

Lucerne Elementary

School District

PARENT ANNUAL NOTIFICATION GUIDE

2017 – 2018

NOTIFICATION OF PARENTAL RIGHTS AND RESPONSIBILITIES

California Education Code (EC) 48980 requires school districts to annually notify parents of their rights and responsibilities with respect to a number of topics listed in the California Education Code. Additionally, Education Code 48982 requires that schools collect signatures from parents to ensure that they have been made aware of how to access the information contained in the Notification of Parental Rights and Responsibilities.

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August 9, 2017

TO: Parents/Guardians
FROM: Governing Board - Lucerne Elementary School District
SUBJECT: Required Annual Notification

The Education Code requires the Governing Board to notify each parent/guardian of their rights under certain Education Code sections. The required notices are attached. Pursuant to parent request, the annual notification may be provided to the parent or guardian in electronic format by providing access to the notice electronically. If the notice is provided in electronic format, the parent or guardian must submit to the school a signed acknowledgment of receipt of this notice. The notices are available on the schools website: www.lucerne.k12.ca.us

The acknowledgement below, concerning Education Code Section 48980 notices, is to be signed by a parent/guardian and returned to the school. The School District will not undertake any activity covered by the sections set forth in 48980 unless the parent/guardian has been informed of such action pursuant to this article or has received separate special notification.

We look forward to having your children attend Lucerne Elementary School District. We have an excellent staff, which will provide the highest quality of education for your children.

Mike Brown,
Superintendent/Principal

YOU ARE HEREBY NOTIFIED that parents and guardians of pupils have been granted certain rights under the California Education Code §48980. A summary of the rights follows. ***PLEASE READ THEM CAREFULLY.*** If you have any questions, it is suggested that you consult the Education Code sections themselves, inquire with the Office, or see the following web sites:

http://www.cde.ca.gov/	http://www.cde.ca.gov/azindex/list.asp?search_letter=P*
http://www.cde.ca.gov/spbranch/sed/	http://www.leginfo.ca.gov/calaw.html
http://ccr.oal.ca.gov/	www.ed.gov
http://uscode.house.gov/usc.htm	http://www.access.gpo.gov/nara/cfr/cfr-table-search.html

See Education Code Section 48980 through 48985 at <http://www.leginfo.ca.gov/calaw.html>

If you have any questions, please contact:

Name - Mike Brown, Superintendent/Principal
Telephone - (707) 274-5578
Address - 3351 Country Club Drive; P.O. Box 1083 Lucerne, CA 95458

ACKNOWLEDGEMENT OF PARENT OR GUARDIAN OF ANNUAL RIGHTS NOTIFICATION
(Detach, sign, and return this page to your child's school indicating that you have been notified)

Please sign and return this acknowledgement, as required by Education Code § 48982. This is simply an acknowledgment by you that you have been informed of your rights. By signing and returning the notice, you are neither consenting nor refusing to consent to participation of the pupil in any particular program. This annual notification is also available in an electronic format and can be provided to you upon request. If the notice is provided in an electronic format, the parent or guardian shall submit to the school this signed acknowledgement of receipt of the notice. I acknowledge that I have received the parent rights packet as a parent/guardian of;

Student's Name: _____ Grade: _____

I hereby acknowledge receipt of information regarding my rights, responsibilities, and protections.

Signature of Parent or Guardian: _____ Date: _____

Release of Student Directory Information and FERPA

Most information about Lucerne Elementary School District students cannot be made public without the consent of parents or guardians. Federal law prohibits schools or the District from releasing information without permission, except for what is termed "Directory Information." According to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), directory information about students may be released without parental consent, provided annual notification of this has been given to the parent and the school does not have on file a signed copy of the Denial to Release Student Information Form. Schools **DO** use discretion when requests are received for directory information and will **NOT** release such information if it is the school's judgment that releasing such information would not be in the best interest of the student. Under the provisions of FERPA, parents and eligible students have the right to deny the release of any or all directory information. Please consider very carefully your decision to withhold any item of directory information. Should you decide to inform the Lucerne Elementary School District not to release any or all items listed below, any future requests for such information from individuals or entities not affiliated with the Lucerne Elementary School District will be refused. For example, requests for such information from individuals or entities including the media, colleges, civic or school-related organizations and state or governmental agencies would be denied. Also, "Directory Information" that may be published in school newsletters or programs for the athletic, music, and theater presentations of the Lucerne Elementary School District would not be released. Activities such as awards, scholarships, college/technical school information and various school publications such as yearbooks and athletic programs generally use some directory information about students. Board Policy has established the following categories of information as directory information pursuant to Section 49061 and 49073: "Directory information" means one or more of the following items: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student., electronic mail address (e-mail), photographs of the student used by the District for recognition of student achievement and community relations, including, but not limited to, publication in the District's or school's newsletters or publications, in the school setting and on the District's or school's Web site; In accordance with Federal law (No Child Left Behind Act of 2001, Section 9528), the District shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings unless a parent or eligible secondary school student requests, in writing, that the student's name, address, and telephone listing not be released without prior written consent. To deny the release of any or all FERPA student directory information and/or deny the release of secondary student information to military recruiters, please fill out the accompanying form.

(Optional) DENIAL OF PERMISSION TO RELEASE STUDENT INFORMATION FORM

STUDENT NAME _____ Grade _____

The release of student directory information marked below is DENIED for the elementary student listed above.

Please check only appropriate boxes

- | | |
|--|--|
| <input type="checkbox"/> Name | <input type="checkbox"/> Date and place of birth |
| <input type="checkbox"/> Address | <input type="checkbox"/> Dates of attendance |
| <input type="checkbox"/> Telephone listing | <input type="checkbox"/> The most recent previous educational agency or institution attended |
| <input type="checkbox"/> E-mail address | |
- Photograph of student (*used by the District for recognition of student achievement and community relations, including, but not limited to, publication in the District or school newsletters, Yearbook, or publications on the District or school website*)

SECONDARY STUDENTS (6-8) (in addition to above)

- Participation in officially recognized activities such as sports
- Weight and height of member of athletic teams
- Name, Address and Telephone Listing to Military Recruiters

****Note**, that this will prohibit providing the pupil's name and other information to school newsletters, yearbook, honor rolls, graduation programs, interested schools, parent-teacher associations, interested employers, and similar parties.

Parent/Guardian Name (**PLEASE PRINT**) _____

Parent/Guardian Signature _____ Date _____

Please complete and return this form within 30 days from the start of the school year or date of enrollment to the Lucerne Elementary School District office.

