

**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 of the specified activities)*

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 (attached hereto). By signing and returning the notice, you are neither consenting nor refusing to consent to participation of the pupil in any particular program.

I acknowledge that I have received the parent rights packet as a parent/guardian of

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

(Please Print Legibly)

Parent/Guardian Name: \_\_\_\_\_

(Please Print Legibly)

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

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

.....

If you do not wish directory information regarding your child released, please sign below and return to the District within the next thirty (30) days. Note, this will prohibit providing the pupil's name and other information to the news media, social media, interested schools, colleges, parent-teacher associations, interested employers, and similar parties.

**Do Not Release Directory Information**

Regarding: \_\_\_\_\_  
(Pupil's Name)

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE COMPLETE THE ABOVE INFORMATION AND KEEP  
THE ATTACHED NOTIFICATION PURSUANT TO  
EDUCATION CODE §48980**

*Upper Lake Unified School District does not engage in unlawful discrimination. Unlawful discrimination is discrimination on the basis of religion, race, color, ancestry, ethnicity, national origin, nationality, ethnic group identification, age, sex gender, gender identity, gender expression, sexual orientation, physical or mental disability, pregnancy, childbirth or related medical conditions, marital status, veteran status or any other factor provided for by state and federal laws and regulations.*

## **INTRODUCTION**

Thank you for reading the Upper Lake Elementary School Student Handbook. The home of the Bobcats welcomes you to another year of personal growth and academic success made possible through the commitment of parents, staff and community to provide the best for their children.

Parents play an active role in the school, and this important role is shown nationwide to be the best indicator of a child's success in school. As a parent, you can fulfill this role by reading the monthly newsletter, celebrating student success on our Facebook Page, or getting in the thick of things by working as an official on the School Site Council, or a volunteer in the classrooms.

The community is involved with our school through the volunteer efforts of our local community service organizations and the direct support they and the local businesses provide through needed funds. An example is the unsolicited support from the Volunteer Fire Departments, Lions Clubs, and local food markets in purchasing the signs for our Drug Free Zone. The Head Start Program is located on our school campus. Our staff will work closely with Head Start to assure a smooth transition to Kindergarten.

Our school staff is directly involved with the school program by the example staff members set every day, through their involvement with parents on the School Site Council, developing and evaluating progress toward the goals of the school plan, and their creativity in maintaining a safe, fun and intellectually stimulating environment for our children. The staff has made the commitment to advanced training in methods and materials to meet the needs of children as they advance through the school year.

Please join with us this year in continuing our success in providing the best education for our children. Together we make it happen!

# 2017-2018 ULES Important Dates

## August

- 9 First Day of School
- 24 Back to School Night - Elementary School

## September

- 4 Labor Day Holiday - NO SCHOOL

## October

- 2-6 Parent Teacher Conferences MINIMUM DAYS K-5

## November

- 10 Veteran's Day - NO SCHOOL
- 20-24 Thanksgiving Break - NO SCHOOL

## December

- 18-29 Winter Break - NO SCHOOL

## January

- 1-2 Winter Break - NO SCHOOL
- 15 Martin Luther King Jr. Birthday - NO SCHOOL

## February

- 16 Lincoln's Birthday – NO SCHOOL
- 19 President's Day Observed – NO SCHOOL

## March

- 10 No School

## April

- 2-6 Spring Break - NO SCHOOL

## May

- 3 Open House - Elementary School
- 21-24 Minimum Days
- 24 Last Day of School

# UPPER LAKE ELEMENTARY SCHOOL

Office Hours: 7:30 a.m.-3:45p.m.

Jill Lovrin - School Secretary

## Elementary Teaching Staff/Grade Level :

Ms. Callen - K	Ms. Dillon - 3rd
Ms. Hyatt - K	Mrs. Klier - 3rd
Mr. Smith - TK/K	Mrs. Norwood - 3rd
Mrs. Wurm - 1st	Mrs. Van Buskirk - 4th
Mrs. O'Meara - 1st	Mrs. Verstoppen - 4th
Mrs. Villanueva - 1st	Mr. Bernal – 4th
Mrs. McElroy - 1st	Ms. Harwell – 5th
Ms. Brown - 2nd	Ms. Duncan - 5th
Mrs. Perry - 2nd	Ms. Head - 5th
Ms. Tragea- 2nd	Mrs. Roberts - Special Education
	Mrs. Wayment - Principal

## Support Staff:

Health Aide – Ms. Cox	Food Service Supervisor/Cook - Ms. Finney
Psychologist - Ms.Bastoni	Cook - Ms. Dumont, Mrs. Iaccino
Speech Therapy provided through <i>Presence Learning</i>	Instructional Aide- Mrs. Henry
Technology - Mr. Rosser	Instructional Aide- Miss Stephanie
Maintenance Coordinator - Mr. Driskel	Instructional Aide - Mrs. Shaefers
Custodian - Mr. Friedrich	Instructional Aide – Miss Meri
Library Clerk- Hannah Wright	Instructional Aide - Mrs. Mooney
SPED Instructional Aide- Mrs. Ramos	Instructional Aide – Miss Kara
Instructional Aide- Mrs. Sanchez	Instructional Aide – Miss Antoni
	Instructional Aide- Miss Walker-Allen

# Bell SCHEDULES

## Regular Day Schedule

8:00	Grade TK - 5	Begin School
9:30 – 9:45	Grade TK - 1	Nutrition Break/Recess
9:50 – 10:05	Grade 2 - 3	Nutrition Break/Recess
10:10 - 10:25	Grade 4 - 5	Nutrition Break/Recess
11:10 – 11:50	Grade TK - 2	Lunch/Recess
11:45 – 12:25	Grade 3-5	Lunch/Recess
1:00 – 1:15	Grade K	Recess
2:00	Grade K - 5	Dismissal

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## Minimum Day Schedule

8:00	Grade TK - 5	Begin School
9:30 – 9:45	Grade TK - 1	Nutrition Break/Recess
9:50 – 10:05	Grade 2 - 3	Nutrition Break/Recess
10:10 - 10:25	Grade 4 - 5	Nutrition Break/Recess
11:10 – 11:50	Grade TK - 2	Lunch/Recess
11:45 – 12:25	Grade 3-5	Lunch/Recess
1:00	Grade K - 5	Dismissal

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## Rainy Day Schedule

8:00	Grade TK - 5	Begin School
9:30 – 9:45	Grade TK - 1	Nutrition Break
9:50 – 10:05	Grade 2 - 3	Nutrition Break
10:10 - 10:25	Grade 4 - 5	Nutrition Break
11:10 – 11:40	Grade TK - 2	Lunch/Recess
11:45 – 12:15	Grade 3-5	Lunch/Recess
2:00	Grade K - 5	Dismissal

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# GENERAL INFORMATION

## Animals on Campus

County health regulations and District policy prohibit dogs on school grounds at any time except service animals. Student and parents are asked not to bring pets from home without prior approval. Please leave your dog/pets at home or in the car during student drop off and pick up times. Only service animals may be taken aboard school buses.

