the date of instruction, the name of the organization or affiliation of each guest speaker, and an indication that the parent has the right to request

a copy of information about the instruction (E.C. sections 51933, 51934 and 51938). If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before instruction is delivered.

- (3) Information explaining the parent's/guardian's right to request a copy of this chapter.
- (4) Advise the parent/guardian that the parent/guardian may request in writing that his or her child not receive comprehensive sexual health education of HIV/AIDS prevention education.

(b) 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/guardian is notified in writing that this test, questionnaire, or survey is to be administered and the pupil's parent/guardian is given the opportunity to review the test, questionnaire, or survey and to request in writing that his or her child not participate.

#### BP 6142.1 Family Life/Sex Education

The Governing Board believes that a wholesome, well-planned sequence of instruction about family life and human sexuality is essential to the general education of all students. The Board accepts the responsibility to provide information about sexuality as part of the educational opportunities available to students. The Board recognizes that lack of information or misinformation may contribute to an increased risk for sexually transmitted diseases, unintended pregnancy or sterility. Therefore, the district's curriculum shall help students understand the biological, psychological, social, moral and ethical aspects of human sexuality and shall comply with the requirements of law and administrative regulation. The Superintendent/designee shall ensure that parent/guardian notifications are sent that comply with the requirements of law and administrative regulation.

### **§221.5 Course of Study – Sexual Bias**

No school counselor, teacher, instructor, administrator, or aide may on the basis of the sex of a pupil, offer vocational or school program guidance to a pupil of one sex that is different from that offered to pupils of the opposite sex or, in counseling pupils, differentiate career, vocational, or higher education opportunities on the basis of the sex of the pupil counseled. Any school personnel acting in a career counseling or course selection capacity to any pupil shall affirmatively explore with the pupil the possibility of careers or courses leading to careers that are nontraditional for that pupil's sex. The parents or legal guardian of the pupil shall be notified in advance of career counseling and course selection commencing with course selection for the seventh grade so that they may participate in the counseling sessions and decisions.

### **§32255 - 32255.6 Pupils' Rights to Refrain From the Harmful or Destructive Use of Animals**

Any pupil with a moral objection to dissecting, harming or destroying animals shall notify his/her teacher regarding this objection. If the teacher believes an adequate alternative education project is possible, then the teacher may work with the pupil to develop an agreed upon alternative education project. The project shall require a comparable time and effort by the pupil. It shall not be more arduous as a means of penalizing the student. The pupil shall not be discriminated against based upon his/her decision to exercise the rights of this section.

### **AR 6163.4 Student Use of Technology**

At the beginning of each school year, parents/guardians shall receive a copy of the district's policy and administrative regulation regarding access by students to the electronic resources and the Internet. (Education Code 48980). The principal or designee shall oversee the maintenance of each school's electronic resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper use. Students are authorized to use the district's electronic resources

in accordance with use obligations and responsibilities specified and in accordance with Board policy and the district's Student Electronic Resources Acceptable Use Contract. It is the intention of Central Unified School District to have electronic resources/Internet used as a productive tool. All infractions to the Acceptable Use Contract will be handled on a case-by-case basis.

#### **§52244 Advance Placement Examination Fees**

State funds are available to award grants to pupils to cover the costs of advanced placement examination fees. Any pupil who is enrolled in an advanced placement course may apply to their school for a grant.

#### **§48980 (d) Investing for Future College Education**

Parents are advised of the importance of investing of the future college or university education of their children and of considering appropriate investment options, including but not limited to United States savings bonds.

**Advanced Placement (AP) Program:** The College Board Advanced Placement Program provides students with an opportunity to earn college and university credit through a course specific examination process. Credit is awarded by participating colleges and universities bases on the student score on AP subject area examinations. Students may be eligible to participate in a fee waiver program and students should contact their counselor to receive additional information regarding test fee waivers.

**University of California “a-g” course list:** The University of California list of approved college preparatory classes for Central High School is available from the high school's guidance department, Career Center or online at [www.ucop.edu/doorways](http://www.ucop.edu/doorways).

**Career/Technical Education:** Central Unified School District provides an articulated program of career and technical education for high school students. The core career preparations areas include agriculture, arts, media, entertainment, business, engineering and technology, health careers, home economics, industrial and technology, and public and human services. All students may participate in the career/technical education regardless of race, color, national origin, sex, disability, or lack of English language skills.

**Films and Videos:** Parent Communication/Permission: A positive parent permission slip is required for all films rated PG and PG-13. At the beginning of the course year, teachers will distribute a course outline/syllabus, which includes a brief synopsis of instructional materials used in the course.

**Acceptable Use Policy:** Central Unified School District has actively pursued making advanced technology and increased access to learning opportunities available to our students. With this new tool, students must understand and practice proper and ethical use of district resources and agree to the following conditions before its use. (Please see exhibit section of this handbook.)

#### **§ 51229 College Admission Requirements**

The State of California offers community colleges, California State Universities (CSU), and the Universities of California (UC) for students who wish to continue their education after high school.

In order to attend a community college, a student need only be a high school graduate or 18 years of age. In order to attend a CSU, the student has to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Tests scores are not required if the GPA is 3.0 or above. In order to attend a UC, the student must meet requirements for coursework, GPS, and test scores, or rank in the top four percent at a participating high school, or qualify by examination alone.

The student may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following webpages:

- o [www.cccco.edu](http://www.cccco.edu) – This is the official website of the California Community College system. It offers links to all of the California Community Colleges.
- o [www.assist.org](http://www.assist.org) – This site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.
- o [www.csumentor.edu](http://www.csumentor.edu) – This online site offers assistance to students on the CSU system, including the ability to apply online, and links to all CSU campuses.
- o [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu) – This website offers information regarding admissions, online applications, and links to all UC campuses.

Students may also explore career options through career technical education. These programs and classes offered by a school are specifically focused on career preparation and/or preparation of work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: [www.cde.ca.gov/ds/si/rp](http://www.cde.ca.gov/ds/si/rp).

Students may meet with the high school counselor to choose courses at the school that will meet with the high school counselor to choose courses at the school that will meet college admission requirements or enroll in career technical education courses or both.

## **SECTION E: DISCIPLINE**

Rules and regulations are established to maintain an atmosphere conducive to learning. Students who fail to comply with these rules and regulations may be counseled, reprimanded, suspended or expelled, and/or arrested as the laws are applied. 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 (§35291 - 35291.5) for the government and discipline of the schools under its jurisdiction.

### **§48901.5 Electronic Signaling Devices**

Possession/Use of Cellular Phones and Other Mobile Communications Devices: No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. Parents/guardians must provide the documentation

to school site administration.(Education Code 48901.5)

### **BP 5131 (c) Students**

Students may possess or use personal electronic signaling devices including, pagers, cellular/digital telephones, personal digital assistants (PDAs), and multi-functional electronic signaling devices provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities. Students may not possess or use digital media players, compact disc players, IPODs or other musical devices, portable game consoles, cameras, digital scanners, and laptop computers without written approval from school site administration.

When authorized by site administration, permitted devices shall be utilized in alignment with the Instructional Action Plan and/or District Tech Plan. At all other times devices must be turned off during class time and at any other time directed by a district employee. Use of these devices must not disrupt the educational program or school activity.

## § 35291 – 35291.5 Rules; School 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. These rules and procedures shall be developed by a committee with a specified membership. The governing board of each school district which maintains any of grades 1 through 12, inclusive, may 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. School districts may prescribe procedures to provide written notice to both continuing and transfer pupils and to their parents regarding school discipline rules. The governing board desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

### GENERAL DISCIPLINE PROCEDURES

Success in life depends in part on self-discipline. Central Unified Elementary Schools have developed a district-wide discipline framework which affords all students guidance in making good decisions about their behavior. We hope to communicate clear behavioral expectations and rules to students, staff, and parents with the goal of providing the opportunity for our students to learn behavior similar to academics in a positive, safe environment. The system is designed to allow for progressive interventions/consequences based on student needs while at the same time communicating expectations and allowing students to learn from inappropriate choices.

#### Possible Levels of Action

- **Warning** - Students are instructed on the rule that was broken, will discuss the appropriate behavior or expectation, and will review possible action if the activity continues.
- **Detention/Restitution**- Students will spend their time reflecting on their inappropriate choice and how they might handle the situation the next time. Time is taken to explain their demerits and what the consequences will be if there are additional violations.
- **Interventions**- Students will participate in targeted interventions as assigned based on their behavior needs.
- **Suspension**-Suspension is served for a period of one to five days depending on the severity of the offense. All privileges will be lost for 2 weeks (10 school days) beginning on the day the student returns from suspension.
- **Expulsion**-removal of student from all schools of the District and from all school district activities and programs by order of the Board of Education.

Students in Central Unified School District are expected to follow school-wide and classroom rules. A progressive discipline system is used as a **guideline** for teachers and administrators inside and outside the classroom. In-class rewards are classroom-based and vary teacher to teacher. School-wide activities will be scheduled for eligible students.

