

**SPRINGVILLE UNION
ELEMENTARY
SCHOOL DISTRICT
2023-2024**



Student - Parent Handbook

Springville Elementary School District
35424 Ward Ave. Springville, CA 93265

Springville Union Elementary School District

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Superintendent's Message

Dear Parents and Guardians,

It is my pleasure to welcome you to Springville Union Elementary School District. Our dedicated staff works very hard to meet the individual needs of all students, and maintain personal connections with their families. Our staff is committed to providing the best possible learning environment for every student and to help every child find academic success. It is also our goal to provide opportunities for our students to engage in new experiences and to make new friends.

We certainly feel that education is a team effort between the school, parents, and the students. We invite you to become an active participant in our school community through volunteering, joining our Booster Club, or attending and supporting school events. Research clearly supports that when parents/guardians participate and are involved in their child's education, there is a greater likelihood of academic success for the child.

We truly believe that communication is the key to a successful educational experience. Together, we will continue to improve the quality of our school community and provide the best for the children of Springville Elementary. Education is a partnership between the school, students, parents/guardians, and community. All children are more successful when we work as a team to achieve educational goals. We look forward to your participation as members of the Springville community.

I consider it a great privilege to serve the students, parents, staff, and community of Springville. Feel free to contact me at the school office for any questions and/or concerns you may have by calling 559 539-2605 to make an appointment or email me at mbaxter@springvilleschool.org.

Sincerely,

Matthew Baxter
Superintendent/Principal

Springville Union Elementary School District Board of Trustees

(Meets the second Monday of each month, 6:00 PM in the school library)

Mrs. Dianne Shew
Mrs.. Elizabeth Bowser
Mr. Roger Kay
Mr. Kenny Walker
Mr. Craig Wallace

School Guidelines

Responsibilities

Parents

- Assure that your child/children arrive on time and attend school every day
- Assure that your child/children are prepared for school (sleep, nutrition, dress)
- Be responsible for your child/children's behavior
- Teach your child/children respect for the law and rights of others
- Visit your school periodically and participate in conferences
- Know the District, School, and Classroom Rules and Regulations, and be supportive of your school
- Help your child/children to learn self-discipline

Students

A student's education is dependent upon a "team" effort involving the student, parents, and school staff. Each member of the "team" has certain functions that must be carried out in order for the educational experience to have positive and successful results.

- Attend school regularly
- Arrive to school early and get to class on time
- Prepare for and complete school assignments and meet course deadlines
- Be courteous and respectful to school personnel, fellow students, and the public in general
- Behave in such a way that does not disrupt the learning of others

Teachers

- Provide learning experiences appropriate for each student
- Consistently enforce classroom, school, and district rules and policies
- Communicate on a regular basis with parents concerning their child's progress
- Be available to parents for conferences
- Continually improve professional competencies in matters of classroom management and positive student discipline
- Develop enthusiasm for learning through experiences that are interesting and relevant to all students

Administrators

- Inform students and parents about school district discipline standards and referral system
- Consistently monitor classroom, school, and district rules and policies
- Counsel with students and provide professional experiences which will assist staff in increasing competencies for classroom management and positive student discipline
- Provide leadership that will establish and encourage staff to see the benefits of using only the best teaching practices

Registration and Attendance

Registration Process

- Parents must register new incoming students in the school office
- Immunization records must be presented at the time of enrollment
- Report cards or records help with student placement
- Students registering must have their birth certificate and immunization records
- Parents must provide proof of residence within the Springville School District boundaries

Absence Procedure

When a student is absent from school, a parent/guardian may call that day and give the following information:

- Student's name
- Student's homeroom teacher
- Reason for absence
- Parent's name
- Request work missed if out longer than a day

When a student returns to school (unless the school has been called), he/she must bring a written note to the teacher stating the date, reason, days of absence and signature of parent/guardian. Extended illness will require a Dr.'s note.