CONTINUING MEDICATION REGIMEN
PLEASE READ AND COMPLETE THE INFORMATION BELOW

Parents of any student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication(s) being taken, the current dosage, and the name of the supervising physician. With the consent of the parent, the school nurse may communicate with the physician and may counsel with 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

PLEASE COMPLETE THE FOLLOWING IF APPLICABLE:

Student is on a continuing medication program as prescribed by a physician:

(Please check one) YES _____ NO _____

If YES, you have my permission to contact student's physician:

Physician's Name: _____ Telephone: _____

Medication: _____ Dosage: _____

Medication: _____ Dosage: _____

Student's Name: _____

School: _____ Grade: _____

Signature of Parent or Guardian: _____ Date: _____

ANNUAL PESTICIDE NOTIFICATION REQUEST
PLEASE READ AND COMPLETE THE INFORMATION BELOW

Parents/guardians can register with the school to receive notification on individual pesticide applications. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

Parents/guardians seeking access to information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code 13184, can do so by accessing the Department's web-site at www.cdpr.ca.gov.

The Lucerne Elementary School District's Integrated Pest Management Plan may be viewed in the school office or at www.lucerne.k12.ca.us

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Student Name: _____ Date of Birth: _____

Address: _____

City: _____ Zip Code: _____

Telephone No.: _____ Grade: _____

 /I would like to be pre-notified every time a pesticide application is to take place at the school. I understand that the notification will be provided at least 72 hours before the application.

 /I do not need to be notified every time a pesticide application is to take place at the school. I understand that the notification will be posted at least 24 hours before the application.

Signature of Parent/Guardian: _____ Date: _____

**ANNUAL NOTICE TO PARENTS
2017-2018**

DEAR PARENT/GUARDIAN:

Section 48980 of the Education Code of California requires that notice be given at the beginning of the first semester or quarter of the regular school term to the parent or guardian of the minor pupils in the school district regarding the rights of the parent or guardian under sections 32390, 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, 51938, Chapter 2.3 (commencing with section 32255) of Part 19, and notice of the availability of the program prescribed by Article 9 (commencing with section 49510) of Chapter 9 and of the availability of individualized instruction under section 48206.3. Section 48982 requires that this Notice be signed and returned by the parent or guardian to the school. Signature and return of the attached form is acknowledgement by the parent or guardian that he or she has been informed of his or her rights but does not indicate that consent to participate in any particular program has either been given or withheld. Pursuant to parent request, the annual notification may be provided to the parent or guardian in electronic format by providing access to the notice electronically. If the notice is provided in electronic format, the parent or guardian must submit to the school a signed acknowledgment of receipt of this notice.

Some legislation requires additional notification to the parents or guardians during the school term or at least 15 days prior to a specific activity. (A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or guardians file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are spelled out in this form.

Accordingly, you are hereby notified as follows (when used in this notification "parent" includes a parent or legal guardian):

STUDENT DISCIPLINE

RULES AND PROCEDURES ON SCHOOL DISCIPLINE (EC §35291): Rules pertaining to student discipline, including those that govern suspension or expulsion, are set forth in Education Code Sections 48900 and following, and are available upon request from the school. In addition, the following disciplinary information is provided to parents:

DUTY CONCERNING CONDUCT OF PUPILS (EC §44807): Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.

DUTIES OF PUPILS (5 CCR §300): Pupils must conform to school regulations, obey all directions, be diligent in study, be respectful of teachers/others in authority, and refrain from profane/vulgar language.

HAZING PROHIBITION (EC §48900(q)): Pupils and other persons in attendance are prohibited from engaging or attempting to engage in hazing.

DRESS CODE/GANG APPAREL (EC 35183): Authorizes districts to adopt a reasonable dress code that requires pupils to wear a school-wide uniform or prohibits pupils from wearing gang-related apparel. School must provide six months notice to parents or guardians before implementing a school wide uniform policy.

ATTENDANCE OF SUSPENDED PUPIL'S PARENT (EC §48900.1): If a teacher suspends a student, the teacher may require the child's parent to attend a portion of the school day in his or her child's classes. Employers may not discriminate against parents who are required to comply with this requirement.

SEXUAL HARASSMENT POLICY (EC §231.5; 5 CCR §4917): Each district is required to have adopted a written policy on sexual harassment, and shall provide a copy of such policy, as it pertains to students, with the annual notification (**see attached**). Districts are also required to display such policies in a prominent location and include it in orientation for employees and students.

SCHOOL ACCOUNTABILITY REPORT CARD (EC §35256): Districts are to make a concerted effort to notify parents of the purpose of school accountability report cards, and ensure that all parents receive a copy. The school accountability report card is available in the school office and the school website www.lucerne.k12.ca.us

SAFE PLACE TO LEARN ACT (EC §234.1): The district is committed to maintaining learning and working environment that is free from bullying. Any student who engages in bullying of anyone in or from the district may be subject to disciplinary action up to and including expulsion. The district's policies and process for filing a complaint should be publicized to pupils, parents, employees and agents of the governing board. The notice shall be in English and in the primary language of the recipient. For a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to report incidences of bullying please contact the district office. The anti-discrimination and anti-harassment policies shall be posted in schools and offices.

DUTY OF PUPILS (EC 44807); School districts may notify parents or guardians of every teacher's duty to hold pupils accountable for their conduct on the way to and from school, and on the playground, or during recess. A teacher, vice principal, principal or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree or physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

SCHOOL RECORDS AND ACHIEVEMENT

PUPIL RECORDS/NOTICE OF PRIVACY RIGHTS OF PARENTS AND STUDENTS (EC §49063 et seq., §49069, §49073, 34 CFR 99.30, 34 CFR 99.34, and the federal Family Educational Rights and Privacy Act): Federal and state laws concerning student records grant certain rights of privacy and right of access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to: (1) Parents of students 17 and younger; (2) Parents of students age 18 and older if the student is a dependent for tax purposes and the records are needed for a legitimate educational purpose; (3) Students age 18 and older, or students who are enrolled in an institution of postsecondary instruction (called "eligible students"); (4) Pupils age 14 and over who are identified as both homeless and an unaccompanied youth; (5) Individuals who have completed and signed a Caregiver's Authorization Affidavit.

Parents, or an eligible student, may review individual records by making a request to the principal. Districts must respond to a pupil record request by providing access no later than five business days following the date of the request. The principal will see that explanation and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page. District policies and procedures relating to: location of, and types of records; kinds of information retained; availability of certificated personnel to interpret records if requested; persons responsible for records; directory information; access by other persons; review and challenge of records are available through the principal at each school. When a student moves to a new district, records will be forwarded upon the request of the new school district within ten school days. At the time of transfer, the parent or eligible student may review, receive a copy (at a reasonable fee), and/or challenge the records.

If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Department of Education (20 USC §1232(g)).

You have the right to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable program.