**Step 1** Teacher Consequence/Tier 1 Intervention(s) as appropriate and in alignment with Education Code and Restorative Practices. Document student conference and parent contact.

**Step 2** Teacher Consequence/Additional Tier 1 Intervention(s) as appropriate and in alignment with Education Code and Restorative Practices. Document student conference and parent contact.

**Step 3** Teacher Consequence in alignment with Education Code and Restorative Practices. Tier 2 Intervention(s) as appropriate put in place with all stakeholders participating in a level 2 behavior meeting. Documentation and parent contact.

**Step 4** Teacher and Administrator Consequence in alignment with Education Code and Restorative Practices. Tier 2 Intervention(s) as appropriate modified with stakeholder participation. Major Office Discipline Referral (ODR) filled out. Parent contact.

**Step 5** Teacher and Administrator determined Consequence in alignment with Education Code and Restorative Practices. Tier 3 Intervention(s) as appropriate put in place with all stakeholders in a level 3 behavior meeting. Major Office Discipline Referral (ODR) filled out. Parent contact.

**Step 6** Teacher and Admin Consequence in alignment with Education Code and Restorative Practices. Tier 3 Intervention(s) as appropriate modified with all stakeholders. Major Office Discipline Referral (ODR) filled out. Parent contact.

### **Explanation of Terms**

Tier 1 – School-wide and classroom level interventions and consequences

Tier 2 – Targeted and small-group interventions and consequences

Tier 3 - Individualized interventions and consequences

### **Major Direct Referral**

Direct Referral is for incidents where it is necessary for the student to be immediately removed from the situation. After consultation with the teacher, an administrator will determine what consequence may be assigned from a warning to suspension.

### **Behavior Contracts**

When it becomes apparent that there is a pattern of inappropriate behavior, parents, teachers, administration, and student, will meet to agree on a contract, Behavior Plan Levels 1-3, that will clearly outline appropriate behavior and list consequences to be taken if the behavior does not improve.

### **School-Sponsored Trips**

The Governing Board recognizes that school-sponsored trips are important components of a student's development. Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. The Board believes that careful planning can greatly enhance the value and safety of such trips.

All Central Unified rules and policies apply, and any behavioral breach will be followed by school discipline and consequences upon return based on the following tiered structure:

Level 1 – All Education Code section 48915, subdivision (a) and (c) offenses

\*No school-sponsored trips for one year

\*Non- privilege list for 30 days

Level 2 – All other Education Code offenses and all violations of school or trip rules

\*Discipline deemed appropriate by Superintendent, or designee, in consultation with the site principal

<b>Harassment Policy</b>
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### **Student/Parent Procedures and Guidelines on the Prevention of Hate Violence, Sexual Harassment and Bullying**

The Central Unified School District is committed to making all campuses safe and caring places for all students. We will treat each other with respect and we will not tolerate bullying and intimidation based upon disability, gender, nationality, race or ethnicity, religion, sexual orientation, gender identity or



expression, or association with a person or group with one of more of these actual or perceived characteristics.

## **Hate Violence**

**Definition:** Hate violence is in violation of Education Code 48900.3. It is defined as the willful interfering with or threatening of another person's personal or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation. Verbal threats of violence when the perpetrator has the ability to carry out the threat are also considered acts of hate violence.

**Prevention/Intervention:** Awareness of what hate violence is and its impact, as well as how it is to be dealt with, will take place through education and reinforcement of socially-appropriate behavior. Students will attend an assembly at the beginning of each semester to review the Code of Conduct.

### **Reporting Methods:**

- If a parent/guardian of a student believes that the student has been subjected to hate violence, he or she should bring the matter to the attention of a staff member. This may be done verbally or in writing.
- Every student who experiences, or is a witness to hate violence is encouraged to report it to a staff member
- Any staff member of Central Unified School District elementary schools who witnesses an act of hate violence or receives a student report of hate violence shall notify the site principal as soon as possible, but no later than the close of the school day.

### **Action:**

- When incidents of hate violence are verified, action must be taken that is designed to create a learning experience, and ensure that the prohibition against hate violence is enforced. The emphasis is on providing support for the student who has been the victim as well as supporting the student engaged in hate violence by working with them to modify their behavior. Positive intervention that demonstrates appropriate behavior is a key component of this support.
- Hate violence can take many forms and can vary dramatically in its seriousness, and its impact on the victim and other students. Accordingly, there is no one prescribed response to verified acts of hate violence. Conduct that rises to the level of hate violence as defined above will warrant disciplinary action in accordance with the Central Unified School District Discipline Plan.
- Students who engage in hate violence will be recommended for further intervention, school disciplinary action which may lead to suspension or expulsion, revocation of transfer, and/or a referral to the local law enforcement authorities.

## **Sexual Harassment**

**Definition:** Sexual harassment is prohibited by Education Code 48900.2. (Grades 4 -12)  
For the purposes of Central Unified School District's policy, sexual harassment is defined as:

**The unwelcome advances of a sexual nature, request for sexual favors, and other verbal, visual, or physical conduct perceived to be of a sexual nature.**

**Prevention/Intervention:** Awareness of what sexual harassment is and its impact, as well as how it is to be dealt with, will take place through education and reinforcement of socially-appropriate behavior. Students in grades 4-6 will attend an assembly at the beginning of each semester to review the Code of Conduct.

**Reporting Methods:**

- If a parent/guardian of a student believes that the student has been subjected to sexual harassment, he or she should bring the matter to the attention of a staff member. This should be done in writing.
- Every student who experiences sexual harassment is encouraged to report it to a staff member immediately.
- Any staff member of Central Unified School District who receives a student report of sexual harassment shall notify the office as soon as possible, but no later than the close of the school day.

**Action:**

- When incidents of sexual harassment or intimidation are verified, action must be taken that is designed to create a learning experience, and ensure that the prohibition against sexual harassment is enforced. The emphasis is on providing support for the student who has been harassed as well as supporting the student harassing by working with them to modify their behavior. Positive intervention that demonstrates appropriate behavior is a key component of this support.
- Sexual Harassment can take many forms and can vary dramatically in its seriousness, and its impact on the victim and other students. Conduct that rises to the level of sexual harassment as defined above will warrant disciplinary action in accordance with the School Discipline Plan and law enforcement may be contacted.
- Students who repeatedly engage in sexual harassment will be recommended for suspension or expulsion, revocation of transfer, and referral to the local law enforcement authorities.

**Bullying**

**Definition:** Bullying is a form of harassment (Ca. Ed. Code 48900(r), (4). For the purposes of Central Unified School District's policy, bullying is defined as:

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

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

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

- a) A message, text, sound or image.
- b) A post on a social network Internet Web site including, but not limited to:
  - i. Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
  - ii. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such

that another pupil would reasonably believe, or has reasonably believed, that he pupil was or is the pupil who was impersonated.

- iii. Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(E.C 48900 (r))

**Prevention/Intervention:** Awareness of what bullying is and its impact, as well as how it is to be dealt with, will take place through education and reinforcement of socially-appropriate behavior. Students will attend an assembly at the beginning of each semester to review the Code of Conduct.

#### **Reporting Methods:**

- If a parent/guardian of a student believes that the student has been subjected to bullying, he or she should bring the matter to the attention of a staff member. This may be done verbally or in writing.
- Every student who experiences, or is a witness to bullying behavior is encouraged to report it to a staff member and complete the Bully Behavior Form, which will be available in every classroom, the office, and the Library.
- If school personnel witness an act of discrimination, harassment, intimidation or bullying, he or she shall take immediate steps to intervene when safe to do so.
- Any staff member who witnesses an act of bullying or receives a student report of bullying shall submit a bully report form to the office as soon as possible, but no later than the close of the school day.

#### **Action:**

- When incidents of bullying, harassment or intimidation are verified, action must be taken that is designed to create a learning experience, and ensure that the prohibition against bullying behavior is enforced. The emphasis is on providing support for the student who has been bullied as well as supporting the student bullying by working with them to modify their behavior. Positive intervention that demonstrates appropriate behavior is a key component of this support.
- Bullying behavior can take many forms and can vary dramatically in its seriousness, and its impact on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. Conduct that rises to the level of "bullying" (see definition above) will warrant disciplinary action in accordance with the School Discipline Plan.
- Students who repeatedly engage in bullying behavior will be recommended for further intervention, school disciplinary action which may lead to suspension or expulsion, revocation of transfer, and/or a referral to the local law enforcement authorities.

<b>§48900 Student Suspension</b>
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A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil enrolls determines that the pupil has:

- a)
  - 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
  - 2. Willfully used force or violence upon the person of another, except in self defense.
- b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee of the principal.

- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or any intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Ch. 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either 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.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stolen or attempted to steal school property or private property.
- h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (If sole section violated: no expulsion grades k-12, suspension only grades 4 -12.)
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation or "replica" of a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in section 32050 of the Education Code.
- r) Engaged in an act of bullying, including but not limited to, 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 (reference "bullying" page 45).
- s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
  - i. While on school grounds.
  - ii. While going to or coming from school.
  - iii. During the lunch period whether on or off the campus.
  - iv. During, or while going to or coming from, a school sponsored activity.
- t) Aided or abetted the infliction or attempted infliction of physical injury to another person.
- u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

In addition to the reasons specified in Section 48900 above, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed any of the following acts or misconduct:

- a) Pupils in grades 4-12 inclusive who engage in sexual harassment as defined in section 212.5 of the Education Code (E.C. 48900.2).
- b) Pupils in grades 4-12 inclusive who caused, threatened to cause, or participated in hate violence (E.C. 48900.3).

- c) Pupils in grades 4-12 inclusive who intentionally engaged in harassment, threats or intimidation, directed against school district personnel or pupils (E.C. 48900.4).
- d) Making terroristic threats against school officials or school property or both (E.C. 48900.7).
- e) Except as provided in section 48910, a pupil enrolled in kindergarten or any grades 1 to 3, inclusive, shall not be suspended solely for a 48900(k) violations, nor shall a pupil in kindergarten or grades 1 to 12, inclusive, be recommended for expulsion solely for a violation of 48900(k).

A superintendent or principal shall use his/her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's misbehavior on the first offense. Discretion remains to suspend upon a first offense if the principal determines the pupil's presence is a danger to persons.

#### **§48915 Student Expulsion**

##### **Mandatory Expulsion Recommendation and Mandatory Expulsion**

The Principal or Superintendent shall immediately suspend and recommend expulsion, and the governing board shall expel, for any other following acts committed at school or at a school activity off school grounds:

- 1) Possession, Selling or Furnishing a Firearm – possession must be verified by district employee; this subdivision does not apply if the student had a written permission to possess firearm from certified employee (i.e. Civil War replicas). The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (3), may be imposed.
- 2) Brandishing a Knife at Another Person – as defined in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing; a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place; or a razor with an unguarded blade;
- 3) Sale of a Controlled Substance;
- 4) Committing or Attempting to Commit Sexual Assault or Committing Sexual Battery;
- 5) Possession of an Explosive – as defined in this section, “explosive” means “destructive device” as described in Section 921 of the Title 18 of the United States Code. [E.C. 48915 (c), (g)]

##### **Mandatory Expulsion Recommendation but Discretionary Expulsion**

The Principal or Superintendent shall recommend expulsion, unless inappropriate under the circumstances, for any of the following acts committed at school or at a school activity off school grounds:

- a) Causing Serious Physical Injury (except in self- defense);
- b) Possession of Any Knife or Other Dangerous Object; of no reasonable use to the pupil
- c) Possession of Any Controlled Substance
  - (i) except for first offense or possession of not more than once ounce of marijuana
  - (ii) the possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician
- d) Robbery or Extortion;
- e) Assault or Battery Upon a School Employee

The governing board may expel for these violations but only on finding that other means of correction are not feasible or have repeatedly failed or that due to the nature of the act the student's presence creates continuing danger to the physical safety of the student or others. [E.C. 48915 (a), (b)]

## Discretionary Expulsion Recommendation and Discretionary Expulsion

The Principal or Superintendent may recommend expulsion, and the governing board may expel, for violations of E.C. 48900 (a) – (e), but only on the governing board's finding that other means of correction are not feasible or have repeatedly failed or that, due to the nature of the act, the student's presence creates continuing danger to the physical safety of the student or others. [E.C. 48915 (b)]

The Principal or Superintendent may recommend expulsion, and the governing board may expel, for violations of E.C. 48900 (f) – (m), or sections 48900.2, 48900.3, or 48900.4, at school or at a school activity off school grounds, but only on finding that other means of correction are not feasible or have repeatedly failed or that, due to the nature of the act, the student's presence creates continuing danger to the physical safety of the student or others. [E.C. 48915 (e)]

<b>Other Laws Related to School Districts</b>
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**Abuse of School Personnel.** 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 by a fine, by imprisonment in the county jail for a period of not more than 10 days, or both. This section does not apply to any otherwise lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills. (E.C. 44811)

**Bicycle Helmets.** No person under 18 years of age shall operate a bicycle, a non motorized scooter, or a skateboard or ride as a passenger unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards. (Vehicle Code section 21212)

**Bomb Threats.** False reports that a bomb or other explosive has been placed in school buildings or on school grounds will be referred to law enforcement agencies. Students involved are also subject to disciplinary action. (P.C. 148.1)

**Community Service.** As part of or instead of disciplinary action prescribed by the article, a pupil may be required to perform community service on school grounds, or with written permission of the parent or guardian of the pupil, off school grounds during the pupil's non-school hours. (E.C. 48900.6)

**Disturbance of School.** Any person who willfully disturbs any public school or public school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than \$500. (E.C. 32210)

**Electronic Cigarettes (E-cigs).** Students' possession or use of nicotine delivery devices, such as electronic cigarettes, is also prohibited. (PB5131.62)

**Electronic Signaling Devices.** A school district may regulate the possession or use of any electronic signaling device including cell phones and pagers. (E.C. 48901.5)

**Fire, Explosives or Threat Thereof.** Students involved in setting fires or explosives which threaten or cause damage to human life or property on campus or at school sponsored events are subject to disciplinary action. Parent or guardian is responsible for payment of damages. (E.C. 48900 (b); E.C. 48915 (c) (5); P.C. 451,452, 12303.3)

**Forgery.** Students forging notes, signatures or school documents are subject to disciplinary action. (P.C. 470-483.5)

**Grooming & Dress Policies.** A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering. (C.C.R. Title 5, Sec. 302)

**Hazing.** No one in attendance at any public or private school shall conspire to participate in hazing or any act that causes or could cause bodily danger, harm, or distract to any student or person attending the school. [E.C. 32050; E.C. 32051; E.C. 48900 (q)]

**Imitation Firearms.** No person may openly display or expose any imitation firearm in a public place, including a school. An imitation firearm means any BB device, toy gun, replica of a firearm or other device that is substantially similar in appearance to a firearm. (P.C. 12550; P.C. 12556)

**Keys.** Unauthorized possession, use or duplication of keys to school buildings or premises is subject OT disciplinary action. (P.C. 469)

**Laser Pointers.** No student shall possess a laser pointer on any elementary or secondary school premises unless possession of a laser pointer on the elementary or secondary premises is for a valid instructional or other school-related purpose, including employment (P.C. 417.25; P.C. 417.27)

**Loitering.** Any person who loiters about a school unlawfully will be referred to law enforcement agencies. (P.C. 653g)

**Picketing, Sit-Ins, Walk-One, Etc.** Violations of rules governing lawful assemblage on school grounds or at school events will be enforced. Students involved will be subject to disciplinary action. (P.C. 407, 409, 416, 602, 626.2, 626.4, 626.6, 626.8)

**Registration of Outsiders.** No outsider shall enter or remain on school grounds during school hours without having registered with the principal or designee (P.C. 627.2)

**School/Classroom Disruption.** Every minor over sixteen (16) years of age, or any adult who is not a pupil of the school, who comes upon any school ground or into any schoolhouse and there willfully interferes with the discipline, good order, lawful conduct or administration of any school class or activity of the school with the intent to disrupt, obstruct or inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor. (E.C. 44810)

**School Bus Entry.** Any person, who enters a school bus without permission of the driver or other school official with the intent to commit a crime, who refuses to leave after being ordered to do so, will be referred to law enforcement authorities (E.C. 39842)

**Student Conduct.** Every teacher in the public schools shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, or during recess. (E.C. 44807)

**Student Responsibilities.** Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teacher and others authority; kind and courteous to schoolmates; and refrain from the use of profane and vulgar language. (D.D.R. Title V, section 300)

**Tardiness/Truancy.** The law requires attendance of students between the ages of 6-18 years. Any student subject to compulsory education who is absent from school without a valid excuse for more than three days, or tardy in excess of 30 minutes on each of more than three days in one school year, is a truant and shall be reported to the attendance supervisor. (E.C. 485260-458262)

**Threats to School Employees.** Anyone who attempts to prevent a school employee from performing his/her duties by means of a threat can be referred to law enforcement authorities (P.C. 71)

**Trespassing/Forced Entry.** Persons trespassing or forcing entry into a school building or school events will be referred to law enforcement agencies. (E.C. 32211, P.C. 602.1)

**Unauthorized Visitors.** Persons who come into any school building or onto any school ground or adjacent areas without lawful business and whose presence or acts interfere with the peaceful conduct of the activities of the school or disrupt the school or its pupils or school activities is guilty of a misdemeanor. (P.C. 626.8)

**Vandalism.** Disciplinary action will be taken against students whose acts endanger the lives of students, employees, or visitors or result in damage to school buildings, school property or possessions of students, staff members or visitors. (C.C.R. Title V 305; E.C. 48900 (f), 48904)

**Withholding Grades.** A school district may withhold the grades, transcripts or diploma of a pupil who willfully damages school property. If the pupil transfers to a new district, the new district shall also withhold records until it receives notice from the prior district that the decision to withhold records has been revoked. (E.C. 48904; E.C. 48904.3)

<b>BP 5132 (a) District Dress Code Policy</b>
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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. The Governing Board believes that education is one of the most important functions of state and local governments and that only by integrating children of various races, colors, cultural, ethnical and environmental backgrounds can the public schools become the effective "marketplace of ideas" for the benefit of all students. Common sense dictates that some uniform regulations are necessary in order to maintain order, spirit, scholarship, pride, and discipline in the operation of such a school district.