Make-up work: It is the Student's responsibility in 5th – 8th grades, to ask their teachers for any missed assignments; Ed Code 48980 states that Grades/Credit cannot be reduced due to excused absence if work or tests have been completed.

Excused Absence

The law states that an absence may be excused if the absence is due to:

- Illness or injury
- Doctor or dentist appointment
- Death or illness of the immediate family
- Funeral of member of the immediate family
- Religious purposes, at a place away from school property and after the pupil has attended school for a minimum day. Minimum day ends at 1:00 PM on the Springville Union School Campus. See Ed Code 46014 and 48205

All absences other than those listed above are unexcused. While an absence may be excused, any and all absences affect average daily attendance. Excessive tardiness and/or absences will result in *SARB* procedures (see page 26) *SARB* Procedures).

Attendance

Full-time attendance is compulsory for California children between the ages of 6 and 18 (Ed Code 48200). Therefore, we ask that parents teach their children the importance of being at school and on time everyday. We ask you to do this by scheduling doctor, dentist, and other appointments after school whenever possible, as well as, giving consideration to your child's regular scheduled school vacations when planning family getaways. Remember: When your child misses school, they miss part of their education. (see Promotion/Retention/Requirements page 14-15)

Parents receiving benefits under CalWORKs/CalFresh should be aware that state law requires schools to notify the Health and Human Services Department if your student does not meet attendance requirements. Continued truancy or lack of attendance must be reported and will be dealt with by Health and Human Services. Action taken by the Health and Human Services are not the school's responsibility or within the control of the school.

Independent Study (pending revision)

Should it become necessary for your child/children to miss school for other than excused absences, a limited amount of independent study can be arranged in advance of the student's absence. This special provision must be arranged in advance with the administrator or designee.

Time Schedules

Arrival at School

Supervision of students on campus does not begin until 7:30 AM. Therefore, students are asked not to arrive on campus before that time. If you have made arrangements to meet with a teacher prior to 8:00 AM feel free to bring your child with you.

If your child walks or rides a bicycle or scooter to school, please have them adjust the time they are leaving home so that they arrive no earlier than 7:30 AM. (Helmets shall be worn whenever riding bicycles or scooters)

Upon entering the campus, students are to go directly to the cafeteria. They cannot go to their classrooms as these are unsupervised areas. Any teacher, who makes arrangements to meet with students in classrooms early, must designate a spot on the playground to meet the students and escort them to those unsupervised areas.

Regular Day

School will start at 8:20 AM each morning. The tardy bell rings at 8:25 AM. Grades K – 2nd dismiss at 2:55 PM, grades 3rd – 5th dismiss at 2:57 PM and grades 6th – 8th dismiss at 3:00 PM.

Minimum Day

Minimum Days are scheduled on the School Calendar your child received on the first day of school. The following time is the regular scheduled dismissal time on minimum days for students. (Grades K – 8th – 1:00 PM) Staff hours are according to contract times.

Picking Students Up After School (Subject to CDC, CDPH, TCHHA Guidelines)

If you choose to pick up your child near their classroom; **any person who enters Springville School campus must sign in at the office and obtain a visitor's pass**, even if we know who you are. You may choose to pick up your child in the designated loading zone areas in your vehicle; this does not include the step area. Daily, there are students being left waiting for a ride home from school well beyond the end of the school day. Classes are dismissed (see Regular Day and Minimum Day above). Thank you for making arrangements for student pick up no later than 3:00 PM on regular days and 1:00 PM on minimum days. Thank you for using the Drop-off and Pick-up areas located in the back of the school parking lot.

Staying After School

When arrangements have been made for your child to stay after school with their teacher; please check on exact pick up times. **Teachers are not available on any Monday afternoon**. Tuesday's, Wednesday's, and Thursday's are usually available; however, prior arrangements should be made.

Character Counts at Springville School

The Character counts program is a character education framework that promotes character education in the school, community and home. Springville School focuses on these six Pillars of Character to teach, enforce, advocate and model a climate where good character thrives.