## Arrival/Dismissal

In general, children are asked not to arrive more than 30 minutes before the start of the school day unless there are meetings or activities scheduled for them. Students shall not be on campus prior to 7:30 am.

Students may not wait for any length of time after school to attend activities that start substantially after dismissal time. Schools do not have the personnel to provide supervision outside of specified arrival and dismissal times.

### Leaving School During the Day:

No student is permitted to leave school during the school day without permission from the school office. If parents are taking their child out of school early, they must go to the school office to sign out their child to be released. The office must be notified in advance if someone other than a parent is to pick up the child.

## Attendance

### Absences:

Public school districts in California receive their funding from the state of California based on the actual number of students

who are present for classes, not on the District's enrollment. Districts are not paid for students who are absent, no matter whether an absence is excused or unexcused. Parents are urged to make sure their children attend school regularly and to schedule medical and other appointments so that a student misses none, or only a small portion, of the school day. The District also asks that travel or other absences be avoided during the time school is in session. The better a student's attendance rate, the more a student will learn. The school calendar is designed to minimize problems for families who plan vacations around traditional holiday periods, and thereby minimize student absences.

Following an absence, a student is required to bring a written excuse from home or a doctor when returning to school, or the school must have received a phone call from a parent/guardian. Illnesses and doctor and dental appointments are considered excused absences. Absences without a written excuse or phone call from home after three days are recorded as unexcused.

### Excused Absences:

No pupil may have his or her grade reduced or lose academic credit for any absence or absences which are excused for the reasons specified below when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (EC 48980(k))

A pupil shall be excused from school when the absence is:

- Due to his or her illness.
- Due to quarantine under the direction of a county or city health officer.
- For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- 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.
- For the purpose of jury duty in the manner provided for by law.
- Due to the illness or medical appointment during the school hours of a child of whom the pupil is the custodial parent.
- 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.
- For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

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. As 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. For the purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

“Immediate family,” as used in this section refers to mother, father, grandmother, grandfather, or a grandchild of the pupil or of the spouse of the pupil, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the pupil, or any relative living in the immediate household of the pupil. (EC 48205)

#### Tardiness:

Students need to be at school on time. School for all students begins promptly at 8:00 a.m. When arriving tardy to school, a student must pick up a tardy slip in the school office to take to his/her teacher.

Excessive tardiness will result in disciplinary action. Unexcused tardies usually result in contacting the county's Truancy Investigator. Pupils will not be excused for being late to school or class for reasons which are related to individual or family organizational responsibilities.

#### Truancies:

A student is considered **truant** if he/she misses a day of school and it is considered an unexcused absence, or if the student is tardy three times for more than 30 minutes each time. After three

unexcused absences, the student may be referred to the School Attendance Review Board (SARB).

### Unexcused Absences:

Unexcused absences are defined as absences that do not meet the following criteria listed in the California Education Code. A pupil who is absent from school without a valid excuse for three days in one school year or is tardy or absent for more than any thirty minute period during the school year without a valid excuse on three occasions in one school year, or any combination thereof, is a habitual truant and shall be reported to the district's attendance supervisor or the superintendent (EC 48260).

Education Code 48263.6 allows for another definition, that of a **chronic absentee**. Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic absentee by the state of CA.

### Excessive Absences:

Excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. When a student is absent from school for ten percent or more of the school days in one year, including excused absences, parents and guardians will be advised in writing that the limit has been reached. Further illness absences may be marked unexcused unless a doctor's verification is provided and /or a Release of

Information Form is completed. The intent of this procedure is to identify early **chronic absentee** students who are at risk and design appropriate interventions.

### The School Attendance Review Board (SARB):

For pupils with continued or persistent attendance or behavior problems, the School Attendance Review Board process is a systematic, collaborative approach to meeting their needs. The District School Attendance Review Board, composed of representatives from various youth-serving and law enforcement agencies, schools and courts, works to develop new ways of coordinating school, community and home efforts. They help students and their parents or guardians solve school attendance and behavior problems through the use of available school and community resources.

Although the goal of SARB is to keep students in school and provide them with a meaningful educational experience, SARB does have the power, when necessary, to refer students and their parents or guardians to court. (EC 48290)

## **Enrollment & Registration**

Parents of elementary school aged students who are new to the area, reside within the District attendance boundaries, and are enrolling a student for the first time, may enroll their child at the Elementary school office

To enroll, parents/guardians need to provide a birth certificate or other evidence of age and the child's immunization records. Parents must also provide an acceptable verification document indicating residency address which may include current: electric/gas bill or water/sewer bill, rental

agreement or mortgage statement, cable/satellite bill or other specified document indicating name and address. Please note that enrollment is not complete until all information has been completed and reviewed/verified by District personnel.

Students living within the school attendance boundary receive priority for enrollment if all documents are completed and submitted during the registration window.

### Transfers:

When a child is moving from a school, parents are asked to notify the school a few days ahead and specify the last day of attendance.

## **Field Trips**

Upper Lake Elementary School District recognizes that extracurricular and co-curricular activities enrich the educational and social development of students and enhance students' feelings of connectedness with the schools. School-sponsored trips may be conducted in connection with the district's course of study or school-related social, education, cultural, athletic, band or other extracurricular activities. Parents will be notified in advance of the plans for a field trip and before a student can participate, the teacher shall obtain parent/guardian permission for the trip.

Parents are encouraged to volunteer to chaperone field trips. It is not always possible to include all parent volunteers. It is the discretion of school staff how many chaperons are applicable for each trip. Siblings are not allowed to participate in District field trips as parents who volunteer are there to support all students

participating in the trip, not just their child. The presence of another minor may deflect from their supervision responsibilities. Students are under the supervision of teachers and District staff and shall follow all school rules and regulations. Students participating in the field trip remain under the supervision of assigned staff during the field trip as well as going to and returning from the field trip.

## **Food Services**

The Food Services Department of ULUSD is a team of food service professionals working in conjunction with parents, students, and educators to provide a healthy school nutrition environment. We recognize that wellness and proper nutrition are related to students' readiness to learn and strive to provide a variety of healthy choices that appeal to students. All meals meet the Healthy Hungry Free Kids Act of 2010 requirements. Our menu features whole grains and meals freshly prepared in our district kitchen. Meals served to students are analyzed to meet or exceed requirements of the United States Department of Agriculture. Meals contain zero trans-fats and are low in sugar and sodium.