RELEASE OF PUPIL DIRECTORY INFORMATION (EC §49073, 34 CFR 99.37): The district also makes student *directory information* available in accordance with state and federal laws. This means that each student's name, birth date, address, telephone number, email address, major course of study, participation in officially recognized school activities, dates of attendance, degrees and awards received, and most recent previous public or private school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers or the news media). Names and addresses of seniors or terminating students may be given to public or private schools and colleges. Parents and eligible students will be notified prior to the destruction of any special education records. You have the right to inspect a survey or other instrument to be administered or distributed to your child that either collects personal information for marketing or sale or requests information about beliefs and practices and any instructional material to be used as part of your child's educational curriculum. Please contact your child's school if you wish to inspect such a survey or other instrument. Upon written request from the parent of a student age 17 or younger, the district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of postsecondary instruction and makes a written request, the student's request to deny access to directory information will be honored. Requests must be

submitted within 30 calendar days of the receipt of this notification. Additionally, directory information related to homeless or unaccompanied youths will not be released without the express written consent for its release by the eligible pupil or guardian.

RELEASE OF INFO TO MILITARY SERVICES REPS / RELEASE OF TELEPHONE NUMBERS (EC §49073.5; 20 USC §7908(a)(2)): Parents of secondary students may request in writing that the student's name, address, and telephone listing not be released to armed forces recruiters without prior written parental consent.

PARTICIPATION IN STATE ASSESSMENTS AND OPTION TO REQUEST EXEMPTION (EC § 60615, 5 CCR § 852): Pupils in applicable grade levels will participate in the California Assessment of Student Performance and Progress (CAASPP) except as exempted by law. Each year, a parent may submit a written request to excuse his or her child from any or all parts of the CAASPP assessments for that school year. If the parent submits the exemption request after testing begins, any test(s) completed before the request is submitted will be scored; the results will be included in the pupil's records and reported to the parent. School district employees will not solicit or encourage any exemption request on behalf of a pupil or group of pupils.

RELEASE OF STUDENT RECORDS/COMPLIANCE WITH SUBPOENA OR COURT ORDER (EC §§49076 and 49077): Districts are required to make a reasonable effort to notify parents in advance of disclosing student information pursuant to a subpoena or court order.

RELEASE OF STUDENT RECORDS TO SCHOOL OFFICIALS AND EMPLOYEES OF THE DISTRICT (EC §§49076(a)(1) and 49064(d)): Districts may release educational records, without obtaining prior written parental consent, to any school official or employee, which would include accountants, consultants, contractors, or other service providers, who have a legitimate educational interest in the educational record.

HEALTH SERVICES

HEALTH SERVICES BILLING; 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 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.

CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM (H&SC §124085): Physical examinations are required as a prerequisite for enrollment in the first grade. Free health screening may be available through the local health department. Failure to comply with this requirement or sign an appropriate waiver may result in exclusion of your child from school for up to five days.

DENTAL ASSESSMENT (EC 49452.8); A pupil, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in a public school, shall, no later than May 31 of the school year, present proof of having received an oral health assessment by a licensed dentist, or other licensed or registered dental health professional operating within his or her scope of practice, that was performed no earlier than 12 months prior to the date of the initial enrollment of the pupil

PHYSICAL EXAMINATION; PARENT REFUSAL TO CONSENT (EC §49451): A child may be exempt from physical examination whenever the parents file, annually, a written statement with the school principal stating that they will not consent to routine physical exam of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.

VISION APPRAISAL (EC §49455): The district is required to appraise each student's vision upon initial enrollment and every third year thereafter until the student completes the 8th grade. The appraisal shall include tests for visual acuity and color vision; however, color vision shall be appraised once and only on male students. The evaluation may

be waived upon presentation of a certificate from a physician, surgeon, physician's assistant, or optometrist setting out the results of a determination of the student's vision, including visual acuity and color vision.

SCOLIOSIS SCREENING NOTICE (EC §§49451 and 49452.5): In addition to the physical examinations required pursuant to Sections 100275, 124035 and 124090 of the Health and Safety Code, the district may provide for the screening of every female student in grade 7 and every male student in grade 8 for the condition known as scoliosis.

DENTAL FLUORIDE TREATMENT (H&SC §104830 et seq.): Pupils will be provided the opportunity to receive the topical application of fluoride or other decay-inhibiting agent to each pupil's teeth if the parent, guardian, or eligible pupil submits a letter stating that the treatment is desired.

PUPIL NUTRITION/NOTICE OF FREE AND REDUCED PRICE MEALS (EC §§48980(b), 49510, 49520 and 49558): Needy children may be eligible for free or reduced price meals. Details, eligibility criteria, and applications to participate in a free or reduced price meal program if it is available are available at your child's school. Individual records pertaining to student participation in any free or reduced-price meal program may, under appropriate circumstances, be used by school district employees to identify students eligible for public school choice and services pursuant to the federal Every Student Succeeds Act. When a household is selected for verification of eligibility for free and reduced meals, the District must notify the parent that their child(ren)'s eligibility is being verified.

IMMUNIZATION AND COMMUNICABLE DISEASES (EC 48216, 49403) The District shall follow all laws, rules, and regulations regarding immunizations required for students to enroll. The District shall not admit any student until the student is properly immunized as required by law. If there is good cause to believe a student has been exposed to a disease and his or her proof of immunization does not show proof of immunization against that disease, The District may temporarily exclude the child from school until the local health officer is satisfied that the child is no longer at risk of developing or transmitting the disease. If the parent or guardian files with the governing authority a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization, that child shall be exempt from the immunization requirements. Effective January 1, 2016: The California Legislature eliminated the exemption from specified immunization requirements based upon personal beliefs. A pupil who, prior to January 1, 2016, submitted a letter or affidavit on file with The District stating beliefs opposed to immunization shall be allowed enrollment to any The District school until the pupil enrolls in the next grade span. Grade span means (1) from birth to preschool; (2) Kindergarten and grades 1 to 6, inclusive, including transitional kindergarten; and (3) grades 7 to 12 inclusive

MEDICATION (EC §49423, §49423.1): Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician and a parental request for assistance in administering the medication. Students may also carry and self-administer prescription auto-injectable epinephrine and prescription inhaled asthma medication upon the school's receipt of specified written confirmation with instructions for self-administration and authorization from the student's parent and physician or surgeon. The parent must release the school district and personnel from liability for any harm resulting from the self-administered medication, and provide a release for authorized school personnel to consult with the physician or surgeon.

MEDICAL AND HOSPITAL SERVICES FOR PUPILS (EC §§49471 and 49472): The district is required to notify parents in writing if it does not provide or make available medical and hospital services for students injured while participating in athletic activities. The district is also authorized to provide medical or hospital services through non-profit membership corporations or insurance policies for student injuries arising out of school-related activities.

MEDICAL INSURANCE (EC 49471); The school district does not make medical and hospital insurance available for pupils of the school district.