Trustworthiness:	Being home, telling the truth and keeping promises.
Respect:	Treating others the way you want to be treated.
Responsibility:	Doing what you're supposed to do.
Fairness:	Playing by the rules.
Caring:	Being helpful, kind and generous.
Citizenship:	Doing your share at school, in your family and community.

Springville Union Elementary School District Rules

All students will be held responsible for knowing and obeying the following rules:

Be On Time

- Be on time first thing in the morning.
- When the bell rings at recess, stop what you are doing; put away equipment you are using and line up quickly.

Respect Yourself and Others

- Keep your restrooms neat and clean.
- Avoid "gossip", ethnic jokes or other hurtful conversations.
- Keep your hands and feet to yourself. Do not engage in "MESSING AROUND," "HORSEPLAY," or other forms of "JOKING." Following this and the "NO GOSSIP" guidelines will help you to form strong, lasting, and meaningful friendships. Break these two "RULES" and you can quickly find yourself with serious problems.
- Settle differences peacefully. Stop/Think/Plan.
- Sit in your chair with all of its legs on the floor. Sit up straight and do not slouch. Show pride!
- Stealing is wrong. No one wants to be known as a thief. Do not do anything that you, your parents, and your school cannot be proud of.

- Keep your speaking volume appropriate to the situation. Sometimes or places it is fine to be loud. Other times or places require a quieter voice. Still other times or places require silence. Know the right time and place for your speaking volume.
- Proper eating habits and etiquette are expected at all times.
- Wait your turn. Never take "cuts" into a line.
- **School is not the place for romance. Avoid public display of affection.**

Use Appropriate Language

- Show respect for your teachers, other school personnel, your fellow students and yourself.
- Adults shall be addressed by: Dr., Mr., Mrs., Ms., Miss., and their name as they wish to be called. Students may be called by their first names, but offensive or gang-related nicknames are to be avoided.
- Avoid foul language

Promote Safety

- Games shall be played in a safe area only. These games cannot create a hazard for pupils on the playground. Hardball (baseball), tackle football and other contact activities are not allowed on the school grounds.
- Students are not permitted on the roof or in the trees for any reason. Any playground equipment, other items or personal property must be removed from the roof or trees by a custodian.
- Do not run, other than on the playground or jump benches. Do not push people.
- Leave rocks, sticks, bark or other dangerous objects alone. If you find dangerous objects on the school grounds. **DO NOT TOUCH THEM!** Tell an adult on the playground.
- Play only in playground areas that are supervised, not around buildings. Stay in designated areas.
- Take turns on equipment.
- During school, do not leave the playground for any reason without a note signed by your parent, and/or your teacher, which you then need to leave in the office.
- Do not leave the playground to retrieve PE equipment.
- Games shall be played safely on all equipment
- Basketball, Volleyball, Handball, Two Square, Four Square and Jump Rope are appropriate games on black top area.

Come Prepared and Without Inappropriate Items

Come With

- Your binder, if appropriate, has the following items: pencil pouch, dividers, pen, pencils, eraser and paper. (Students are to provide their own binder and all of its contents, however, if this requirement represents a financial hardship to your family, please notify the school and special arrangements will be made.)
- Homework is due the day after it is assigned or on the date specified by the teacher. There will be consequences set by each teacher for missing or incomplete homework assignments. Classwork/Homework turned in late will not receive full credit. (Unless specified in IEP or 504)

Come Without

- Gum, candy, sunflower seeds and other "junk foods". Snack foods brought for break or lunch should be eaten during those scheduled times. **Gum, energy drinks, beverages in glass bottles, or seeds with shells of any kind are not permitted.**
- Toys are out of place at school. Balloons, water guns, rubber band guns, stuffed animals, skateboards, razors and similar articles are to be left at home.
- Electronic books, (example: Kindle, Notebook, iPad) may be brought to school and used for student independent reading. The District, however, does not take responsibility for lost, damaged or stolen property that is brought to school. Students found using electronic book devices for anything other than school related assignments (example: Internet, phone, games, etc.) during the school day or school related activity will be subject to the confiscation of electronic devices, returned at the end of the day (**1st offense**). Will result in requiring a parent to pick the device up at the school office (**2nd offense**). Will result in electronic devices being confiscated for one month (**3rd offense**). **Please note:** Should a student be found texting, calling, or posting on the internet while on campus, it

shall be deemed an automatic (**3rd offense**) and the electronic device will be confiscated for one month.