Household Income Data forms are required to be filled out by families each year and are available from the office secretary or on our website. The school menu is posted each month on the school web site and in the office. Every student is given a PIN number for their meal account.

### Join us for Breakfast

It's been proven that eating a healthy breakfast helps you wake up, stay alert longer and do better at schoolwork and

tests. And of course, nutritious foods fuel top physical performance. ULUSD offers a NO CHARGE breakfast to all Elementary school students, served ½ hour before the start of school each day.

### Food Consumption on Campus

Students must consume all food items inside the cafeteria or in other designated areas. No gum, sunflower seeds in shells or energy drinks are allowed anywhere on campus.

## **Health Services & Requirements**

### District Health Paraprofessional:

The district health aide will be available on an on call basis to assist students.

### Head Lice:

Head lice are a problem in many schools, including ours. If you notice your son or daughter scratching their heads excessively, they may have head lice. If this happens please have them checked immediately. Our district health paraprofessional will check students for nits and head lice regularly.

### Immunization Requirements:

State law requires the following immunizations before a child may attend school:

1. All new students to ULUSD must provide a proof of polio, diphtheria, pertussis, tetanus, measles, mumps, and rubella immunizations.
2. All kindergarten students and first graders new to the District must provide proof of vaccination against hepatitis B.
3. All kindergarten students must provide proof of vaccination against chicken pox or physician

documented disease history or immunity.

4. A health checkup (physical examination) is also required for all children entering school for the first time (kindergarten or first grade). Parents can pick up the appropriate form at the District Office to be filled out by a physician.

Information about medical or personal beliefs exemptions from immunizations for your student is available at our school office and the District Office. Since a state law change in 2014, the process for obtaining the personal beliefs exemption requires documentation that parents have been informed about vaccines and diseases by a health care practitioner.

### **Additional information on immunizations can be located at**

[www.shotsforschool.org/faq/](http://www.shotsforschool.org/faq/).

### Medical Procedures:

Illness/injuries - if a student becomes ill or is injured at school, the student should report to a teacher or staff member on duty. All injuries, even minor ones, should be brought to the attention of the office. An injury report will be written, signed and dated.

### Medications:

Under California law, students are not to have any medication (prescription or non-prescription) in their possession while at school or school activities. When a child's physician prescribes medication to be taken during school hours, state law requires that the physician state the dosage and related information on the appropriate District form, which is available in the school office. Parents are required to sign a release

allowing school personnel to dispense medication. Students may not carry and self-administer medications except under specific situations and with the full knowledge and consent of school personnel. Over the counter medications (cough drops, aspirin, etc.) are considered and treated as a prescribed drug. This precaution is taken for the protection and safety of all students. Additional information and support on medication issues is available by contacting the school principal or the District Health Aide. (Ed Code 49423, 48980)

### Mandated Screening

Vision, Hearing and Scoliosis Screenings are required at specific intervals and grade levels in California. ULES conducts vision and hearing screening in Kindergarten and grades 2 and 5. All special Education students will be tested as well.

## **Healthy Start**

A Family Services Coordinator provides individual and family support and facilitates counseling, student advocacy and home visitation. The Healthy Start staff works to improve student health and well being so that all students may come to school ready to learn.

## **Independent Study Agreement**

If it is necessary for parents to keep their children out of school for up to three weeks (minimum of five days), the District requests that a short-term independent study agreement be set up between the child, the parent and the teacher. This master agreement provides children with lessons and activities to complete while away from school and helps to ensure

that the students do not fall behind in their studies. The study agreement is given to the children and should be returned to the classroom teacher. Parents should provide the school with at least one week advance notice prior to a child's unavoidable absence from school. On the first day returning to school, the completed assignments must be turned in to be graded.

## **Personal Belongings**

Students assume sole responsibility for the loss or damage of any school or personal property issued to or belonging to them, such as garments, electronics, equipment, books, or musical instruments. The school will, in every way possible, endeavor to protect all such properties, but will not be responsible for them. Because we are not responsible for personal equipment, students are **NOT** to bring such items as radios, electronic entertainment devices, sports equipment, skateboards, cameras, or extra money to school. Cell phones are permitted with parent consent, but are not to be used during school hours.

### Mark all clothing:

If a child's name is on every piece of his/her school clothing, lost articles can easily be returned.

### Lost and Found

Student or parents may check the lost-and-found bin for missing items. Unclaimed items are donated to charities throughout the school year. Students are encouraged to leave personal items at home to reduce risk of being broken, stolen, lost, or a disruption in classrooms.

## Parent Groups

### Parent Teacher Organization (PTO)

The ULUSD PTO is an active volunteer group of parents, school personnel and community members that work together to support school and community activities. Parents are encouraged to join and be involved with meetings and activities. PTO communicates regularly with parents through meetings and Facebook postings.

### LCAP Parent Advisory Committee(PAC)

In 2013-2014, the state of California changed the way it funded school districts.

The new model, called the Local Control Funding Formula (LCFF), allows districts more freedom in how funds are spent but also requires the development of a Local Control and Accountability Plan (LCAP) that links spending to specific district goals for student achievement. Districts are now held accountable to the specific ways in which they spend money and how those decisions improve student outcomes. One key aspect of the LCAP process is the engagement of parents/guardians, employees, and other stakeholders in providing input and feedback. The PAC meets regularly to review and provide input on sections of the LCAP being developed.

### School Site Council

The School Site Council annually reviews and updates the Single Plan for Student Achievement (SPSA) including proposed expenditure of funds allocated to the school through the Consolidated Application. The School Site Council is a group of parents, teachers and classified employees that works with the principal to develop, review and evaluate school improvement programs and school budgets. The members of the

site council are generally elected by their peers.

### Wellness Advisory Committee

The Wellness Advisory Committee consults with the Superintendent's designee to ensure accountability for the implementation and evaluation of the District's Wellness Policy. The public is welcome to attend WAC meetings. Parents and community members are also invited to participate in the spring policy implementation review.

## School Office

The school office is a business center. Students entering the office shall have a legitimate purpose for being there and have written permission from their teacher.

### Appointments

Appointments to see the Principal should be made by contacting the school secretary and arranging a time. Students who arrange appointments will be given a pass to return to the office at the appropriate time.

### Phone Messages for Students

We often receive phone calls from parents to tell a child to go home with a friend, or go to grandma's house today or to come home instead of going to the baby-sitters, etc. We cannot honor phone requests unless it is a family emergency. **PLEASE send a dated, written message** with your child in all cases.