AVAILABILITY OF INDIVIDUALIZED INSTRUCTION/PRESENCE OF PUPIL WITH TEMPORARY DISABILITY IN HOSPITAL (EC §§48206.3, 48207-48208): Individualized instruction is available to students with temporary disabilities whose disability makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable. Parents of students hospitalized or with a temporary disability shall notify the school district where the student receives care if an individualized instruction program is desired.

CONTINUING MEDICATION REGIMEN (EC §49480): Parents of any student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication(s) being taken, the current dosage, and the name of the supervising physician. **(See attached form.)** With

the consent of the parent, the school nurse may communicate with the physician and may counsel with 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.

SUN PROTECTIVE CLOTHING/USE OF SUNSCREEN (EC §35183.5): School sites must allow for outdoor use of sun-protective clothing and must allow students to use sunscreen, without a prescription or physician's note, during the school day.

ASBESTOS (40 CFR 763.84, 40 CFR 763.93): The district has a plan for eliminating health risks that are created by the presence of asbestos in school buildings. It may be reviewed at the district office. At least once each year, the district will notify parents of inspections, response actions, and post-response action activities that are planned or in progress.

USE OF PESTICIDES (EC §§17612 and 48980.3): As required by Education Code Sections 17612 and 48980.3, the names and active ingredients of all herbicide/pesticide products expected to be applied at the school facility during the upcoming year are required to be disclosed.: The Healthy Schools Act (HSA) establishes your right to know about the pesticides that are applied at your school. If your school applies pesticides, there is certain information you have a right to obtain. There are some pesticides exempt from these HSA requirements

You will receive:

- An annual notification of pesticides expected to be used during the year.
- The opportunity to register to receive notifications of individual pesticide applications. If you choose to register, you should receive the notice at least 72 hours in advance of an intended application.

The school must:

- Starting July 1, 2016, and annually thereafter post an IPM plan to the school or district Web site, or include it with the annual notification.
- Post warning signs around the pesticide application area 24 hours before and remain in place 72 hours after.
- Keep pesticide use records on site for four years and make them available to the public when requested.

For access to information on pesticides, pesticide use reduction, and the parent option to register to receive notification of individual pesticide applications at the school facility; visit the California Department of Pesticide Regulation <http://www.cdpr.ca.gov/>

<u>Target Pests</u>	<u>Name of Pesticide/Herbicide</u>	<u>Active Ingredients</u>
Weeds	Round Up Herbicide	Glyphosate, N-(phosphonomethyl) glycine
Weeds	Ortho Weed B Gone	Dichlorophenoxyacetic acid
Rodents	D-CON	Brodifacoum
Wasps & Hornets	Raid Earth Options	2-Phenyl ethyl propionate
Spiders	EcoSmart Product	Botanical Oil Octopamine Blocker

COMPREHENSIVE SCHOOL SAFETY PLAN (EC §§32280 et seq.): Each school is required to report on the status of its school safety plan, including a description of its key elements, in the annual school accountability report card (SARC). The planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. The planning committee shall notify specified persons and entities in writing.

NOTICE OF COMPLIANCE (EC §32289): A complaint of noncompliance with the school safety planning requirements may be filed with the State Department of Education under the Uniform Complaint Procedures (5 CCR 4600 et seq.).

TOBACCO FREE SCHOOLS (HS §104420): Use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for the use or possession of prescription nicotine products. Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

STUDENT SERVICES

MINIMUM AGE OF ADMISSION TO KINDERGARTEN (EC §48000): A child shall be eligible for enrollment in kindergarten at the beginning of the school year or at a later time in the same year, if the child has his or her fifth birthday, respectively, on or before one of the following dates: October 1 of the 2013-14 school year and September 1 of the 2014-15 school year and each school year thereafter. Any child who will have his/her birthday between the date listed above for the applicable school year and December 2 shall be offered a transitional kindergarten program in accordance with law and district policy. On a case-by-case basis, a child who has reached age five after the date listed above but before the end of the the applicable school year, may be admitted to kindergarten with the approval of the child's parent or guardian and subject to board approval in accordance with EC 48000(b).

PROSPECTUS OF SCHOOL CURRICULUM (EC §49091.14): The curriculum of every course offered by the schools of the district is compiled annually by each school in a prospectus. Each school prospectus is available for review upon request at each school site. Copies are available upon request for a reasonable fee not to exceed the actual copying cost.

ENGLISH LANGUAGE EDUCATION (EC §310): State law requires that all students be taught English by being taught in English. However, this requirement may be waived by parents with prior written informed consent, which shall be provided annually, under specified circumstances. See your school principal for further information.

SPECIAL EDUCATION (IDEA): State and federal law requires that a free appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. More information concerning student eligibility, parental rights and procedural safeguards are available upon request.

SPECIAL EDUCATION; CHILD FIND SYSTEM (EC §56301): Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to EC §56300.

SPECIAL EDUCATION COMPLAINTS (5 CCR §3080): State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of a special education student, or similar issues, you may file a written complaint with the district. State regulations require the district to forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your school principal.

SECTION 504/DISABLED PUPILS (Section 504 of the Rehabilitation Act of 1973): Federal law requires districts to annually notify disabled pupils and their parents of the district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act.

STATEMENT OF NONDISCRIMINATION (Title VI of the Civil Rights Act of 1964; Title IX of the U.S. Education Amendments of 1972; Americans with Disabilities Act; Section 504 of the Vocational Rehabilitation Act of 1973; EC §200 et seq.): The district does not discriminate on the basis of gender, gender identity, gender expression, sex, race, color, religion, national origin, ethnic group identification, age, genetic information, mental or physical disability, sexual orientation, or the perception of one or more of such characteristics. The district's policy of nondiscrimination requires notification in native language if the district's service area contains a community of minority persons with limited English language skills. Notification must state that the district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent. **(see attached)**

FINGERPRINTING PROGRAM (EC §32390): Districts are authorized to offer fingerprinting programs for children enrolled in kindergarten or newly enrolled in the district. If the district has adopted such a program, you will be notified of procedures, applicable fee and your right to decline your child's participation upon your child's initial enrollment.

CHILDREN IN HOMELESS SITUATIONS (42 USC §11431-11435): Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. The school shall provide written notice, at the time any child or youth seeks enrollment in such school, and at least twice annually while the child or youth is enrolled in such school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that shall be signed by the parent or guardian (or, in the case of an unaccompanied youth, the youth); Each child of a homeless individual and each homeless youth shall have equal

access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths. Homelessness alone is not sufficient reason to separate students from the mainstream school environment. Homeless children and youths shall have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State student academic achievement standards to which all students are held. The school shall, according to the child's or youth's best interest;

1. Continue the child's or youth's education in the school of origin for the duration of homelessness
 - a. In any case in which a family becomes homeless between academic years or during an academic year, or
 - b. for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year, or
 - c. enroll the child or youth, in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living, are eligible to attend.