- Expensive racing bicycles, hard balls, bats, recorders, hand held calculators, jewelry, keepsakes, money and other valuable items may be easily lost or stolen at school. **Do not bring such items to school!** The school cannot assume responsibility for loss or damage to any personal property such as clothing, money, jewelry or instruments. Valuable items for classroom presentations may be stored in the office prior to class time.
- Bicycles ridden to school must be locked up in the bicycle racks. Bicycles are not to be ridden on campus. Bicycle rule violators will be denied the privilege of riding their bicycles to or from school for a specified number of days, weeks or months. **State Law requires bicycle riders to wear helmets!**
- **Matches, lighters and knives are not allowed at school.** State Law considers them explosives and/or weapons. Suspension/Expulsion from school is the consequence for bringing them on the school grounds. Be sure to LEAVE THEM AT HOME! **Please note:** If you bring inappropriate items on the school grounds, they will be confiscated and turned over to authorities. **Springville School is Tobacco Free! This refers to vaping, e-cigarettes, smokeless, and all other types of tobacco/nicotine products including chewable products.**

Respect School Property

- Take proper care of textbooks. Do not mark or "dog-ear" pages. Please remember that you must pay for any books you lose or damage. Textbooks now cost approximately \$125.00 each.
- Be responsible for helping to keep all areas of the school campus and community neat and clean. This is where we live, eat, work and play! Please help keep our campus and community in a condition we can be proud of.
- Walk on sidewalks, not on the grass.
- Do not throw food, eating utensils, spit-wads, sticks, pine cones, etc.
- Stealing is a crime and punishable by law. It could result in your arrest and/or loss of school privileges.

Follow Directions

- Follow all Directions given by Springville Union School Staff Members.
- Follow the Dress Code as outlined in your student handbook (pages 11-12).
- Stay in your assigned grade level areas.

Events

Back to School Night

Planned early each year to allow classroom teachers an opportunity to meet parents and explain classroom goals and expectations for the school year. This is not an evening for parent teacher conferences; however, teachers will have time at the end of each session to answer questions pertaining to the information presented. Time will be 5:00 PM – 6:00 PM. This event will be combined with the Back to School Picnic, which will begin at 6:00, see flyer for additional information. Springville School Boosters and parent volunteers are encouraged to help with this event.

Book Fair

The Scholastic Book Fair is coordinated by the Springville School Boosters and parent volunteers are encouraged to help with this event.

Open House

Springville Union School celebrates National Public Schools Week by inviting parents and friends from the community to visit classrooms and view demonstrations and displays of student accomplishments. Date to be determined.

Awards Assembly

Following each Semester, Assemblies are held to recognize 4th through 8th grade students for outstanding academic and athletic performance. End of the year Perfect Attendance award, will be given to any student who has no absences for the entire year.

Graduation

Each year a graduation ceremony is held for eighth grade students who have met the academic standards set for graduation. (70% in the three required areas, English/Language Arts, Math and overall Report Card.)

Scicon

5th graders spend one day visiting the Scicon campus. 6th graders spend one week on this campus learning and experiencing a variety of outdoor Science based curriculum and activities.

School Bus Transportation

It is the purpose of the Springville Union Elementary School District's Transportation Department to make school bus transportation a safe, pleasant experience for the students of our district.

Conduct of students on school buses is a serious matter. One misbehaving student can jeopardize the safety and welfare of many others by distracting the driver's attention away from traffic conditions.