## School Safety

### Safe School Plan

ULES has a School Safety Plan which includes a comprehensive emergency management plan. Copies are available to

read at the school office. Safety drills are held monthly. Students and staff are trained on 4 emergency drills:

LockDown- Rooms are locked, darkened and everyone is out of sight

Keep out- Doors are locked and learning continues as usual with everyone indoors

Fire Drill/Evacuate- all classes evacuate to their designated location

Earthquake- shelter and evacuate when safe

Please remember, safety is our primary concern. Our Facebook page will be the most rapidly updated means of communication in the event of an emergency. Do not call or rush to campus.

### Cooperation with Law Enforcement

ULUSD enjoys a strong relationship with county law and judicial agencies. The District especially works closely with the County Sheriff's Department to help ensure the safety of district staff, students and the security of district property. We do have a School Resource Officer who visits all campuses on a daily basis.

### Closed Campus

For the protection and safety of students, ULES has a closed campus policy. Students may not leave the school campus between the time they arrive in the morning, and the time they are excused from school unless signed out.

### Out of Bounds

Certain parts of the school campus are out-of-bounds. Students are not allowed outside of the fences, in the parking lot, down the steps or to the front of the driveway or on the bus ramp. The area behind rooms 10

through 13 is also considered out of bounds.

### Visitor Policy

Parents are encouraged to visit our school. Please contact the principal regarding arrangements. Visits by children who are friends or relatives of students are not permitted. All visitors to schools must report to the office prior to entering classrooms or school grounds and must sign out when leaving the campus. Visitors must sign in and receive a Visitor or Volunteer Name Tag. These tags should be worn at all times while on school grounds. These tags help us monitor the helpers we have on campus and insure the safety of our students from unwanted trespassers.

### Student Information/Emergency Cards

A new Student Information/Emergency Card should be completed each fall and updated throughout the year if information needs revised. A local contact person should be listed as an emergency contact in case the school is unable to reach the parents. If a child becomes ill or injured at school, the parent(s) will be contacted immediately. It is extremely important that these Student Information/Emergency Cards contain current information.

### Accident Insurance and Property Damage

ULUSD does not provide medical insurance for school-related injuries. However, the District does make information available on a variety of affordable plans to help parents in the case of a student accident. For information on student benefit plans, please contact the school office. Parents are held financially responsible if a child destroys or defaces school property.

## Technology Use/Cell Phones

ULES policy permits possession of cell phones on campus, but requires that they not be used from the time the student comes onto campus in the morning until after the school day ends. Electronic devices should not be visible during the instructional day. Students may use the school telephone in an emergency. Parents are asked to plan ahead with their children regarding any changes to procedures for students to follow after school. Changes such as not riding the bus should be communicated to the school by written note.

The use of common courtesy and appropriate etiquette will usually avoid problems with the use of electronic devices at school. However, if repeated problems occur, a student will be denied the possession of these items at school and will have to turn them into the office at the beginning of each day. In case of an emergency, parents may call the school office to contact their student. The student will be notified and made immediately available to the parent.

If a student uses a cell phone inappropriately on campus, school officials have the authority to confiscate the device. If the device rings, or is visible during exams or is used for cheating, it may be confiscated and the student may be removed from the situation. Exceptions to this policy may be granted by the principal for purposes relating to the health or educational needs of a student.

The District assumes no responsibility for the loss, destruction, or theft of any cellular phones, or any other electronic signaling

devices that are brought to school at any time or to any extracurricular or after school activity. The District is not liable for any inappropriate actions, content, or materials accessed or shared on personal devices. If there is reasonable suspicion, administration reserves the right to hold onto the device and search content on any personal device, including but not limited to blogs, text messages, images, etc., during an investigation.

## Transportation Services

The State of California and school districts have established rules and regulations for the safe transportation of your child. The law states that "Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or a highway" 5CCR 14103 The following are the rules and regulations that ALL STUDENTS MUST abide by when riding a school bus. Riding a school bus is a privilege not a right. Riding privileges may be denied to any student who violates these rules and/or causes serious or habitual problems for the driver.

### Be Safe

- **Walk with caution.** Use safe pedestrian skills on your way to and from the bus stop. Select the safest route to get to and from your children's stop.
- **Wait at your stop.** Wait at the stop and do not step into the road at any time. Wait until the bus stops. Do not move towards the bus until the bus has stopped completely. Wait

until the door is open and riders have exited to approach the door.

- **Stay seated.** Take the nearest available seat and stay seated. Wear the seatbelt if the bus is equipped with seat belts.

### **Be Respectful**

- **Roll with respect.** Keep the bus clean and do not damage the bus in any way. Treat your driver with respect and follow their instructions.
- **Keep your hands and feet to yourself.** Mind your own business and keep hands and head inside at all times.
- **Use a quiet voice.** Do not yell or speak loudly inside the bus. Bus stops are smoke-free zones. Refrain from smoking at or near bus stops.

### **Be Responsible**

- **Be on Time.** Be at your school bus stop in advance of when the bus arrives.

Notes from parents/guardians requesting their student be dropped off at a stop other than his/her designated stop are required for all grades. These requests must be made in writing, signed and dated by the parent/guardian, school site and received by the driver.

### **Transportation Appeals and Grievance Procedures**

Rules for riding school buses will be strictly enforced. Suspensions may occur for repeat offenders. Any violation of these rules may be sufficient reason to discontinue bus transportation privileges to the student involved and may cause suspension or expulsion from the school bus. If a student is denied riding privileges indefinitely, parents may appeal the decision to the Director of Transportation:

1. Contact the Lead Bus Driver 275-2326.
2. Meeting will be scheduled with the parent, student, Lead Bus Driver and Director of Transportation 275-0840.
3. Meeting with Superintendent/Principal.

## **INSTRUCTIONAL PROGRAMS & SUPPORT**

### **Academic Policy**

#### **Academic Distinctions**

ULES places a high priority upon the academic achievement and scholastic endeavor of students. We believe that one of the highest goals for which our students can strive is notable achievement in the academics.

#### **Make Up Work**

Students/athletes who miss school while on a school activity (e.g., sports, field trips) are NOT normally given time to make-up work. It is the student's responsibility to secure assignments and complete them by the due date. Missed tests are to be made up as set up by the teacher. ANY work in ANY class will not be accepted after 5 school days after the assignment was originally due.

#### **Reporting to Families**

The staff is committed to keeping parents actively involved and aware of student progress through regularly scheduled conferences and after school events. At Back-to-School Night, held each year, teachers will review their goals and the course of study for the grade level they teach, along with a presentation of materials

and textbooks used in the classroom. This is a good opportunity to get acquainted with the instructional program and the staff. Individual conferences will take place on a formal basis in November. During conferences, your student's teacher will spend time with you to review and evaluate your student's progress.

Conferences with teachers(s) may be scheduled at any time throughout the school year. Please feel free to make an appointment whenever you have a concern.