The Governing Board recognizes that students' mode of dress and grooming is a manifestation of their personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding appearance, except when choices affect the educational program of the schools. It is recognized that any apparel which draws undue attention to the wearer tends to detract from the education process and is therefore inappropriate. Good taste and good grooming are a part of learning for all students. It is the mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standard of appropriateness. Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

#### **Gang-Related Apparel**

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

The Governing Board will require school principals to develop a school spirit attire plan, i.e. designated plaid, logo shirts, etc., and include in their site annual student/parent handbooks. All coaches will establish consistent dress for athletes on game days.



The Governing Board will annually receive AR 5132 six months before each new school year as an information item and direct staff to communicate any changes to the public through school newsletters and other related vehicles.

<b>AR 5132 Dress Code</b>
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## **STUDENTS**

### **Dress and Grooming (K-12)**

In cooperation with teachers, students and parents/guardians, the Governing Board shall establish rules governing student attire 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 school day. (Education Code 35183.5)

- A. School is a place where the best possible educational environment must be created and maintained. Appropriate dress and grooming are necessary in order to maintain order, provide a safe school environment, and promote discipline. The Board of Trustees encourages pupils to dress appropriately for school. The Board believes that pupils should be neatly and cleanly dressed. Dress or grooming that draws undue attention to the wearer or detracts from the educational process is unacceptable.
- B. The Board finds that gangs, gang-related apparel, and gang-related activities create a clear and present danger of disrupting the educational process and create a hazard to the health and safety of the school environment. These regulations prohibit the wearing or displaying of gang related apparel, insignia, or other gang identifiers. The Board finds that such regulations are necessary for the health and safety of the school environment. As used in these regulations, a "gang" is two or more people who form an allegiance for a common purpose which includes engaging in, individually or collectively, a pattern of acts that may be threatening, disruptive, or criminal, and which may include such behavior as intimidation, threats, or violence. Gang related apparel" is defined as any item of clothing, accessory, jewelry, or manner of grooming which, by virtue of its color, arrangement, trademark or other attribute, denotes membership in or affiliation with gangs.
- C. This dress code applies to both sexes and will be enforced at school sites, at school functions, and on school buses. The dress code is adopted to promote standards of dress and grooming that promote a safe school setting conducive to a positive learning environment. These regulations are intended to prohibit student dress or grooming practices which:
  - 1) present a hazard to the health or safety of the student or others;
  - 2) interfere with school work, create disorder, or disrupt the educational program;
  - 3) cause excessive wear or damage to school property;
  - 4) prevent the student from achieving educational objectives (e.g., blocked vision or restricted movement);
  - 5) incite pupils so as to create a clear and present danger of school disruption or the commission of unlawful acts;
  - 6) conflict with this Board's philosophy and goals on the prevention of drug abuse and gang activity.
- D. Nothing in this code is to be interpreted to limit the District's responsibility and obligation to enforce unique safety and health requirements (e.g., shop and food situations). Based on the premise that certain ways of dress can be a safety and/or health hazard and can also be a distraction from learning, the following policy on dress will be in effect throughout Central Unified School District. Please note that this dress code is for both sexes, and it will be enforced consistently and fairly at school and at all school sponsored functions and events.

- 1) Pupils must dress safely. For example, shoes must be worn at all times at school or during school hours.
  - a) Clothes shall be no more than one size larger or one size smaller than the student's regular clothing size. Shirts may not hang beyond mid thigh.
  - b) All clothing must be worn as its design was traditionally intended.
  - c) Flip flop sandals may not be worn by K-6 students. All K-6 students must wear shoes with a back strap.
- 2) Pupils must dress appropriately for educational activities in which they will participate.
  - a) Oversized "Baggy" clothes may not be worn, including but not limited to (shirts, pants, jackets etc.) Pants must not exceed an excess of six inches of material at the knee. All pants and shorts must fit at the waist, crotch, and inseam. The length of pants may not exceed 2" beyond the student's measured inseam. **NO SAGGING OF THE PANTS IS ALLOWED.**
  - b) All pants, shorts, skirts, skorts, culottes, and dresses must be properly hemmed.
  - c) Clothes shall be clean so as not to promote unhealthy or unsanitary conditions. Clothing must be in good condition and not showing excessive wear or exposing skin.
  - d) Dresses, skirts, skorts, and shorts must be at least mid-thigh lengths. Shorts can only be a maximum of eight inches above the knee (shortest) and/or finger length, whichever is longer. No spaghetti strap dresses or tops allowed unless there is an approved top underneath or over; must have appropriate neckline. Students, who participate in pep and cheer, when required by their advisor to wear their uniforms, may wear their cheer outfits without violation of this provision.
  - e) Clothes must be sufficient to conceal undergarments at all times. Underwear-type sleeveless shirts, see-through, fishnet, or other attire which exposes the body in a sexually suggestive manner, bare midriffs, tube tops, tank tops, or halter tops, etc. are not acceptable. Shoulder straps on tops worn by females must not be less than two inches (2") in width, and any apparel determined by District personnel to be too revealing is not acceptable.
  - f) Outerwear may be sweatshirts, sweaters, or jackets only. No shirts may be worn as outerwear. Designer sweatshirts/sweatpants (running outfits) are acceptable.
  - g) Bib overalls and shortalls must have both straps attached to the front of the garment as designed.
  - h) No leggings or tights may be worn unless they are worn beneath dresses, skirts, skorts, shorts, or culottes.
  - i) Hats and specified caps (such as baseball caps, watch caps, winter knit caps, and beanie style caps) may be worn as sun-protective clothing while outdoors. Hats and caps may also be worn to protect against inclement weather. The school may regulate the type of hat and cap as to colors and designs to comply with other Central Unified School District Dress Code guidelines. Hats must be worn facing forward and must not be worn inside school facilities or in classrooms (*refer to Dress and Grooming (K-12) C.*)
  - j) This dress code applies to both sexes and will be enforced at school sites, at school functions, on school buses and at all school related activities). Students and parents are advised to consult with the administration at the school of attendance in this regard, prior to purchasing or wearing hats and caps.
  - k) Bandanas are not allowed.
  - l) Dark glasses shall not be worn in classrooms, offices, or other buildings unless a documented, related health problem exists.
  - m) Belts must fit properly, go through the belt loops, and may not hang. Brass belt buckles having cut out initials are not permitted.
  - n) Pajama bottoms may not be worn at school unless a designated school spirit day has been declared by site administration on a specific date.
1. Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing or jewelry that

advocate racial, ethnic, or religious prejudice, or other unlawful acts, or the use of tobacco, drugs, or alcohol are prohibited.

- a. Clothing that depicts college or professional sport logos/mascots is
  - i. prohibited.(e.g. C.S.U.F. Bulldogs, Georgetown, Hoyas, Raiders, etc. attire is not allowed.). Clothing that depicts the names, insignias, or logos associated primarily with college or university academic programs and is not associated with gangs or otherwise conflict with the standards of acceptable apparel is permitted (e.g. C.S.U.F., Stanford, Harvard, etc.).
- b. Backpacks shall be neat, clean, and free of any student writing except
  - i. students proper name may be displayed once for identification purposes.
2. Earrings are to be worn in ears only. No facial or tongue piercing is allowed.
3. Hair style shall be clean and neatly groomed. Haircuts or hairstyles that draw undue attention to the wearer or detract from the educational process are not acceptable (i.e. unusual designs, colors, symbols, razor cuts, and the like.)
4. Attire that may be used as a weapon may not be worn (e.g. steel-toed boots, chains, items with spikes or studs, etc.)
5. Pupils shall not display any material or paraphernalia which incites a disruption of the school process or creates a clear and present danger of either the commission of unlawful acts on school premises or the violation of District or school site policies or rules.
6. Gang-related apparel or paraphernalia, including symbols, emblems, insignias, or other gang identifiers, may not be worn or displayed. This rule prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute denotes membership in or affiliation with gangs. In case of doubt as to whether an item is gang related, the principal or designee will consult with law enforcement or other school personnel with expertise in gangs.
7. Any apparel, hairstyle, cosmetics, accessory, or jewelry, even if not specifically mentioned above, that creates a safety or health concern or tends to detract from the education process, is prohibited.
8. All tattoos must be covered at all times.