School Bus Conduct

- Pupils are expected to be on time at the bus stops and lined up in designated areas.
- While awaiting the bus, good conduct must be observed. Stay off the road as far as possible; wait until the bus stops completely before approaching it to load; proper respect and care of property must be observed while waiting for the bus.
- Seats are to be assigned when deemed necessary. Seating shall be three to a seat when such space is needed and pupil size permits. Objects that cannot be carried on the lap of a pupil are not to be transported. Books, bags, lunch pails, etc., are not to be placed in the aisle.
- Weapons, explosives, water pistols, dangerous articles, balloons, **glass bottles or containers** and live animals are not to be carried on the bus.
- Safe driving requires pupils to refrain from unnecessary noise and loud talking.
- **No hand held electronics are to be carried onto the bus. Cell phones, in a student's possession, shall be off at all times and shall remain in the student's backpack.**
- Vulgar or profane talk is not permitted.
- Pupils are not to open the windows without permission of the driver. Arms or other parts of the body are to be placed inside of the bus at all times.
- Pupils are to be seated and secured by seat belts before the bus starts and are to remain seated and belted at all times. Handrails are to be used at all times for entering and exiting the bus.
- Pupils are to move away from the loading zone quickly after leaving the bus. Pupils are to ride assigned buses at all times, unless permission is obtained in writing from a parent/guardian or administrative/designee.
- Pupils on field trips shall always have faculty members and adults serving as leaders or chaperones.
- Pupils are to remain in the bus if the bus is stalled or stopped unless there is an emergency that requires evacuation. Pupils then are to be directed, by the bus driver, to safety away from traffic and/or the roadside.
- No food, drink, gum, sunflower seeds, drugs or alcohol is to be consumed on the bus.
- All school rules apply on all bus routes/field trips/sporting events.
- Tobacco, alcohol, and drugs are prohibited on the Springville Union School Campus and any connected activities with regards to Students, Teachers, Parents, Guardians, and Visitors.

Restriction of Privileges

Students that have serious or continuous discipline problems on the bus may lose the privilege of riding it. **Should a student lose their bus riding privileges, this will include to and from school, as well as, to and from all curricular/extra-curricular activities held off campus. Parents will then be required to provide transportation for their children should they earn the opportunity to attend extra-curricular activities.**

Please read the Yellow School Bus Safety Booklet that was distributed to your student.

Campus Disturbances

Cell Phone Policy

Cell phones, smart watches, and any other communication devices may not be used while on campus. Use of any device for making/receiving phone calls, sending/receiving messages and photography/videotaping/posting to social media are not permitted at any time. If you feel your child must have a cell phone while at school, it is recommended that the device is securely held in the office during the school day. If they choose to keep it in their possession, it must remain in their backpack, TURNED OFF and completely out of sight while at school, on the school bus, during school activities and during the afterschool program. Springville School is not responsible for damage, theft or loss of any device if the student does keep their device in their possession. Any phone in view (i.e. hand, pocket, etc.) will be confiscated and securely held in the office until the end of the day.

First Offense: The student will have their device confiscated and held in the office until the end of the day. The student may pick up their device at the end of the school day.

Second Offense: The student will have their device confiscated and held in the office until the end of the day. The parent will be notified and they will be required to pick the device up in the school office.

Additional Offenses: The student will have their device confiscated and held in the office until the end of the day. The parent will be notified and they will be required to pick the device up in the school office. The student will have additional consequences prudent to the policy offense. (examples: If the student uses their device on the school bus, school bus privileges will be suspended. If the student uses their device on a field trip, they will be ineligible to attend the next field trip.)

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health related purposes (Education Code 48901.5).

Students are restricted from bringing laser pointers, unless they are used for a valid instructional related purpose including employment (Penal Code 417.27). Prior to bringing a laser pointer on the school premises, students shall first obtain permission from the administrator or designee. The administrator or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.