Appointments may be made directly with teacher(s) or through the school secretary 275-2357.

## Emergencies

During rainy or snowy weather or any emergency, the following radio station will inform the public if our school will be open or closed: KXBX (AM 1270). Also an automated phone message will be generated and sent, and the school Facebook page will be updated.

## Homework Policy

Homework is a part of the instructional program. Meaningful homework helps children develop effective study habits, reinforces classroom learning and enriches the classroom experience. The purpose of homework is to:

- Preview, practice, and apply newly acquired skills.
- Promote planning and organizational skills.
- Promote life skills including study habits, self-discipline and time management.

Homework is the responsibility of the student, with the assistance of parents. Teachers review completed homework. This combined effort of home and school assists

students in extending their learning and in improving achievement. . At the middle school level, homework is a regular part of the instructional program. The frequency and length of homework will vary by subject matter.

### What parents can do to promote student success

- Talk with your child about the importance of homework for school success.
- Learn about the teacher's homework policy and grading expectations.
- Ask your child about their learning.
- Bring questions to the teacher when you need clarification.
- Provide an environment for homework completion (quiet place, consistent time, resource).
- Monitor your child's progress.
- Plan vacations around the school calendar to avoid absences. If your child is absent, request the work and ensure that the work is turned in according to the teacher's specifications.
- Contact the teacher if your child is struggling, i.e. spending too much time on assignments, or requiring a lot of assistance.
- Monitor grades and homework progress through the Aeries Parent Portal.

### Student homework responsibilities –

- Complete quality homework – do your best work.
- Be prepared with materials needed to complete the assignment.
- Ask teachers and parents for clarification if you are confused.
- Inform parents and caregivers of homework expectations.

- Use the organizational tools provided.
- If absent, ask for the work you missed. Make up missed work and turn in immediately.
- Turn in your homework to your teacher on time – don't lose it!

## **Honesty Policy**

The staff of Upper Lake Elementary School believes that moral integrity is one of the most important characteristics to be developed and encouraged in our young people. We believe that students should be honest in all respects with their fellow students and school personnel. Cheating and dishonesty are not accepted. Students who are found to have cheated on an assignment(s) will not receive credit for that assignment(s) and parents will be notified. Students who are dishonest to staff may have consequences or an increased consequences if occurring during a disciplinary procedure.

## **Library Services**

The library will be open at scheduled times. All materials are checked out for a period of two weeks. No book shall be checked out for more than 6 weeks to any one student.

It is important to return your library materials on time. An overdue book list will be distributed to teachers regularly. All students are required to have a library Use Form on file before books will be checked out. Any student who loses a book will be expected to reimburse the school for the estimated value of the book. A student who has not returned or paid for lost materials will have library privileges suspended

## **Progress Reports & Parent**

## **Conferences**

Parent conferences at all grade levels are designed to foster good communication in the parent/teacher partnership and help all children reach their highest potential. At the elementary school level a conference is held with the parent, the teacher, and when appropriate, the student before the end of the first trimester. Progress Reports are shared at this time and at the end of the next two trimesters. Parents have the opportunity to tell the teacher about their child's achievement and goals, and the teacher has the chance to explain the curriculum, assessment data, and academic goals.

Throughout the year, teachers send home information about class assignments and student achievement. Parents are encouraged to speak with a teacher about concerns at any time by making appointments.

## **Promotion/Retention/ Acceleration Policy**

Education Code 48070.5 and Board Policy 5123 provide the expectations and details for students to progress to the next grade level. Students will normally progress annually from grade to grade or level to level. Exceptions may be made when, in the judgment of the staff, with the principal concurring, such exceptions are in the best educational interest of the student and the school involved.

The following criteria shall be employed in determining whether the student's best interest would be served by special promotion or retention:

The following will also be taken into consideration when looking at retention and acceleration:

1. Academic Achievement  
(Achievement, Teacher evaluation, Effort/interest, Attitude)
2. Social and Emotional Maturity  
(Adjustment to others, Ability to communicate, Confidence, Age, Attendance)

## Special Education Programs

Upper Lake Elementary School District has a duty to locate, identify, and assess students with suspected disabilities who are in need of special education and related services. Federal and California laws require that a free and appropriate public education (FAPE) in the least restrictive environment (LRE) be offered to qualified pupils with disabilities from age 3 through 21 years of age.

Upon qualification, placement and related services are based on each student's Individualized Education Program (IEP). The types of programs and related services may include, but are not limited to: specialized academic instruction located in general or special education settings, speech and language therapy, occupational and physical therapy, psychological counseling, intensive behavioral intervention, parent training, and adapted physical education.

Parents are encouraged to contact their school principal if they feel their child needs to be assessed for special education, or if they need more information on special education programs.

## Transitional Kindergarten

Transitional Kindergarten (TK) is the first year of a two-year kindergarten program. TK uses a modified kindergarten curriculum that is age and developmentally appropriate and taught by credentialed teachers with training to teach young children. ULES offers a TK program at our elementary site which follows the full-day schedule of kindergarten. To be eligible students must turn five years old on or between September 2 and December 2.

## Use of School Property

### Textbooks

Textbooks issued are loaned for your personal use. Upon receipt of books:

1. Examine all books for unusual damage or use and inform your teacher of all such damage; your teacher will note the damage on the inside record sheet.
2. A cover is recommended for all textbooks that are received.
3. When the textbooks are collected, fines will be assessed if books are damaged beyond normal wear.
4. Students will be assessed a charge for all damage to books; students must pay the actual replacement cost for lost books. Report cards will be held until fees have been paid.

### Overdue Accounts

Students who do not return all school property (e.g., library books) will be billed by the school.

## TIPS FOR PARENTS:

1. Set up a special area in your home for your child's work. Display it and show that you care how he/she is doing.
2. Take a special interest in your child's work. If it shows improvement, give praise where it is due. Give help where it is needed.
3. Give your child the responsibility for returning notes, books, etc., to school by having a container near the door where he can put these things at bed time so they are ready to take in the morning.
4. When you take your child on a trip, make it a learning experience. Have him or her help plan the trip. Encourage him to collect maps or objects on your trip. Your child can share these things at school and tell the story of your trip. Even a trip to the store can be learning experience. Discuss nutritious foods, food groups, money and math while you are grocery shopping. Measuring can be learned at the gas station, hardware store or the yardage store.
5. Take time to talk to your child about his schoolwork and his interests. Find out how things are going at school. Just a brief moment or so will help.
6. Read to and with your child as often as possible. Make it a pleasurable experience. Road signs, maps and menus involve reading too!
7. In choosing or helping your child choose clothing to wear to school, keep the child's health and safety in mind. Many accidents occur from shoes that are improperly fitted or are not suited to outside play. It is better to carry a jacket home than not to have one if the day turns cold and windy. **Please mark jackets, coats, and sweaters with the child's name.**
8. Children learn well when they have good nutritious food to eat. You are being nutritiously aware when refrain from sending unhealthy snacks to school with your child. Snacks are not needed.