No homeless child or youth is required to attend a separate school for homeless children or youths. Each homeless child or youth shall be provided services comparable to services offered to other students, including the following:

1. Transportation services.
2. Educational services for which the child or youth meets the eligibility criteria, such as services provided under title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
3. Programs in vocational and technical education.
4. Programs for gifted and talented students.
5. School nutrition programs. Homeless children and youths shall not be stigmatized by school personnel. The school principal shall be the local liaison for homeless children and youths.

The State Coordinator for Education of Homeless Children and Youths can be reached at:
Title I Policy and Partnerships Office
California Department of Education,
(916) 657-5342

<http://www.cde.ca.gov/cilbranch/homeless/homelesstoc.html>

SEX / HIV / EDUCATION

INSTRUCTION IN COMPREHENSIVE SEXUAL HEALTH EDUCATION / HIV PREVENTION (EC §51938): Districts shall annually notify parents about instruction in comprehensive sexual health education and HIV prevention education and research on student health behaviors and risks planned for the school year. Written and audiovisual educational materials used in such education are available for inspection. If arrangement for the instruction is made after the beginning of the school year, you will be notified no fewer than 14 days prior to the commencement of any such instruction if the district elects to provide the instruction by outside consultants in class or during an assembly. The notice must include the date of instruction, the name of the organization or affiliation of each guest speaker and information stating that the parent/guardian has the right to request a copy of the law pertaining to such instruction. You may request in writing that your child not receive comprehensive sexual health education and/or HIV prevention education. The law also authorizes the district to use anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age appropriate questions about the student's attitudes concerning or practices relating to sex. The district must notify you in writing before any such test, questionnaire, or survey is administered and provide you with an opportunity to review the test and request in writing that your child not participate.

HEALTH INSTRUCTION/CONFLICTS WITH RELIGIOUS TRAINING AND BELIEFS (EC §51240): Upon written request of a parent, students shall be excused from the part of any school instruction in health if it conflicts with the religious training and beliefs of a parent.

SCHOOL ATTENDANCE/ATTENDANCE ALTERNATIVES

California law (EC §48980(h)) requires all school boards to inform each student's parent 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 ones assigned by school districts. Students who attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district which the parent lives (intradistrict transfer), and potentially three separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described as follows:

Choosing a School Within District in Which Parent Lives:

The law (EC §35160.5(b)) requires the school board of each district to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The law limits choice within a school district as follows:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased", which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
- A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions.
- If a transfer is denied, a parent does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents to appeal a decision.

Choosing a School Outside District in Which Parent Lives:

Parents have three different options for choosing a school outside the district in which they live. The three options are:

Option 1: Districts of Choice (EC §§48300 through 48315): The law allows, but does not require, each school district to become a "district of choice" – that is, a district that accepts transfer students from outside the district under the terms of the referenced Education Code sections. If the school board of a district decides to become a "district of choice" it must determine the number of students it is willing to accept in this category each year and make sure that the students are selected through a "random and unbiased" process, which generally means a lottery process. If the district chooses not to become a "district of choice", a parent may not request a transfer under these provisions. Other provisions of the "district of choice" option include:

- Either the district a student would transfer to or the district a student would transfer from may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. A district of choice cannot deny a transfer request on the basis that the costs to provide services exceeds the revenue received, but it may reject a request if doing so would require the creation of a new program. However, the district of choice may not deny the transfer of any special needs student, including an individual with exceptional needs, or an English Learner student even if the cost to educate the student exceeds the revenue received or the creation of a new program is required. The district a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
- Communications to parents or guardians by a school district of choice shall be factually accurate and shall not target students based upon academic ability, athletic performance, or other personal characteristics.
- No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.
- Siblings of students already attending school in the "district of choice" and children of military personnel must be given transfer priority.
- A parent may request transportation assistance within the boundaries of the "district of choice". The district is required to provide transportation only to the extent it already does so.

Option 2: Other Interdistrict Transfers (EC §§46600 et seq.): The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. There are no statutory limitations on the kinds of terms and conditions districts are allowed to place on transfers. The law on interdistrict transfers also provides for the following:

- If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.

Option 3: Parental Employment in Lieu of Residency Transfers (EC §48204(b)): If at least one parent or legal guardian of a student is physically employed in the boundaries of a school district other than the one in which they live for a minimum of 10 hours during the school week, the student may be considered a resident of the school district in which his/her parents work. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of EC §48204(b) include:

- Either the district in which the parent or legal guardian live or the district in which the parent or legal guardian works may prohibit the student’s transfer if it is determined that there would be a negative impact on the district.
- The district in which the parent or legal guardian works may reject a transfer if it determines that the cost of educating the student would be more than the amount of government funds the district would receive for educating the student.
- There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent or legal guardian the specific reasons for denying the transfer.

Open Enrollment Act (EC § 48350 et seq.)

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

This summary provides an overview of the laws applicable to school attendance for each alternative. Additional information is available upon request.

NOTICE OF ALTERNATIVE SCHOOLS (EC §58501): State law authorizes all school districts to provide for alternative schools. Education Code section 58500 defines an alternative school as a school or separate class group within a school that is operated in a manner designed to:

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

In the event any parent, student, or teacher is interested in further information concerning alternative schools, the *County Superintendent of Schools, the administrative office of this district, and the principal’s office in each attendance area* shall have copies of the law available for your information. This law particularly authorizes interested persons to request that the governing board of the district to establish alternative school programs in each district.

GRADE REDUCTION/LOSS OF ACADEMIC CREDIT (EC §48980(j)): No student shall have his/her grade reduced or lose academic credit for any excused absence pursuant to EC §48205 for missed assignments/tests that can reasonably be provided/completed.

EXCUSED ABSENCES; A pupil shall be excused from school for justifiable personal reasons, under specified circumstances, and by written request approved by the school principal. The pupil shall be allowed to complete assignments and tests missed during the absence pursuant to Education Code §48205. See- <http://www.leginfo.ca.gov/calaw.html>

- (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 service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of 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.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of any class from which a pupil is absent, shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four days per month.
- (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."

ABSENCES FOR CONFIDENTIAL MEDICAL SERVICES (EC §46010.1): Students in grades 7-12 and their parents are notified that the law permits schools to excuse students for the purpose of obtaining confidential medical services without parental consent. District policy regarding excusing such absences is available upon request.

ABSENCE FOR RELIGIOUS INSTRUCTION (EC §46014): Districts may allow pupils with parent consent to be excused to participate in religious exercises/instruction.