Limited written exceptions to the district dress code policy may be made by the principal for special days, special events, or other unusual circumstances. Copies of this policy shall be given to students. Student violations of these regulations are deemed willful defiance of the valid authority of the school principal, punishable as follows:

a. First Offense:

- 1) Verbal warning and counseling/Parent notification;
- 2) The parent will be notified to bring acceptable clothing or the student will be supplied with a suitable garment from the site, if available;
- 3) Documentation of incident;
- 4) Parent/Student will be given a copy of dress code regulation as reference for future use. Parent must sign the form and the student must return the signed form on the following day. If the student does not return the form, he/she will have up to one day in the Responsibility Center (7-12) or abbreviated recess (K-6).

b. Second Offense:

- 1) Parent Conference (verbal phone or in person);
- 2) Parent will be notified to bring acceptable clothing or the student will be supplied with a suitable garment from the site, if available;
- 3) One day in the Responsibility Center (7-12) or abbreviated recess (K-6);
- 4) Documentation of incident;
- 5) Parent/Student will be given a copy of dress code regulation as reference for future use.

c. Third Offense:

- 1) Parent Conference;

- 2) The parent will be notified to bring acceptable clothing or will be supplied with a suitable garment from the site, if available;
- 3) One day Responsibility Center (7-12) or abbreviated recess (K-6) and one day Saturday school;
- 4) Parent/Student will be given a copy of the dress regulations as a reference for future use or will acknowledge his/her prior receipt of dress code regulations.

d. Fourth Offense:

- 1) Parent conference;
- 2) One to five days suspension;
- 3) Student contract.

e. Fifth Offense:

- 1) Parent
- 2) Revised: January conference;
- 3) One to five days suspension and possible recommendation for alternative placement.

*Legal Reference:*

*EDUCATION CODE sections 35183, 35291.5, 48900, 48907, and 48950. CODE OF REGULATIONS, Section 302; Regulation approved: June 28, 1984 Last Revision: 3/24/15*

<b>§35183-35183.5 Dress Code/Use of Sunscreen</b>
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Authorizes a school district to adopt a reasonable dress code that requires pupils to wear a school wide uniform or prohibits the wearing of gang related clothing. Each school will also allow for the outdoor use during the school day, articles of sun protective clothing, including, but not limited to hats. Each school site shall allow pupils the use of sunscreen during the school day without a physician's note or prescription. Each school site may set policy related to the use of sunscreen by pupils during the school day. For purposes of this subdivision, sunscreen is not an over-the-counter medication.

## **SECTION F: HEALTH AND IMMUNIZATION**

Health is defined as "a state of complete physical, mental and social well-being." The school is anxious to work with parents to set such a goal for children. There are a few health procedures at school, which parents need to be aware of:

**Emergency Procedure Card** for your child's health and safety, it is required that the school site has up-to-date information on the Emergency Card at all times. Please contact the school office immediately regarding any changes of phone numbers, your job, address, or other information.

For more health-related information and copies of district forms, see the Health Services website at <http://www.centralunified.org/>

<b>Health &amp; Safety Codes Sec. 124085, 124100, 124105 – CHDP §49403</b>
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School districts shall notify parents of kindergarten and first grade pupils of the requirement for a physical examination for first grade enrollment and the availability of free health screening through the local health department. The school district may exclude from school any pupil who has not provided a certificate documenting the appropriate health screening or a waiver.

<b>Health &amp; Safety Code Sec. 120325 Communicable Disease and Immunization of Students</b>
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Health and Safety Code section 120325, et. Seq. requires that every child entering a California school be immunized against polio, diphtheria, tetanus, pertussis, measles, mumps, rubella, hepatitis B and varicella (chicken pox). Students under the age of 4 years 6 months will also need proof of immunization against haemophilus influenza type B. A new school immunization requirement was recently signed into California law.

All students entering 7<sup>th</sup> through 12<sup>th</sup> grades will need proof of a Tdap booster shot before starting the 2014-2015 school year. These immunizations must be up-to-date for school entry and a copy of the Immunization Record presented at the time of school registration. Any student without the required evidence of immunization shall be excluded from school until the immunization is obtained or until the student presents a letter or affidavit of exemption from his/her parent/guardian or physician. Exemption for personal beliefs is allowed if parent presents a statement signed by parent and authorized health provider that immunizations are contrary to his/her personal belief. Exemption is also allowed if the parent presents a statement from an authorized medical provider that the immunization would be contrary to a student's medical condition. Medical exemptions must state if the exemption is permanent or temporary and, if temporary, must have an end date at which immunizations can be resumed.

A Mantoux Tuberculosis test is required for preschool entry. A tuberculosis test may be required for school if a student has symptoms of or is considered high risk for tuberculosis according to the dictates of the Fresno County Department of Health.

### **IMMUNIZATIONS & TUBERCULOSIS TEST MUST BE UP-TO-DATE TO REGISTER FOR SCHOOL**

The California School Immunization Law requires children be up-to-date on their immunizations (shots) to attend school or childcare. To register, a student will need proof of the following immunizations:

<b>Polio</b>	4 doses, but 3 doses meet the requirement if one was given on or after the 4 <sup>th</sup> birthday
<b>DPT</b>	5 doses but 4 doses meet the requirement if one was given on or after the 4 <sup>th</sup> birthday
<b>MMR</b>	2 doses both given on or after the 1 <sup>st</sup> birthday
<b>Hepatitis B</b>	3 doses
<b>Varicella</b>	1 dose is required on or after the 1 <sup>st</sup> birthday or documentation of the disease (chicken pox) signed by the Health Provider

**Tdap** – one dose given on or after 7<sup>th</sup> birthday

**PPD/Tuberculosis Test Criteria (Mandated for Preschool Entry)** – If a tuberculosis test is required for your student, the student must show a Mantoux Tuberculosis test with a negative reading. If the tuberculosis test is positive, proof of a negative chest x-ray and/or clearance of tuberculosis from an authorized health provider will be required to enter or return to school.

#### **§48216 Exclusion of Pupils Not Immunized**

A school district shall exclude a pupil who is not properly immunized and will notify the parent/guardian that they have two weeks to supply evidence that the pupil is properly immunized or is exempt from immunization. The district shall also refer the parent/guardian to sources of medical services to obtain immunizations if they are needed.

#### **§48850 – 48859 Foster Youth**

Each school district will designate an educational liaison to ensure that pupils in foster care receive stable school placements which are: in the best interest of the child, in the least restrictive educational program, provide access to academic resources, services and extracurricular activities available to all students, provide full or partial credit for coursework taken and give a meaningful opportunity to meet pupil academic achievement standards. A liaison for special education pupils in foster care is available through the District Office of Special Education.

<b>42 United States Code Sec. 11432 Homeless Children (McKinney Vento Act)</b>
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Each school district will have a district liaison for homeless pupils who will ensure that parents are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children. Enrollment for these students will be without delay.

<b>Penal Code Sections 290.45, 290.46 Megan's Law</b>
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Information about certain sex offenders, including their home address, is available to the public via the Internet. Volunteers are screened to assure student safety.

<b>§49472 Medical &amp; Hospital Services for Pupils</b>
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The Governing Board of any school/district may provide or make available medical and/or hospital services for pupils through nonprofit membership corporations, or authorized insurance companies for accidents occurring on school grounds, or while being transported to or from any school activity or event. The service shall be provided only with the consent of the parent or guardian, or the pupil if he/she is not a minor. Please contact the school or district office regarding such medical service.

<b>BP 5141.24 Specialized Health Care Services</b>
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The Governing Board is aware that some students require specialized physical care services during the school day in order to attend school. Such services shall be provided as required if it is determined that the services will fill the student's legitimate needs. Before services can begin, parent/guardian will provide a written request for the needed health care service and a physician's written statement authorizing the administration of the specified health care service. The District will have the right to consult with the student's physician, as needed, to clarify services provided. The parent/guardian is responsible for providing supplies needed for the procedure and the district will provide appropriate accommodations for the safety and necessary services. A written request from a parent/guardian and physician will be needed for any student needing special accommodation for a medical reason such as mobility, food substitution or scheduling.

<b>§49451 Parent's Refusal to Consent</b>
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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 assessment 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. Fresno County Health Department directions will be followed.

<b>§49423 Administration of Prescribed Medication</b>
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Any pupil who is required to take, during the school day, medication prescribed to them by a physician, may be assisted by the school nurse, or other designated school personnel. A student can also carry and self-administer prescription auto-injectable epinephrine (Epi-Pen), Glucagon and/or asthma inhalers if designated by the physician.

In order for the pupil to be assisted by a school nurse or other designated school personnel, the school district shall obtain both a written statement from the physician detailing the name of the medication, method, amount and time schedule 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 included in the physician's statement.

In order for the pupil to carry and self-administer prescription auto-injectable epinephrine, Glucagon and/or asthma inhalers, the school district shall obtain a written statement from the physician detailing the name of the medication, method, amount and time schedule by which the medication is to be taken and confirming that the pupil is able to self administer the medication and a written statement from the parent, foster parent, or guardian of the pupil consenting to self administration, as well as 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 any liability if the self administering pupil suffers an adverse reaction as a result of self administration. A pupil may be subject to disciplinary action if they use auto-injectable epinephrine, Glucagon, and/or inhalers in a manner other than as prescribed.