Classroom Interruptions

In an effort to keep classroom interruptions to a minimum, it has become necessary to make the following adjustments:

- Items brought to school for students, teachers, or other campus employees including but not limited to (lunches, instruments, backpacks, books, projects, clothing, medication, money, and notes) shall be left in the office and delivered by office personnel.
- Classroom volunteers will be contacted by classroom teachers to pre-arrange schedules that will enhance classroom instruction through the help of the volunteer.
- Parent drop-ins are always welcome; however, these visitations/observations shall be free from interaction, conversation, and/or disruption during instructional times.
- Conferences with teachers or other staff members are to be arranged for other than times during the instructional school day. Exceptions may be before school, during a teacher's lunch break (pre-arrange), after school, or during parent/teacher conferences. Phone conferences can be arranged by calling and scheduling a time to talk with your child's teacher at a time other than during school hours.
- Pre-School Siblings of students enrolled in Springville School are not allowed to attend school during time when parent/parents volunteer in classrooms. Please make other arrangements for your children not yet enrolled in Springville School.

Thank you for your cooperation in helping to keep classroom interruptions to a minimum by following steps listed above.

Dress Code

The Governing Board believes that all students should wear clothing to school that fits well, is clean and neat, reflects pride in oneself, is conducive to the learning process, and demonstrates respect for school. It is the mission of the school district not only to provide academic education but also to provide education in morals, manners, dress, and grooming because these are elements of good citizenship. Research has shown that student dress and appearance affect student attitudes and conduct. These guidelines are intended to define "appropriate student attire" and personal grooming.

Their purpose is to prevent disruption of the classroom atmosphere, enhance classroom climate, and eliminate disturbances among other students so as not to interfere with the educational process. All students shall abide by the following:

- Hair shall be clean and neatly groomed. Natural hair colors are encouraged. Hair styles, and/or colors that are deemed a distraction are not recommended. (Example: Mohawks, Spikes, Dreads, Red, Green, Blue, Orange, Yellow, etc)
- Shoes must be worn at all times. Elementary (K- 8) age students must wear shoes with a back strap. Elementary (K- 8) age students may not wear high-heeled or platform shoes, flip flops or shoes without a back strap, or "skate" shoes (shoes with built-in skates). Open toed shoes worn in the 6th – 8th grades must be changed prior to P.E. Students should carry athletic shoes for P.E. participation.
- Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is acceptable for school attire. Crude or vulgar printing or pictures depicting drugs, alcoholic beverages, tobacco, or those that are sexually suggestive are not acceptable. **Students will be asked to wear inappropriate clothing inside out for the remainder of the school day** if they do not have another shirt to wear.
- **Presence of any apparel**, head gear, jewelry, accessory, notebook, tattoo, or other manner of grooming which by nature of its color, arrangement, trademark or any other attribute, denotes membership in gangs, or which advocates racial, ethnic or religious prejudice, drug use, violence, intimidation or disruptive behavior **is prohibited**.
- **Presence of any apparel**, jewelry or accessory, **which poses a potential safety hazard** to the student or others, **is prohibited**. Example: (gauges are not allowed) Single ear piercing is allowed.
- **Attire that may be used as a weapon is not allowed**. This includes, but is not limited to, chains, wallet chains and items with spikes or studs.
- Caps and other types of head coverings/bandannas will not be worn in classrooms or school buildings, or displayed by either males or females on school property during the normal school day. Students who participate in school-sponsored co-curricular and extracurricular activities may not wear or display hats, caps and other types of head coverings/bandannas unless the hat is a part of the uniform. (Exceptions may be provided for medical or religious practice or during special event activities as designed by the school site administrator.)
- Exception to previous statement. Hats may be worn outside only and solely for the purpose of sun protection. They may not sport an insignia that would denote, by the nature of the color, arrangement, trademark or other attribute that denotes membership in gangs, or which advocate racial, ethnic, religious prejudice, drug use, violence, intimidation or disruptive behavior.
- During inclement winter weather, the following head coverings will be allowed when students are outside: hoods on sweatshirts or jackets, stocking caps and ear muffs.
- Hats may not be worn indoors or on buses, vans, etc., during the normal school day and must be stored in the student's backpack when not being worn. (Exceptions will be pre-approved by the school site administrator)
- All clothing shall be within the bounds of decency and good taste as appropriate for school. **Garments shall be sufficient to conceal undergarments at all times and shall not be disruptive to the educational process.**
- Garment length shall be within bounds of decency and good taste. Garments must cover underwear when sitting, standing, or bending. In addition, the length must meet the following criteria for students in grades K- 8:
 - Shorts, skirts and dresses must be no shorter than 4 inches from the top of the knee while standing. (If, with student's hands at sides, clothing is shorter than their longest fingertip, it is too short!)