NOTICE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS (EC §48980(c)): The district is required to annually notify parents of its schedule(s) of minimum days and student-free staff development days at the beginning of the year or as early as possible, but no later than one month prior to the scheduled minimum or student-free day. **(See attached)**

MISCELLANEOUS

ACCEPTABLE USE OF TECHNOLOGY: The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, as well as consequences for unauthorized use and/or unlawful activities. Before using the district's on-line resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred. The Acceptable Use Agreement is included in the annual registration packet

NON-MANDATORY PROGRAMS FOR PARENTAL/PUPIL PARTICIPATION (EC §49091.18): Schools may not require a student or student's family to submit to or participate in any assessment, analysis, evaluation, or monitoring of the quality or character of student home life, parental screening or testing, nonacademic home-based counseling program, parent training, or prescribed family educational service plan.

SEX EQUITY IN CAREER PLANNING (EC §221.5(d)): Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions.

DRUG FREE CAMPUS (Alcohol and Other Drug Use Prevention Education): Possession, use or sale of narcotics, alcohol, or other controlled substances is prohibited and strictly enforced at all school activities. Records will be forwarded to local law enforcement, and district sanctions will result from violations.

RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS (EC §§32255 et seq.): Pupils may choose to refrain from participating in educational projects involving the harmful or destructive use of animals.

EVERY STUDENT SUCCEEDS ACT (20 USC §§6301 et seq.): Under the ESSA, parents have the following rights which may be subject to change as regulations and state law are modified to comply with ESSA:

• **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:** Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects s/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether s/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. Districts shall also notify parents if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

• **Information Regarding Individual Student Reports on Statewide Assessments:** Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student.

• **Limited English Proficient Students:** The Act requires prior notice be given to parents of English learners regarding limited English proficiency programs, including the reasons for the identification of the student as an English learner, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the status of the student's academic achievement, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for English learners .

• **Program Improvement Schools:** Parents shall be notified when their child's school is identified a "program improvement" school and the opportunities for school choice.

• **Non-Release of Information to Armed Forces Recruiters:** Upon written request, parents may direct that their student's name, address and telephone listing not be released without prior written parental consent.

The information provided above is available upon request from your child's school or the district office. Additional notices that may be required under the Every Student Succeeds Act shall be sent separately

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) - PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

A. Consent before pupils are required to submit to a survey that concerns one or more of the following "protected areas" of information if the survey is funded in whole or in part by the U.S. Department of Education:

1. Political affiliations or beliefs of the pupil or pupil's parent;
2. Mental or psychological problems of the pupil or pupil's family;
3. Sexual 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 pupil or parents; or 8. Income, other than as required by law to determine program eligibility.

B. Receive notice and an opportunity to opt a pupil out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a pupil, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from pupils for marketing or to sell or otherwise distribute the information to others.

C. Inspect, upon request and before administration or use

1. Protected information surveys of pupils;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a pupil who is 18 years old or an emancipated minor under State law. Board policies regarding these rights may be obtained from the school or county office. (20 U.S.C. § 1232h.) Parents who believe their rights have been violated under this section may file a complaint with: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

UNIFORM COMPLAINT PROCEDURES (5 CCR §4622): The Lucerne Elementary School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

After School Education and Safety
American Indian Education Centers and Early Childhood Education Program Assessments
Bilingual Education
California Peer Assistance and Review Programs for Teachers
Child Care and Development
Child Nutrition
Compensatory Education
Consolidated Categorical Aid
Economic Impact Aid
Education of Pupils in Foster Care and Pupils who are Homeless
Every Student Succeeds Act / No Child Left Behind
Local Control Accountability Plans (including Charter Schools as described in *EC* §§ 47606.5 and 47607.3);
Migrant Education
Physical Education Instructional Minutes
Pupil Fees
Reasonable Accommodations to a Lactating Pupil
Regional Occupational Centers and Programs
School Safety Plans
Special Education
State Preschool
Tobacco-Use Prevention Education

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Mike Brown, Principal/Superintendent
Lucerne Elementary School
3351 Country Club Drive; PO Box 1083
(707)274-5578
mbrown@lucerne.k12.ca.us

A pupil fees complaint is filed with the *Lucerne Elementary School District* and/or the principal of a school.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of our UCP compliant policies and procedures is available free of charge.

DISRUPTION IN PUBLIC SCHOOL OR PUBLIC MEETING (EC 32210); School districts may inform parents or guardians that 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 five hundred dollars (\$500).

SCHOOL BUSES/PASSENGER SAFETY (EC §39831.5): Districts are required to provide safety regulations to all new students and students who have not previously been transported by school bus. School bus rules and safety regulations are provided in the annual registration packet.

MEGAN'S LAW NOTIFICATION (PENAL CODE §290.4): Parents and members of the public have the right to review information regarding registered sex offenders at the main office of the local law enforcement agency for this school district. School districts may provide notification to parents and guardians that information about registered sex offenders in California and how to protect their families can be found at <http://meganslaw.ca.gov/>.

CHILD ABUSE AND NEGLECT REPORTING (PENAL CODE 11164); School districts may inform parents or guardians that school district staff is required by law to report cases of child abuse and neglect to the appropriate law enforcement agency when they have a reasonable suspicion that a child has been a victim of child abuse and/ or neglect. Reasonable suspicion does not require certainty that the child abuse and/or neglect has occurred. The reporting staff member's name and report are confidential. The fact that a child is homeless or an unaccompanied minor is not, in and of itself, a sufficient basis for reporting child abuse or neglect.

INVESTING FOR FUTURE EDUCATION (EC §48980(d)); Parents are advised of the importance of investing for higher education for their children and of considering appropriate investment options, including, but not limited to, United States savings bonds.

COMPLAINTS CONCERNING DEFICIENCIES RELATED TO INSTRUCTIONAL MATERIALS, ETC. (EC §35186); A uniform complaint process is available to help identify and resolve deficiencies related to instructional materials, emergency or urgent facility conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancy or misassignment. Notice of the complaint process and location at which to obtain a complaint form should be posted in the classrooms.

PARENT INVOLVEMENT; Lucerne Elementary School District, along with the support of state and federal programs such as Title I of ESEA, seek to involve parents in an effective home-school partnership in order to provide the best possible education for our students. These parent involvement activities are integrated into the LCAP and LEA plans for academic accountability. This parent involvement policy has been developed jointly with and agreed upon by parents/guardians of participating students. This policy will be updated periodically to meet the changing needs of parents/guardians and the school. Parents/guardians will have an opportunity to evaluate the content and effectiveness of this policy. Elements of this policy include:

Title I Parent Meetings:

Annual Title I Meetings for the parents of students at Lucerne Elementary School will be held during Back-To-School Night to inform parents of the school's participation in the program and to explain its requirements and parent's right to be involved. Parents of students participating in the Title I program are encouraged to help organize, plan, and review, the Title I programs for improvement purposes. A description and explanation of the curriculum in use at Lucerne Elementary, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet will be presented at Back-To-School Night and at parent/teacher conferences. The School/Parent Compact shall be discussed at parent/teacher conferences, as to how it relates to the individual child's achievement of the State's high standards. To help build parent and school capacity for strong parent involvement, Title 1 funds may be used to pay reasonable and necessary expenses associated with local parent involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions. In the event that parents/ guardians are not able to attend such meetings/activities at school, in-home conferences between parents/guardians and teachers or other educators who work directly with the student will be made available.