The written statements in both cases shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. It is the responsibility of the parent/guardian to provide this information to school personnel. The medication policy applies to all school activities and field trips.

It is the responsibility of the parent to provide any medications prescribed by the physician for school use/to leave at school/field trip/school activity. When students participate in field trips, a Medication at School form will be required for medications ordinarily prescribed for home use if it will need to be given during the field trip.

#### **AR 5141.23 Identification of Students with Asthma**

When registering a child for school and annually thereafter, parents/guardians of all students shall be requested to notify the principal or designee in writing if their child has been diagnosed with asthma, has recently experienced asthma symptoms or has a history of asthma, and/or is at risk for severe asthma attacks. This will allow the district to provide support systems for students with asthma, to ensure that students with asthma receive appropriate intervention if symptoms occur in school and to enable students with asthma to participate in the educational program and school activities to the extent possible. Parents/guardians will provide authorization for the limited release of medical information related to their child's health records on order for the district to provide support services or to respond in an emergency. The principal or designee may notify the student's teacher, school nurse, coaches, bus driver and any other staff that may have direct supervision of the student.

The superintendent shall request the parents/guardians of each student identified with asthma to annually submit an asthma action plan developed by the student's health providers in partnership with the student and their parents/guardians. This action plan shall include, but not be limited to, information of the student's symptoms and severity, asthma triggers, medications needed by the student and authorization for disclosure of health information to the district that may be needed in an emergency. The **Asthma Action Plan** will be in the first day registration packet and posted along with the **Medication at School Form** in the **Parent Information** section of the CUSD district website.

#### **§49480 Continuing Medication**

The parent or legal guardian of a pupil on continuing medication for a non-episodic condition shall inform the school of medication, the dosage and the name of the physician. With the consent of the parent or guardian, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug. The superintendent of the school district shall be responsible for informing parents of the requirements of this section.

## §49510-49520 Child Nutrition; School Meals

It is the intent of these articles to establish an ongoing program to assure that nutritional requirements of pupils are enhanced by a pervasive program of food supplementation while they are attending school. The Department of Education, in cooperation with the Department of Social Welfare, shall establish a statewide program to provide nutritious meals at school for pupils. Priority will be given to providing free or reduced meals to the neediest children.

## §49452.7 Type 2 Diabetes

Pursuant to California *Education Code* Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010. The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County. Also see available translations of this information.

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

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

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

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

### **Risk Factors Associated with Type 2 Diabetes**

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

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

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

### **Warning Signs and Symptoms Associated with Type 2 Diabetes**

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

- Increased hunger, even after eating



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

### **Type 2 Diabetes Prevention Methods and Treatments**

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

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

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

### **Types of Diabetes Screening Tests That Are Available**

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

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

### **References**

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

## SECTION G: PROMOTION/RETENTION

### § 48070.5 Promotion and Retention Policy

The governing board of each school district and each county superintendent of schools shall adopt policies regarding pupil promotion and retention. The policy shall provide for parental notification, as early in the school year as practicable, when a pupil is identified as being at risk of retention. This policy will provide a pupil's parent/guardian the opportunity to consult with the teacher(s) responsible for the decision to promote or retain the pupil.

#### CRITERIA FOR PROMOTION/RETENTION

Students not meeting minimum standards for promotion as evidenced by assessment results, grades and other indicators of academic achievement shall be candidates for retention, unless the Student Study Team determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. There must be overwhelming evidence that Retention is in the student's best interest based upon academic assessment results and Teacher Evaluation. Reasons such as parents not attending the SST, a child's maturity level or physical size should not be criteria used for Retention.

Per Ed Code 48070.5 – The following grade levels will be examined for possible retention:

Grades 2, 3 – Students identified primarily on proficiency in Reading

Grades 4, 6, 8 – Students identified primarily on proficiency in Reading, English/Language Arts and Mathematics

**Note 1:** Exempted students would be: EL students at Beginning and Early Intermediate stages; students with IEPs who are meeting their IEP goals. EL students at the Intermediate stage may be considered for retention, but factors such as time at that level and previous access to remediation should be taken into consideration.

**Note 2:** Use Student Study Team for final determination of students referred for Retention.

**Note 3:** Special needs students may be promoted or retained as a decision of the I.E.P./504 team.

#### CARE OF DISTRICT MATERIALS

As per California Education Code 48904 (b), when district materials are lent to students, the governing board expects the materials to be returned in a timely manner and with no more than normal wear and tear. The student shall be held liable for damaged material. The district has the right to withhold a student's grades, diploma and transcripts until all fees for lost and damaged materials have been paid.

## SECTION H: RECORDS

### § 49063, 49069, FERPA, 5 CCR Sec. 431 (e) Parent Access to Records

School districts shall notify parents in writing of their rights regarding the availability of the types of pupil records and information which are directly related to students and maintained by the institution, the official responsible for the maintenance of the records, the location of the records, the policies for reviewing and expunging the records, the right of the parent to access the pupil records, the procedure for challenging the content of student records, the cost which would be charged to the parent for copies of records, and their right 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. Parents of currently enrolled or former pupils have an absolute right to access to any and all pupil records related to their

children which are maintained by school districts or private schools. Special education parents shall have right of record review if they had educational rights as defined by I.D.E.A.

#### **Notice to Parents/Guardians: California Local Educational Agency Program**

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

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

#### **BP 5125 (a) Student Records**

Useful educational records shall be kept for each student. Information about a student shall be used to contribute to his/her welfare. Safeguards shall be established to protect the student and family from invasion of privacy in the collection, maintenance and dissemination of information by those legally entitled thereto. The Superintendent shall authorize such student records as are necessary to meet state and district requirements and to aid in the determination of the best methods and procedures in teaching individual students. School personnel will comply with applicable federal and state laws regarding confidentiality of student records and all other required procedures. These procedures include, but are not limited to, limitation of access to records, establishment maintenance and destruction of records, notification to parents of their rights, log of person and organizations requesting and receiving information, reasonable charges, privacy of pupil records, and transfer of records.

#### **AR 5125 (d) Persons With Access To Student Records**

Persons, agencies or organizations specifically granted access rights pursuant to state law shall have access without written parental consent or judicial order. In addition, parental consent is not required when information is shared with other persons within educational institutions, agencies or organizations obtaining access, as long as those persons have a legitimate educational interest in the information. The following persons or agencies shall have absolute access to any and all student records in accordance with state law:

1. Natural parents, adoptive parents, or legal guardians of students younger than age 18. (Education code 49069)
2. Access to student records and information shall not be denied to a parent because he/she is not the child's custodial parent.
3. Adult students age 18 or older or students under the age of 18 who attend a post-secondary institution, in which case the student shall alone exercise rights related to his/her student records and grant consent for the release of records. (Education Code 49061:34 CFR 99.5)
4. Those authorized in compliance with a court order of lawfully issued subpoena (Education Code 49077).

#### **AR 5125 (g) Procedures for Access**

Student records shall be maintained in a central file at the school attended by the student or where records are maintained in different locations, a notation shall be placed in the central file indicating where other records may

be found. Parent/guardians shall be notified of the location of the student's records if not centrally located. To inspect, review or obtain copies of student records, authorized persons shall submit a request to the custodian of the records. Within five days following the date of request, an authorized person shall be granted access to inspect, review and obtain copies of student records during regular school hours.

## SECTION I: SAFETY.

### §32286, 32288 Comprehensive School Safety Plan

Each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update its plan by March 1, every year thereafter. A new school campus that begins offering classes to pupils after March 1, 2001, shall adopt a comprehensive school safety plan within one year of initiating operation, and shall review and update its plan by March 1, every year thereafter. Each July, the school site will report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card. Before adopting its safety plan, the school site council or the school safety planning committee shall hold a public meeting in order to allow members of the public the opportunity to express an opinion about the plan. Specified persons shall be notified of the meeting in writing. Specified persons shall include: a representative of the local school employee organization, representatives of parent organizations, representatives of each teacher organization at the school site, a representative of the student body government and all other persons that indicate they want to be notified. In order to ensure compliance, each school district shall notify the State Department of Education by October 15 of any schools that have not complied with the development of a school safety plan.

Training of school site personnel in the prevention of bullying as defined in subdivision (r) of Section 48900 shall be a component in the development of school safety plans.

Every school is required by government code to have a safety program in place (32286, 32288, 32288(c)). Comprehensive plans are available for public review at individual school sites.