# KEY GUIDELINES FOR OUR SCHOOL

## Student Behavioral Expectations

Every student has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. The school environment should be characterized by positive interpersonal relationships among students and between students and staff. To that end, Upper Lake Elementary School District has implemented a school wide Positive Behavior Intervention and Support (PBIS) program grades TK – 8. All rules and regulations at Upper Lake Elementary School are based on the fundamental rights of each and every student: ***Be Safe, Be Respectful, Be Responsible.***

PBIS is based on research that indicates the most effective discipline systems use proactive strategies designed to prevent discipline problems. Before consequences are given, students must first be supported in learning the skills necessary to enhance a positive school climate and avoid negative behavior. Research also shows that a strong link between positive school climate and academic success when students clearly understand behavioral expectations.

Each school annually develops a plan to promote a safe, positive learning environment that includes: teaching positive school rules; implementing a social emotional skills enhancement program; positively reinforcing appropriate student behavior; using effective classroom management; providing early intervention and support strategies for misconduct; and appropriate use of logical and meaningful consequences.

These Student Behavioral Expectations provide additional guidance to students, parent caregivers, teachers, and administrators regarding appropriate behavior. It is only with the understanding, collaboration and cooperation of everyone who has a stake in the education of our youth that we can succeed in creating learning environments that are conducive to optimum academic achievement for all students.

## Student Responsibilities

Students are expected to learn and model our District Student Behavioral Expectations, follow all school and classroom rules and demonstrate appropriate social skills when interacting with both adults and peers. When behavioral expectations are not met, the student is expected to work to improve behavior.

### 1. BE SAFE

- I am responsible, like everyone else, for maintaining safety at school.
- I engage in activities that are safe and report any known safety hazards.
- I help maintain a clean and safe campus that is free of graffiti, weapons, and drugs.
- I report any bullying or harassment.
- I avoid conflicts and physical or verbal violence.

## 2. BE RESPECTFUL

- I treat others the way I want to be treated.
- I respect laws, rules, and school authority.
- I treat people fairly and respect their rights.
- I respect private and public property.
- I am honest with myself and others.
- I avoid spreading rumors or gossip.
- I respect each person's right to be different and I look for the good in others.

## 3. BE RESPONSIBLE

- I take responsibility for my actions.
- I choose how I respond to others.
- I return what I borrow to the same person, in the same condition.
- I give my best in everything I do.
- I come to school regularly and on time, ready to learn.
- I help to create a positive school environment.

## **Student Dress and Grooming Standards**

Dress and grooming affect the attitude of students in their work and study habits and contribute to a productive learning environment. Students should wear safe, modest clothing which is not disruptive to the educational process. The primary standards for student dress and grooming are to be neat and clean while at school and to comply with the District Dress Code. These guidelines shall be in effect on campus, at any school sponsored event or activity or while going to or coming from school except where modified by the site administrator for specific extracurricular activities or specific cases. School administrators reserve the right to make an informed judgment on the appropriateness of student attire and may prohibit specific attire when behavior from students warrants the need to do so.

### TK-5 Dress Code

1. Attire and accessories that advocate, advertise or symbolize any type of alcohol, drugs, tobacco or acts which are illegal, violent, obscene, or hazardous to one's health is not allowed.
2. Attire which is sexually suggestive or extremely brief is not allowed. This includes, but is not limited to: low-cut garments, strapless or off the shoulder tops, straps less than 2 inches in width, bare midriffs, undershirts/racer-back tops or muscle shirts, sheer/see-through clothing (blouses, skirts etc. that expose undergarments), shorts, skirts, or dresses which are shorter than mid-thigh or finger-tip length.
3. Pants must not be more than one size too large or one size too small. Pants must not expose undergarments or buttocks.
4. Shoes must be worn at all times. Socks or sock-like footwear, slippers, or shoes with over a one inch heel are not safe or appropriate for school.
5. Clothing, jewelry, and other accessories which are extreme and present a safety hazard to the wearer or others are not allowed.
6. Facial makeup and hairstyles must not be disruptive or distracting to the educational process.
7. No caps, hats, or head coverings may be worn in indoors.
8. Sun glasses may not be worn in school buildings.

9. All attire, clothing, accessories, hairstyles that may be determined to be gang related are not allowed.
10. Any clothing item which has writing upon it that is offensive or degrading on the basis of gender, cultural, religious or ethnic values to the rights of any person may not be worn.

## **Student Harassment/Bullying**

Every student is entitled to a safe school environment free from discrimination, harassment, intimidation, and bullying. The District's policies are available on the Upper Lake Elementary School website, in each of our school's offices, and each student will receive a written copy in the "Annual Notice to Parents and Students." The District prohibits bullying as defined in Education Code Section 48900(r) including, but not limited to, discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code Section 220, which are disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Acts of discrimination, harassment, intimidation or bullying should be brought to the attention of the school administrator or designee. A complaint may be made by contacting the school administrator who will then take appropriate action to investigate or otherwise determine what occurred. Complaints will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate. Students who violate the District's policies on discrimination, harassment, intimidation and bullying may be subject to discipline, including detention, suspension and expulsion. The District prohibits retaliation against individuals who make complaints or provide information related to such complaints.

### **DEFINITIONS:**

**Bullying:** Repeated, unwelcome behavior either verbally or physically

**Discrimination:** Negative or unfair treatment toward an individual based on race, ethnicity, sexual orientation, religion or gender.

**Harassment:** Unwanted and unwelcome behavior from other students or staff members that interferes with another individual's life.

**Sexual Harassment:** Consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Actions that may be taken by student:

- Don't ignore it. Harassment does not usually "go away."
- Though it may be hard to do, tell your harasser to "stop."
- Seek help from someone you trust.
- Keep a written record of every incident.
- Don't blame yourself, and don't feel helpless, trapped, or confused. There is help available.

The following information is taken from the California Department of Education website. Further information can be located at [www.cde.ca.gov/ls/ss/se/bullyfaq.asp](http://www.cde.ca.gov/ls/ss/se/bullyfaq.asp)

1. What is school bullying?

Bullying is exposing a person to abusive actions repeatedly over time. Being aware of children's teasing and acknowledging injured feelings are always important. Bullying becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated.

Bullying is a form of violence. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or emotional (spreading rumors, manipulation social relationships, extorting, or intimidating).

Bullying can occur face-to-face or in the online world. Bullying is also one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act, as defined.