Regular Communication With Parents:

Parents/guardians will receive timely information about Title I programs. In order to build consistent and effective communication between the home and the school and to train teachers and administrators to communicate effectively and in a timely manner with parents, regular communication will be provided in a format and language parents can understand, and will be supported by the following:

- Teacher Welcome Letters
- Student Welcome/Registration Packets
- Annual School Calendar
- Regular School Newsletters
- Local Newspaper
- School Marquis / School Website
- Special Event/Reminder Notices
- Quarterly Report Cards
- Twice Yearly Parent Conferences
- Interim progress reports for students who are working below grade level standards
- Parent Information Nights
- School Assemblies (Parents Invited)
- Parent-Teacher Compacts
- School Accountability Report Card
- "Helping Your Child Succeed" parent pamphlets
- Weekly Progress Reports

Parent Involvement in the Process of School Review and Improvement

Lucerne Elementary School District supports effective parental involvement to improve student achievement and school performance. Parents are urged to involve themselves in one or more school or district committees. These committees meet monthly (in most cases) to plan for student activities, academic programs, to discuss parent and staff concerns, to approve categorical program budgets, and to enhance parent understanding and skills. Without parent participation, our many extra programs could not exist, and our students would not be nearly so successful. Notices about meetings of the activities listed below will be sent home regularly. Parents wishing to participate may contact the school office to volunteer or attend meetings at the announced time and place.

School Site Council/District Advisory Council – Determines school improvement goals and prioritizes budget expenditures for some categorical programs. Involves parents in the joint development of the local education agency plan and in the process of school review and improvement.

Booster Club – Plans student activities and raises funds for the "extras" needed at the school sites.

Parent Trainings/Parent Information Night:

These are opportunities to help parents develop skills to use at home that support their children’s academic efforts & social development. They provide parents with techniques and strategies that they may utilize to improve their children’s academic success and to assist their children in learning at home. Some of these activities may include:

- | | | |
|--------------------------|--------------------------------------|--------------------------------|
| Math Games | Children Safety Issues - School/Home | Asthma Education |
| Reading Skills/Games | Community Resources | Lice Prevention |
| Kindergarten Orientation | Helping With Homework | Anti-Drug Education/Prevention |
| Writing Skills | Nutrition Education | Parent Needs Assessment Survey |
| | Parenting Tips | |

Parent Visitations

A wonderful way for parents to show their child that they are interested in his/her life at school is to visit the classroom, and the school welcomes any parent who wishes to help or simply observe.

The following visitation guidelines will help minimize disruption of the class.

1. Schedule the visit with the classroom teacher and school office in advance.
2. Unless arrangements are made with the teacher and/or school, leave younger children at home, if possible, to lessen distractions.
3. The day of the visit, the parent must visit the school office to sign in and receive a visitor's badge.
4. When in the classroom, the parent must not engage the teacher in conversation that would prevent her/him from supervising and interacting with the students.
5. Before leaving campus, the parent must check out through the office.

Other opportunities for participation include:

- | | | |
|-------------------------|---------------------------|------------------------|
| Alpine Festival | Classroom Mentor | Field Trip Supervision |
| School Sport Activities | Library Support Volunteer | |

SCHOOL ACCREDITATION (EC §35178.4); Requires a school district to notify each parent or guardian of a pupil in a school that has lost its accreditation status and the potential consequences of the school’s loss of status, in writing or by posting the information on the school district’s or school’s Internet Website, or by any combination of these methods.

PUPIL FEES (EC §49010 et seq.); The district is required to establish policies concerning the provision of a free education to pupils. The district is also required to establish policies for filing a complaint of noncompliance under this section using the Uniform Complaint Procedures. Notice of the district’s fee policies and complaint process shall be provided to pupils, parents, guardians, and employees on an annual basis.

LOCAL CONTROL AND ACCOUNTABILITY PLAN (EC §§52060-52077); The District is required to adopt a three-year Local Control and Accountability Plan (LCAP) and to update the LCAP on or before July 1 of each subsequent year. The LCAP is required to identify annual goals; specific actions geared toward implementing those goals, and must measure progress for student subgroups across multiple performance indicators based on eight priorities set by the State. The priorities must be aligned to the District’s spending plan. The LCAP must be approved before the annual District budget can be adopted. Once the budget and LCAP are adopted at the local level, the plan will be reviewed by the County Superintendent to ensure alignment of projected spending toward goals and services. The following are the eight State priorities:

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

The Board of Education is required to establish a parent advisory committee (PAC) and English learner parent advisory committee (ELPAC) to provide advice to the Board of Education and the superintendent regarding the LCAP.

(ELPACs are required if enrollment in the school district includes at least 15% English learners and the district enrolls at least 50 pupils who are English learners. Districts are not required to establish a new ELPAC if an English learner parent committee has already been established). PACs shall include parents or legal guardians of low income students, English learner students, and foster youth.

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

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

Districts are required to post on the school district website the LCAP approved by the Board of Education and any updates or revisions to the LCAP, and establish policies for filing a complaint of noncompliance under EC §52075 using the Uniform Complaint Procedures. Information regarding the requirements for a Local Control and Accountability Plan and the complaint process shall be provided to pupils, parents, guardians, and employees on an annual basis.

SCHOOLWISE MESSAGING

SchoolWise telephone/email alerts tool is utilized by the Lucerne Elementary School District. The system enables the district to personally communicate with district employees, as well as parents/guardians to support emergency preparedness, school community involvement and student attendance.

The district utilizes voice, email and text messaging to communicate with employees and parents/guardians. Recipients are contacted using contact information provided by parents, guardians and employees in the SchoolWise school information system.

If you are receiving calls and do not have any children in the district or if you are a parent/guardian and have questions or concerns about SchoolWise telephone/email alerts, please call (707) 274-5578.

Attendance

If your student was absent from school or has an uncleared absence, an alert will be sent to the phone numbers of the primary contact daily at 4:30p.m. If the absence is not cleared, you will be alerted for five consecutive days or until the absence is cleared.

Messaging

SchoolWise telephone/email alerts allows the district to send messages via phone, email and text message. The system is configured to send messages to emails, cell and home phone numbers in SchoolWise.

How do recipients opt-out of receiving text, email or phone messages?

Recipients not wishing to receive text, email or phone messages to a particular number or email can simply do the following;

Request that the SchoolWise system administrator remove the number or email on their school information system from receiving alerts at (707)274-5578.

ATTACHMENTS

PARENT'S RIGHTS ACT; EC 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 school site. 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 school site, 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.