### §17612 Pesticide Products

The Healthy Schools Act of 2000 requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (<http://www.cdpr.ca.gov>) for further information on pesticides and their alternatives. Parents or guardians may request prior notification of individual pesticide applications at the school site. People listed on this registry will be notified at least 72 hours before pesticides are applied. If you would like to be notified every time we apply a pesticide, please complete a *Request for Individual Pesticide Application Notification* form at the **Operational Services office** which is located at:

4200 N Grantland Ave.  
Fresno, CA 93723

#### **Pesticide Use Policy:**

1. Central Unified School District uses pesticides under the guidelines established by the State of California Department of Pesticide Regulation. The purpose of the laws and regulations as set forth in the California Food and Agriculture code are:

- a. To provide for proper, safe, and efficient use of pesticides essential for the production of food and fiber, and for the protection of public safety.
- b. To protect the environment and encourage the development and implementation of pest management systems, stressing the application of biological and cultural pest control techniques with selective pesticides, when necessary, to achieve acceptable levels of control with the least possible harm to non-target organisms and the environment.

2. Pesticides are grouped in the following categories:

- a. "DANGER" use for the high Category I toxicity.
- b. "WARNING" used for the moderate Category II toxicity.
- c. "CAUTION" used for the slightly or relatively non-toxic Category III.

Typically pesticides that are used at Central Unified School District fall into Category III.

3. When using Pesticides Central Unified School District follows the precautionary statements issued with pesticides.

- a. These statements address the potential hazard to humans, such as dermal, oral, inhalation and eye hazards.
- b. Notify us as to potential hazards to the environment, as well as physical/chemical hazards such as flammability of the product.
- c. Provide for directions of use including the following:
  - i. Site of application (crops, animals, structures, objects)
  - ii. Dosage rate
  - iii. Method of application
  - iv. Dilution instructions
  - v. Frequency and timing of applications

4. Any person who conducts pest control for hire in California must be licensed by the Department of Pesticide Regulations.

At Central Unified School District, the Grounds Department Supervisor holds and maintains this license as well as the Grounds Department's Spray Applicator Specialist.

Central Unified School District maintains the highest standards and requirements the State of California has set forth.

5. Much like a pest control business, Central Unified School District requires "pesticide use" records. "Pesticide Use" records include the following:

- a. Date of application
- b. Name of the operator of the property treated
- c. Location of property treated
- d. Site treated
- e. Name of the pesticide, including the U.S. EPA number
- f. Amount used

If you have any questions, please contact Operational Services at 275-9560

<b>40 Code of Federal Regulations Sec 763.93 Asbestos Management Plan</b>
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School districts will notify parents, teacher, and employee organizations of the availability of a complete updated management plan for asbestos containing material in school buildings.

## **SECTION J: TRANSPORTATION**

Because school bus passenger's behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including on field trips, and other special trips. School personnel, parents/guardians and the students themselves all must see that these regulations are followed.

## **§39831.5 School Bus Passenger Safety**

Upon registration every year, parents of pupils transported in a school bus, shall be provided with written information on school bus safety. This applies to pre-kindergarten through grade 12.

### **AR 5131.1 (a) Bus Conduct**

#### **School Bus Stops (Title 13:1238)**

**Designated Stops** - A school bus stop made for receiving and discharging pupils shall be designated by the school district superintendent (or designee). Therefore, once a stop has been designated, the pupils must board and exit the bus at their designated stop and not at any other stop unless that pupil presents the bus driver a bus pass issued by the school.

The pupil is required to be at their designated bus stop and ready for pick up 5 (five) minutes prior to the arrival of the bus on the same side of the road that the bus is traveling. If the pupil is late and missed the bus, the pupil should return directly home for their own safety and report to their parents.

The students shall wait for the bus in an orderly fashion, on the sidewalk and/or away from the street to leave enough room for the bus to pull over and come to a complete stop.

#### **Transportation of Property**

1. Hazardous Material
  - a. Oxygen medically prescribed for and in the possession of a passenger and in a container designed for personal use.
  - b. Personal-use articles including all aerosol products such as hair spray, perfume, etc. shall remain in passenger's personal purse or bag.
2. General Property
  - a. Drivers and motor carriers shall not permit any greater quantity of freight, express or baggage in vehicles than can be safely and conveniently carried without causing discomfort or unreasonable annoyance to passengers. In no other event shall aisles, doors steps, or emergency exits be blocked.
  - b. Projects too large to transport shall be rejected by the driver. Parents should be prepared to transport any such project to and from school. Often items from woodshop, art, glass projects, metal/machine shop projects not only are too large, but could in some circumstances cause injury therefore, they will not be transported on the bus. Balloons can cause visibility problems and will not be transported. Skateboards, sporting (except for team sports), and some electronic equipment will not be transported.
3. Animals
  - a. A school bus driver shall refuse to transport any animal, pets, insects, etc. with the exception of signal or sight dogs. Dogs, which offer assistance to the special needs passengers, shall be muzzled at the driver's request.

#### **BUS CONDUCT**

The following rules are for the safety of all students and should be noted that 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 or highway. The bus rules are:

1. Follow bus driver's instructions.
2. Respect the bus driver and fellow students
3. Fighting, scuffling and playing are forbidden

4. Use of tobacco and/or any drugs or alcohol are forbidden
5. Eating, drinking or littering are prohibited on the bus
6. Loud and boisterous noises (whistling, yelling, etc.) are prohibited
7. Profanity or indecent language or gestures are prohibited
8. Remain seated when bus is in motion
9. Do not block the aisles with any part of your body
10. Keep all body parts inside the bus at all times
11. Possession of any type of weapon is prohibited
12. Personal items and electronics shall not be used while riding the bus (such as tablets, cell phones, radios, hairspray)
13. All sports equipment shall be concealed in a sports/duffel bag for transport for sporting events
14. Students will abide by all bus rules and any other rules set forth in the Central Unified Student Handbook while riding on the bus and at the bus stops.

**Disorderly conduct or persistent refusal to submit to the authority of the driver shall be subject to the discipline policy of the District.**

### **EMERGENCY PROCEDURES**

IN THE EVENT OF A STATE OR NATIONAL EMERGENCY OR DISASTER, THE BUSES WILL ARRIVE AT THE SCHOOL AND TAKE STUDENTS HOME AS SOON AS POSSIBLE. STUDENTS SHOULD THEN GO HOME IMMEDIATELY AFTER ARRIVING AT THEIR DESTINATION. PLEASE DISCUSS WITH YOUR CHILD WHERE THEY ARE TO GO IN THE EVENT OF AN EMERGENCY.

### **FOGGY DAY SCHEDULE**

During the fog season (November through March), buses may be delayed. Foggy Day schedules for Central Unified are found by watching Public Television Channel 18 (cable 8 at 6:00am) for up-to-date information, or the Central Unified website. PLEASE NOTE: Schools are open and classes begin on time regardless of bus delays.

- Plan A is a 2-hour bus delay
- Plan B is a 3-hour bus delay
- Plan C is a 4-hour bus delay
- Plan D - the morning buses are canceled

### **BUS PASSES**

Students may ride only the bus that has been assigned to them. Occasionally, parents need to have their child dropped off at a different address. If your child needs to go home on a different bus, a Bus Pass must be issued from the school's office. You may contact your school's office or provide the child with a written note that includes the address of where the child will be going, date, and parent/guardian's signature. Notes must be brought to the office in a timely manner or a pass might not be issued in time. Students will be denied transportation on alternate bus routes without a bus pass filled out by the school and presented to the bus driver.

### **FIELD TRIPS**

On field trips, only the designated group/class of students, the teachers/coaches and the chaperones cleared through the district may ride the bus. No others shall be allowed. An adult must be on the buses at all times. "Medication-at-School" form and needed medication for the field trip must be brought to school a minimum of 24 hours before the beginning of the trip, for review, in the original containers.

**Central Unified School District****Student Electronic Resources Acceptable Use Contract**

*Central Unified School District has actively pursued making advanced technology and increased access to learning opportunities available to our students. With this new tool, students must understand and practice proper and ethical use of district resources and agree to the following conditions before its use.*

I, \_\_\_\_\_ (student's name) and my parent or guardian, \_\_\_\_\_, agree to all of the following provisions regarding student use of technology resources on District premises or at a school-sponsored event.

**1. Acceptable Use of Internet Resources**

Internet access through Central Unified School District is intended solely to enhance the delivery of educational material and communication. Use of the Internet resources must be consistent with the educational objectives of CUSD and any improper use will result in revocation of the users' privileges. Intentional misuse may also constitute grounds for student discipline up to and including expulsion.

CUSD Internet access is expressly prohibited for any of the following:

- access to pornographic or sexually explicit materials,
- access to information promoting or instructing in acts of terrorism or treason,
- access to information instructing or promoting armed rebellion, racial or ethnic discrimination, or other forms of hate crimes,
- access to information pertaining to the design, purchase, acquisition, or construction of any type of weapon or explosive device, or other instrument capable of causing physical harm or death,
- access to information that in any way advocates, instructs, or promotes the violation of any laws of the State of California or the United States of America.
- Transmission or downloading of copyrighted material, including but not limited to music, software and movies

**2. Privilege**

The use of CUSD information services is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules will result in cancellation of these privileges. CUSD, under this contract, is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon a determination of inappropriate use by a student user.