An "electronic act" is defined as transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

2. What can a school community do about bullying?

Preventing and responding to school bullying is the responsibility of every school administrator, teacher, school staff member, student, and parent. The entire school community must recognize the responsibility to create a climate in which bullying is not tolerated.

- Schoolwide interventions – strategies, supervision, assemblies, training, awareness
- Classroom interventions – strategies, rules, discussions, parent meetings
- Individual interventions – discussions with a bully or a target
- At home – discussion, modeling manners and respect, clear behavioral expectations

3. What is cyber bullying?

Cyber bullying or online bullying is a term used to refer to bullying over electronic media. Cyber bullying is willful and involves recurring or repeated harm inflicted through electronic text. Cyber bullying can be as simple as continuing to send e-mail to someone who has said they want no further contact with the sender. Cyber bullies may also include r, "putdowns" or hate-motivated speech. Cyber bullies may publish the personal contact information of their victims. They may attempt to assume the identity of a victim for the purpose of publishing material in their name that defames or ridicules them.

## **Student Discipline**

### **Consequences of Disruptive Behavior and Disciplinary Actions**

As situations arise that might signal suspension from school, an array of interventions is considered when action is called for in response to student misconduct. School administrators utilize positive interventions and/or means of correction, if appropriate, prior to or in lieu of suspension to resolve disciplinary issues. Students are first supported in learning the skills necessary to function in the school environment and to avoid negative behavior. Disciplinary and restorative interventions may include:

Loss of Privileges – If someone abuses a previously earned privilege, that privilege can be revoked. The student can earn it back by successfully engaging in the expected behavior under supervision, or by meeting prearranged criteria for reinstatement of the privilege.

Confiscation - Items inappropriate for school or disruptive to the educational environment will be taken away. These items may be returned after a parent conference. Illegal items will not be returned and may be turned over to a law enforcement officer and appropriate disciplinary action taken.

Informal Conference – A school official (teacher, administrator or counselor) may meet with the student for instruction and guidance providing re-teaching and corrective feedback. This may offer the student an opportunity to have an understanding of, and be motivated to change, his or her behavior. A student so involved is more likely to become re-engaged in the process of learning.

Formal Conference – A formal conference is held between the student, parent, and one or more school official. During this conference, the student must agree to correct his/her behavior. Parent(s) may be notified by telephone, personal contact, or letter. A conference may also be conducted between the student, his/her parent(s), appropriate school personnel and any other individuals concerned.

Student Study Team – This is a formal process involving a team of school site personnel, parent/guardian, and students (when appropriate) to collaboratively develop strategies to assist students who have learning and/or behavioral challenges at school. The goal of the SST is to design a team action plan for student improvement.

Behavior Contracts – An effective contract is one which clearly states what the behavioral goals are for the student, positive consequences (rewards) he or she can earn for demonstrating these behaviors, and negative consequences that will follow when those behaviors are not demonstrated.

Behavior Support Plan – A student experiencing “serious” behavior challenges may benefit from a Behavior Support Plan (BSP) developed through the Student Study Team. Special Education

students 39 whose behavior impedes learning may also require a BSP as defined in the Education Code (EC 56520) through the IEP team.

Break Restriction/Time Out – A student's break time may be restricted (kept in supervised classroom, benching, sitting in office, etc.). The student shall be given adequate time to use the restroom and get a drink or eat lunch.

Detention – Assignment of a student to a supervised detention schedule. Such detention shall not occur during the minimum lunch or recess period, and may be imposed for up to one hour after the close of the maximum school day. A student who is transported by school bus shall be detained only until the time when the bus departs. School personnel shall give the parent/student 24-hour advance notice. Same-day after-school detentions must receive prior parent/guardian approval.

Alternatives to Suspension – Consequences identified as appropriate responses to misconduct that provide a student with an opportunity to learn skills necessary to avoid future misconduct may include re-teaching expected behavior, practicing the expected behavior, community service (among others).

Parent Shadow - The opportunity for a parent to shadow their child in class may be offered. This opportunity is at the discretion of the school, and requires the parent to shadow their student.

Suspension from Extracurricular or Co-curricular Activities – Extracurricular activities occur outside of the academic day. Co-curricular activities may be within or outside of the academic day and are built into the curriculum. It may be determined that a student may not participate in an extracurricular activity (e.g. athletics, dances) or a co-curricular activity (e.g. field trips) if they have shown unsafe or other behavior that would indicate that they may harm themselves or others.

Suspension – A student may be removed from ongoing instruction for adjustment purposes by administrative or teacher action. A principal or designee may suspend for up to five days. A teacher may suspend for the remainder of the period in which the misbehavior occurred and the next day's class. There are two kinds of suspension: on-campus suspension and home suspension. Student placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during their suspension. On-campus suspension involves the student serving the period of suspension on campus in a separate, supervised setting.

Expulsion – A student may be expelled for violating the California Education Code, as ordered by the Board of Education, and removed from all schools in Upper Lake Unified School District. The expulsion is for a defined period of time and requires an application for readmission.

*Summary Steps:* An informal hearing between the principal or designee, the student and any other appropriate persons will be conducted. If, after the hearing, the principal decides that

suspension is necessary, it will become effective immediately. The principal will attempt to notify parent(s) or legal guardian(s) by telephone before this action is taken. The principal will provide one copy of the suspension notice to the parent(s) or legal guardian(s) within one business day. State law provides for full due process and rights to appeal suspension or any order of expulsion.

School Attendance Review Board (SARB) – SARB reviews student attendance and incidents of disruptive behavior. Students may be referred to for habitual truancy, irregular attendance, habitual insubordination, or disorderly conduct at school. SARB may direct a student to take part in community service and may also involve the district attorney, county probation department, sheriff's department, and county health and human services in a student case. This board may transfer the student to another school or to an alternate educational placement.