EC 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.

LUCEERNE ELEMENARY SCHOOL DISTRICT
SCHOOL CALENDAR 2017-18

July 0 school days

July 2017						
SU	M	T	W	TH	F	SA
						1
2	3	[4]	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 17 school days

August 2017						
SU	M	T	W	TH	F	SA
		1	2	<3>	<4>	5
6	<7>	<8>	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26*
27	28	29	{30}	31		

Sept. 20 school days

September 2017						
SU	M	T	W	TH	F	SA
					1	2
3	[4]	5	6	7	8	9
10	11	12	{13}	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 22 school days

October 2017						
SU	M	T	W	TH	F	SA
1	2	3	4	5	6*	7
8	{9}	{10}	{11}	{12}	{13}	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Nov. 16 school days

November 2017						
SU	M	T	W	TH	F	SA
			{1}	2	3	4
5	6	7	8	9	[10]	11
12	13	14	15	16	{17}	18
19	{20}	{21}	{22}	[23]	[24]	25
26	27	28	29	30		

Dec. 11 school days

December 2017						
SU	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	*{15}	16
17	{18}	{19}	{20}	{21}	{22}	23
24	[25]	[26]	[27]	[28]	[29]	30
31						

January 20 school days

January 2018						
SU	M	T	W	TH	F	SA
	[1]	{2}	3	4	5	6
7	8	9	10	11	12	13
14	[15]	16	17	18	19	20
21	22	23	{24}	25	26	27
28	29	30	31			

February 18 school days

February 2018						
SU	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	{16}	17
19	[19]	20	21	22	23	24
25	26	27	28			

March 22 school days

March 2018						
SU	M	T	W	TH	F	SA
				1	2	3
4	5	6	{7}	8	9*	10
11	{12}	{13}	{14}	{15}	{16}	17
18	19	20	21	22	23	24
25	26	27	28	29	{30}	31

April 16 school days

April 2018						
SU	M	T	W	TH	F	SA
1	{2}	{3}	{4}	{5}	{6}	7
8	9	10	11	12	13	14
15	16	17	{18}	19	20	21
22	23	24	25	26	27	28
29	30					

May 18 school days

May 2018						
SU	M	T	W	TH	F	SA
		1	{2}	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	{23}	[24]	<25>	26
27	[28]	29	30	31		

June 0 school days

June 2018						
SU	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

180 School Days

July 4	4th of July Holiday	Jan 2	Travel Day - Local Holiday/Break
Aug 3-8	Contracted LETA Work Days	Jan 3	Return to School after Winter Break
Aug 9	First Day of School for Students	Jan 15	No School - Martin Luther King Day
Aug 30	Minimum Day - Back To School Night	Jan 24	Minimum Day - Teacher Collaboration Day
Sep 4	No School - Labor Day	Feb 16	No School - Lincoln's Birthday (Observed)
Sep 13	Minimum Day - Teacher Collaboration Day	Feb 19	No School - President's Day
Oct *6	End of 1st Quarter*	Mar 1	Family Night 6:00pm-7:30pm
Oct 9-13	Minimum Days - Parent/Teacher Conf. Wk	Mar 7	Minimum Day - Teacher Collaboration Day
Nov 1	Minimum Day - Teacher Collaboration Day	Mar *9	End of 3rd Quarter*
Nov 9	Family Night 6:00pm-7:30pm	Mar 12-16	Minimum Days - Parent/Teacher Conf. Wk
Nov 10	No School - Veteran's Day	Mar 30	Minimum Day
Nov 17	Minimum Day	Apr 2-6	No School - Spring Break
Nov 20-23	No School - Thanksgiving Break	Apr 18	Minimum Day - Open House
Nov 24	No School - Substitute Admissions Day	May 2	Minimum Day - Teacher Collaboration Day
Dec 15	Minimum Day	May 23	Minimum Day
Dec *15	End of 2nd Quarter*	May 24	Minimum Day - Last Day of School-Graduation
Dec 18-29	No School - Winter Break	May 25	Contracted LETA Day
Jan 1	No School - New Years Day	May 28	Memorial Day Holiday

[] = Legal Holiday { } = Minimum Day
() = Local Holiday/Break < > = Contracted LETA Day

Adopted; Revised: 2/8/2017;

Q1= Oct. 6 42 days
Q2= Dec. 15 44 days
Q3= Mar. 9 45 days

Dismissal Time for Minimum Days:

SEXUAL HARASSMENT;

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

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. If the alleged harasser is the Superintendent/Principal or designee, the employee may report the complaint or his/her observation of the incident to that person's supervisor, who shall investigate the complaint. The Board of Trustees is the Superintendent/Principal's supervisor.

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

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

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any Circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

Disciplinary Actions

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

Such circumstances shall include but are not limited to:

1. Age and maturity of the victim and the perpetrator
2. Pervasiveness of the alleged harassing conduct (i.e., how many times the act(s) occurred, how many individuals were involved, etc.)
3. Prior complaints against the perpetrator

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

(cf. 5144 - Discipline)

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

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

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

(cf. 4117.4 - Dismissal)

(cf. 4117.7 - Employment Status Report)

(cf. 4118 - Suspension/Disciplinary Action)

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

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

Record-Keeping

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

(cf. 3580 - District Records)

Information gathered in the course of investigating a sexual harassment complaint shall be kept confidential to the extent possible.

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

NONDISCRIMINATION/HARASSMENT;

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

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

(cf. [1312.3](#) - Uniform Complaint Procedures)

(cf. [6164.6](#) - Identification and Education under Section 504)

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

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

(cf. [5131](#) - Conduct)

(cf. [5131.2](#) - Bullying)

(cf. [5137](#) - Positive School Climate)

(cf. [5145.9](#) - Hate-Motivated Behavior)

(cf. [5146](#) - Married/Pregnant/Parenting Students)

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

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

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

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

(cf. [1312.3](#) - Uniform Complaint Procedures)

(cf. [1330](#) - Use of Facilities)

(cf. [4131](#) - Staff Development)

(cf. [4231](#) - Staff Development)

(cf. [4331](#) - Staff Development)

(cf. [6145](#) - Extracurricular and Cocurricular Activities)

(cf. [6145.2](#) - Athletic Competition)

(cf. [6164.2](#) - Guidance/Counseling Services)

The school may provide girls and boys with separate shower rooms and sex education classes in order to protect student modesty. In physical education, when objective standards have an adverse effect on students because of their gender, race, ethnic group or disability, other standards shall be used to measure achievement and create comparable educational opportunities.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the District. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

(cf. 5145.2 - Freedom of Speech/Expression: Publications Code)
(cf. 5145.7 - Sexual Harassment)

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

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

Any student who feels that he/she is being harassed should immediately contact the Superintendent/Principal or designee who shall determine which complaint procedure is appropriate.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)