- **Girls-** a blouse or shirt must be long enough so that at no time the midriff shows. Straps must be at least one inch in width. No tube or halter, low-cut, off-the-shoulder or revealing tops will be allowed. Multiple straps must be covered.
- Undergarments shall be worn and covered at all times.
- Refrain from wearing clothing with holes where bare skin is revealed.
- No "see through" or "fishnet" type of garment may be worn unless worn over a garment, which meets all dress code requirements.

All pants, shorts or coveralls must be fitted and worn at the waist. "Waist" is defined as the area at or above the top of the hips. Straps for coveralls must be properly clipped at the shoulders. Pants, shorts and overalls are too baggy when the two pant side seams of an individual pant leg are brought to the front of the mid-thigh and the side seams touch. Pants may not be bagged or sagged at any time. Parents will be called for appropriate clothes or if unable to reach, clothing will be loaned to students for the remainder of the day.

Consequences for Students Violating the Dress Code

- Call home to have parents bring acceptable clothing.
- If parents cannot be reached, students will be provided with clothing to enable students to return to class.
- Students will receive a disciplinary referral for reoccurring dress code violations that will be sent home for parent signature.
- Time missed from class due to unacceptable dress will be made up during study hall.

Guidelines for Spectator Sportsmanship

Standards of appropriate crowd conduct are as follows:

- Maintain individual self-control at all times.
- Show respect for opponents.
- Understand the rules of the game/games.
- Recognize and appreciate skill in performance regardless of team affiliation.
- Show a positive attitude in cheering. Booing or yelling at officials or opponents is never appropriate.
- Refrain from throwing objects.
- Refrain from getting in the way of the activity.
- Keep the facilities neat and clean. Always pick up after yourself and deposit all trash in the nearest trash can.

Cafeteria

- If students require meal accommodations, a doctor's note is required. Please bring this note to the office.
- All students will receive a lunch daily.

In accordance with federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 800-795-3272 or 202-720-6382(TTY). "USDA is an equal opportunity provider and employer."

If you have any questions, please call the District Office at 559 539-2605.

Accidents

If a serious injury occurs on the school grounds or on the school bus, the parents will be notified and asked to pick up the child for their own observation, or examination by their family physician. Parents will be promptly notified of all injuries not considered minor. In the event that the parents cannot be reached, the student will be discharged to the person named on the emergency card. It is critical that the emergency card be filled out and up to date with phone numbers where parents can be reached.

Family Tragedy/Deaths

Please notify the school district in the event of a family tragedy or death. It is important that the school staff be aware of special circumstances that may affect students.

Lice

One of the most common problems on any school campus is head lice. Our primary concern in dealing with head lice is that lice is easily transmitted from one student to another and unless an infected student has all nit (egg sacks) removed, the lice will most likely return. For these reasons, we recommend that students do not share hats, jackets, com/brushes, etc. Also, it is our district policy that a student who has been sent home for head lice must be completely nit free before returning to school. Students must be cleared by office staff to return to school.

PE Classes

Students can be excused from PE for illness or injury with one of the following:

- Parent note (not to exceed 3 days)
- Doctor's written excuse for specified time
- School nurse/designee written excuse (not to exceed 1 day)

Without a note from one of the above, students will be expected to participate in PE daily.