**3. Monitoring**

CUSD reserves the right to review any material on user accounts and to monitor fileserver space in order for CUSD to make determinations on whether specific uses of the network are inappropriate. CUSD also reserves the right to monitor and report Internet activity.

**4. Email and Social Media Etiquette**

Use of the Internet resources must be consistent with the educational objectives of CUSD and any improper use will result in revocation of the users' privileges. All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not get abusive in your messages or posts to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities that are prohibited under state and federal law.
- Do not reveal addresses, telephone numbers or personal information for yourself or others.
- Note that electronic mail (email) and social media posting is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges.
- Do not use the Internet in such a way that you would disrupt the use of the network by others.
- All communication and information accessible via the Internet should be assumed private property of those who put it on the network. Copyright restrictions must be adhered to with all electronic resources.

**5. Procedures for Use**

User shall not play non-instructional games or use the computer resources in a manner that would constitute unauthorized use of CUSD equipment, time, materials or facilities.



## **6. Software**

Installation of or downloading non-district approved software is prohibited. Instructional software must be approved in accordance with BP/AR 6161 – Procedures and Criteria for Selection and Evaluation of Electronic Resources

## **7. Security**

Security on any computer system is a high priority, especially when the system involves many users. A user must never allow others to use his/her password. Users should also protect their passwords to ensure system security and their own privileges and ability to continue use of the system. If a user can identify a security problem with CUSD Information Services, including the Internet, he/she must notify a system administrator. He/she should not demonstrate the problem to other users. Attempts to log on to the CUSD Information Services as a system administrator may result in cancellation of user privileges. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to services.

## **8. Vandalism and Harassment**

Vandalism and harassment will result in cancellation of user privileges. Vandalism includes, but is not limited to any malicious attempt to harm, modify, or destroy data of another user, Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading and creating of computer viruses. Harassment includes, but is not limited to, the persistent annoyance of another user, the interference of another user's work or the sending of unwanted mail.

## **9. Encounter of Controversial Material**

Users may encounter material that they interpret as controversial, inappropriate or offensive. However, on the Internet, it is impossible to control the content of data and a user may discover controversial materials. It is the user's responsibility not to initiate access to such material. CUSD shall not be held liable for any decision to restrict or regulate access to Internet materials. It is the user's responsibility to report any controversial material to the Information Services department staff.

## **10. Ability to Update**

CUSD Information Services may occasionally require new registration and account information for student users to continue service. Users must notify the Information Services staff of any changes to their account information.

## **11. Penalties for Improper Use**

Any user violating these rules, applicable state and federal laws, or CUSD policies is subject to loss of access privileges and any other CUSD disciplinary options up to and including expulsion. In addition, pursuant to State of California law, any unauthorized Internet access, attempted access, or use of any state computing and/or network system is a violation of section 502 of the California Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date \_\_\_\_\_

# Central Unified School District

## *Internet, School Website & Video Permission*

### **Permission for Internet Use**

The Central Unified School District acknowledges that students who have been provided access to the internet for the purpose of instruction and enhanced learning opportunities have been provided internet safety training that provides for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Parents may access these resources online at

<https://www.common sense media.org/educators>

### **Release of Student Information**

☐ I grant permission for my student's image or work to be used with or without identifiers on the school or district websites or social media accounts.

☐ I DON'T GRANT permission for my student's image or work to be published in the school or district's websites or social media accounts.

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

Comments: \_\_\_\_\_

### **Permission to Appear on Video**

☐ I hereby grant permission to include my child's image on video (non-media) for district use or as he or she may participate in a class conducted by a credentialed and/or credential candidate (student teacher) and/or to reproduce materials that my child may produce as part of classroom activities. I understand that no last names will appear on any materials submitted by the credential candidate to his/her teacher preparation program. This is for educational purposes only.

☐ I DON'T GRANT permission to include my child's image on video and/or to reproduce materials that my child may produce as part of classroom activities.

Comments: \_\_\_\_\_

Student Name \_\_\_\_\_ School \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Email address (optional) \_\_\_\_\_

## Central Unified Student Pledge for Tablet Use

1. I will take good care of my tablet and know that I will be returning it every year.
2. I will never leave my tablet unattended.
3. I will never loan out my tablet to other individuals.
4. I will know where my tablet is at all times.
5. I will charge my tablet's battery daily.
6. I will keep food and beverages away from my tablet since they may cause damage to the device.
7. I will not disassemble any part of my tablet or attempt any repairs.
8. I will protect my tablet by only carrying it while in approved case.
9. I will use my tablet in ways that are appropriate and educational.
10. I will not deface my tablet in anyway.
11. I understand that my tablet is subject to inspection at any time without notice and remains the property of the Central Unified School District.
12. I will follow the policies outlined in the Parent Handbook and the Acceptable Use Policy
13. I will file a claims report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement items in the event any of these items are lost or stolen.
16. I agree to return the District tablet, case and power cords in good working condition.

Student Name: (Print) \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# CENTRAL UNIFIED SCHOOL DISTRICT 2016-2017 CALENDAR

JULY 2016							0 DOI		
SUN	MON	TUE	WED	THU	FRI	SAT			
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October 2016							20 DOI		
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November 2016							16 DOI		
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December 2016							12 DOI		
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January 2017							16 DOI		
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February 2017							18 DOI		
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March 2017							23 DOI		
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April 2017							10 DOI		
SUN	MON	TUE	WED	THU	FRI	SAT			
						1			
2	3	4	5	6	7	8			
9	10	11	12	13	14	15			
16	17	18	19	20	21	22			
23	24	25	26	27	28	29			
30									

May 2017							22 DOI		
SUN	MON	TUE	WED	THU	FRI	SAT			
	1	2	3	4	5	6			
7	8	9	10	11	12	13			
14	15	16	17	18	19	20			
21	22	23	24	25	26	27			
28	29	30	31						

June 2017							6 DOI		
SUN	MON	TUE	WED	THU	FRI	SAT			
				1	2	3			
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30				

Students begin school: August 10, 2016  
 Students end school: June 8, 2017  
 Thanksgiving break: Nov 21-25, 2016  
 Last Day of Fall Semester: Dec 16, 2016  
 Winter break: Dec 19, 2016 - Jan 6, 2017  
 Spring break: Apr 10 - Apr 21, 2017  
 90th Day of Instruction: January 13, 2017  
 145th Day of Instruction: April 5, 2017  
 182 Certificated duty days  
 180 Instructional days

Board Approved: pending

<b>District Inservice August 8, 2016</b>
<b>Teacher Day - August 9, 2016</b>
<b>First Day of School - 8/10/2016</b> <b>Return From Breaks - 1/9 &amp; 4/24 2017</b>
<b>Classified Employee Holidays</b>
<b>School Not In Session</b>
<b>End of School Year - June 8, 2017</b>

CLASSIFIED EMPLOYEE HOLIDAYS	
July 4, 2016	Independence Day
September 5, 2016	Labor Day
November 11, 2016	Veteran's Day
November 24, 2016	Thanksgiving Day
November 25, 2016	In lieu of Sept 9
December 23, 2016	Christmas Eve
December 26, 2016	Christmas Day
January 2, 2017	New Year's Day
January 16, 2017	Martin Luther King Day
February 13, 2017	Lincoln's Birthday
February 20, 2017	President's Day
April 14, 2017	Spring Day (Good Friday)
May 29, 2017	Memorial Day

Notes:

[illegible]

**Central Unified School District**

**PROHIBITS THE USE OF**

**TOBACCO PRODUCTS**

**ON ALL DISTRICT PROPERTY, PARKING LOTS,**

**IN DISTRICT BUILDINGS AND VEHICLES**

**THIS PROHIBITION APPLIES TO ALL EMPLOYEES,**

**STUDENTS, PARENTS, AND OTHER VISITORS AT**

**ANY SCHOOL OR SCHOOL EVENT AS REQUIRED**

**BY BOARD POLICY AND REGULATION BP/AR 3513.3**

**CENTRAL UNIFIED'S TOBACCO-FREE POLICY IS**

***STRICTLY ENFORCED!***



**TOBACCO FREE SCHOOLS**

**for a healthier future**

**For More Information Contact (559) 274-4700 ext 63155**

## **Programs the Foundation Supports**

**Central Coats for Kids**

**Janessa Ramirez Scholarship Fund**

**Holiday Joy**

**Elementary Victory Medals**

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### **Contact:**

Email: [Foundation4Central@gmail.com](mailto:Foundation4Central@gmail.com)

### **Website:**

Visit our website [www.CentralFoundation.org](http://www.CentralFoundation.org)  
for more information

### **Mailing Address:**

Foundation for Central Schools  
4605 N. Polk Avenue  
Fresno, CA 93722



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Translation services available by calling 274-4700.  
Servicios disponibles en español 274-4700.  
Kev pab ua lus Hmoob hu tau rau ntawm 274-4700.  
ਟਰਾਂਸਲੇਸ਼ਨ ਸੇਵਾਵਾਂ ਪੰਜਾਬੀ ਵਿੱਚ ਵੀ ਮਿਲ  
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