**NOTIFICATION TO PARENTS AND GUARDIANS PURSUANT TO  
EDUCATION CODE §48980**

***YOU ARE HEREBY NOTIFIED*** that parents and guardians of pupils have been granted certain rights under the California Education Code. 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/spbranch/sed/>  
<http://www.leginfo.ca.gov/calaw.html>  
<http://ccr.oal.ca.gov/>  
[www.ed.gov](http://www.ed.gov)  
<http://uscode.house.gov/usc.htm>  
<http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>

Computer access is available at the public library. See Education Code §48980 through §48985 at <http://www.leginfo.ca.gov/calaw.html>

If you have any questions, please contact:

For Upper Lake Elementary School: **Stephanie Wayment, Principal**  
(707) 275-2357

For Upper Lake Middle School: **Don Boyd, Principal**  
(707) 275-0223

For Upper Lake High School: **Sandy Coatney, Principal**  
(707) 275-2338

The minimum days and pupil free Staff Development Days for the **High School** for the 2017-2018 school year are as follows:

<b>Minimum Days:</b>	12/12/17 to 12/15/17 & 5/22/18 to 5/25/18
<b>Shortened (Collaboration) Days:</b>	School out at 2:05 p.m. every Wednesday
<b>Staff Development Days:</b>	8/7/17, 8/8/17 and 5/25/18

The minimum days and pupil free Staff Development Days for the **Elementary School** for the 2017-2018 school year are as follows:

**Minimum Days:** 10/2/17 to 10/6/17 & 5/21/18 to 5/24/18  
**Staff Development Days:** 8/7/17, 8/8/17 & 5/25/18

The minimum days and pupil free Staff Development Days for the Middle School for the 2017-2018 school year are as follows:

**Minimum Days:** 10/19/17 to 10/20/17, 1/11/18 to 1/12/18 & 3/22/18 to 3/23/18  
**Staff Development Days:** 8/7/17, 8/8/17 & 5/25/18

## 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):** The district is authorized to adopt a reasonable dress code.

**ATTENDANCE OF SUSPENDED PUPIL'S PARENT (EC §48900.1; LC §230.7):** 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 class. 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, 35258):** Districts are to make a concerted effort to notify parents of the purpose of school accountability report cards, and ensure that all parents have access to a copy.

**SAFE PLACE TO LEARN ACT (EC §234.1):** The district is committed to maintaining a 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. These policies shall be posted in schools and offices.

### **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 §1232g).

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. (See attached form.) 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 §8025(a)(2)(A):** 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.

**HIGH SCHOOL CURRICULUM: NOTIFICATION REGARDING COLLEGE PREPARATORY COURSES (EC §51229):** Districts are required to provide parents or guardians of each minor pupil enrolled in grades 9 to 12 written notice of college admission requirements and career technical education courses.

**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**

**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.

**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 during kindergarten, upon initial enrollment, and in grades 2, 5, and 8. . Appraisal in the year immediately following a student's first enrollment in grades 4 or 7 shall not be required. The appraisal shall include tests for visual acuity, near vision, 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. This appraisal is not required if a parent files a written objection based on a religious belief with the principal.

**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.

**COMMUNICABLE DISEASES (EC §48216 and 49403):** The district is authorized to administer immunizing agents to pupils whose parents have consented in writing to the administration of such immunizing agent. The district is required to exclude pupils who have not been properly immunized pursuant to Health and Safety Code 120325 and 120335. The district must notify parents that they have two weeks to supply evidence either that the pupil has been properly immunized or is exempted from the requirement. Effective January 1, 2016, all students entering kindergarten, advancing from sixth to seventh grade in the district, or prior to his or her first admission to the district, will be required to comply with the immunization requirements of Health and Safety Code section 120335, unless the student provides the district with a valid exemption from a licensed physician. No new personal belief exemptions will be accepted. Students with personal-belief exemptions on file with the district as of January 1, 2016, shall be allowed to continue enrollment until entering the next grade span in the district. Grade spans are defined as birth through preschool, K-6, including transitional kindergarten, and 7-12. Students qualified for an individualized education program may access special education and related services as required by his or her individualized educational program. b

**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.

**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 §§17611.5, 17612 and 48980.3):** School districts are required to inform parents about the use of pesticides on school grounds and provide access to the integrated pest management plan when certain pesticides are used. (*See attached.*)

**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 September 1. Any child who will have his/her birthday between September 1 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 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.

**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 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. A copy of the district's nondiscrimination policy is available upon request.

**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.

### **SEX / HIV EDUCATION**

**INSTRUCTION IN COMPREHENSIVE SEXUAL HEALTH EDUCATION AND 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, parents 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 has the right to request a copy of the law pertaining to such instruction. Parents have the right to excuse his or her child from all or part of the comprehensive sexual health and HIV prevention education by submitting a written request to the district. Those students whose parents do not submit a written request to excuse them will receive such instruction. The law also authorizes the district, without prior parental consent, 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 in grades 7 to 12 about the student's attitudes concerning or practices relating to sex. The district must notify parents in writing before any such test, questionnaire, or survey is administered and provide them with an opportunity to review the materials. Parents have the right to excuse his or her child from such participation by submitting a written request to the school district.

**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.
- A school district in which an active military duty parent of a student resides shall not deny the transfer of that student to a school in any district, if the school district to which the parent of the student applies approves the application for transfer.

**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. Districts of residence may not deny a transfer of a student whose parent is active duty military where the district of proposed enrollment approves the application. 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.

**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**

**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 with-out 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*

**UNIFORM COMPLAINT PROCEDURES (5 CCR §4622):** The district is required to annually notify parents, pupils, employees, district and school advisory committees and other interested parties in writing of its required Uniform Complaint Procedures. The Uniform Complaint Procedures apply to complaints involving categorical programs and those alleging unlawful discrimination, harassment, intimidation, bullying, and noncompliance regarding student fees and the legal requirements pertaining to the Local Control Accountability Plan . (See attached.)

**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.

**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.

**EXCUSED ABSENCES (EC §48205)**

(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/city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of 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, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's

absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

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

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

(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 therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

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

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

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

#### **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.

**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.

**PERSONS RESPONSIBLE FOR COORDINATING 504, TITLE II, TITLE IX AND CCR TITLE 5:** Each district/school shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under 504, Title II, and Title IX and CCR, Title 5 section 4621(b).

The following designated Upper Lake Unified School District employees coordinate efforts to comply with and carry out responsibilities under 504, Title II, and Title IX and CCR Title 5. All Coordinators may be contacted at the following address or you may email or telephone at the information provided:

**504 Coordinator**

Elwira Drzymala, Director of Special Education  
675 Clover Valley Rd., Upper Lake, CA 95485  
[edrzymala@ulusd.org](mailto:edrzymala@ulusd.org)

Phone: 707-275-2338 - Extension 3306

**Title II Coordinator**

Giovanni Annous, Superintendent  
675 Clover Valley Rd., Upper Lake, CA 95485  
[gannous@ulusd.org](mailto:gannous@ulusd.org)

Phone: 707-275-2655

**Title IX Coordinator**

Sandy Coatney, Principal, Upper Lake High School  
675 Clover Valley Rd., Upper Lake, CA 95485  
[scoatney@ulusd.org](mailto:scoatney@ulusd.org)

Phone: 707-275-2338, Extension 3202

**CCR, Title 5 Coordinator**

Giovanni Annous, Superintendent  
675 Clover Valley Rd., Upper Lake, CA 95485  
[gannous@ulusd.org](mailto:gannous@ulusd.org)

Phone: 707-275-2655