Immunization Requirements

To enter or transfer into public or private elementary and secondary schools (K- 8), children under the age of 18 years must have. In addition to the following listed vaccines a TB test is also required.

Vaccines	Hepatitis B	DTaP/Td/Tdap* (Diphtheria, Tetanus, Pertussis)	Polio*	MMR (Measles, Mumps, Rubella)	Varicella (Chickenpox)
K - 5 th Grade	3 doses	5 doses	4 doses	2 doses	2 doses Or Healthcare provider verified child had disease
6 th – 12 th Grade	3 doses	5 doses DTaP And 1 dose Tdap	4 doses	2 doses	2 doses Or Healthcare provider verified child had disease

*Vaccine doses required may be fewer than listed

Administering Medication to Students

Medication Procedures Required

- Pick up medication form from the school office to be completed by the parent and doctor
- The form should be completed by the student's physician detailing the method and time schedule for taking the medication.
- Medication must be brought to school in the original prescription bottle by the parent or guardian.

A note from home is not enough. **Medication forms must be completed by a physician and a parent.** Medicine brought to school by the child, even with a note, cannot be given at school. Tylenol, cough drops, ointments, cold pills, eye drops, asthma inhalers, etc., are all medications and the

medication procedure must also be followed as listed above. By law, no exceptions can be made to these rules. If they are not followed, we cannot administer your child's medication at school. You must then come to the school and administer the medication to your child.

Proficiency and Grading

Springville Union Elementary School District sends home report cards each semester for grades K-8th.

K- 5th students adhere to the following grading scales

- (4) Above Grade Level Mastered/Proficient 90 % or higher
- (3) Grade Level Standard Met 70 % – 80 %
- (2) Progressing towards Grade Level 60 % - 69 %
- (1) Below Grade Level Standard 59 % and below

6th – 8th students adhere to the following grading scale

- (A) 90 % or higher
- (B) 80 % - 89 %
- (C) 70 % - 79 %
- (D) 60 % - 69%
- (F) 59 % and below

Progress Reports

Progress reports are sent home with all students in danger of failing a class. If your child receives a progress report, we strongly recommend scheduling a parent/teacher conference as soon as possible.

Proficiency Tests and Assignments

Proficiency tests and assignments covering grade level standards will be given regularly in all grades. On semester assessments, students whose grade is below average will receive intervention, study hall and at risk paperwork, notifying parents of their progress. Students must average no less than 70 % to be promoted to the next grade. Students not passing receive At Risk Notifications and Teacher Recommendations for the next school year. Parents always have the option to appeal decisions for their children.

Statewide Testing Notification

Every year, California students take several statewide tests. When combined with other measures such as grades, class work, and teacher observations, these tests give families and teachers a more complete picture of their child's learning. You can use the results to identify where your child is doing well and where they might need more support.

Your child may be taking one or more of the following California Assessment of Student Performance and Progress (CAASPP), English Language Proficiency Assessments for California (ELPAC), and Physical Fitness Test assessments. Pursuant to California *Education Code* Section 60615, parent/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. This exemption does not exist for the ELPAC or Physical Fitness Test. For additional information about these tests, please contact the office.

Report Cards

Report cards are mailed home twice each year. The first report card goes home at the end of the first semester. (See School Calendar) If it appears that a pupil is not doing satisfactory work or is in danger of failing, an At Risk Notice, for parents signature, will be sent home or given to you during your child's conference.

Parent/Teacher Conferences

Conferences are held twice a year. Be sure to mark your calendars with conference times. (See School Calendar for exact dates) **It is very important that parents stay in contact through regular communication with their child's teacher.** Your participation in the Parent/Teacher Conference is an opportunity to share in your child's progress, as well as, work together with your child's teacher to develop strategies that will help your child be successful in school.

Attendance

Regular attendance is required of all students. Students must have at least 90% attendance or no more than 10% absences (example: cannot miss more than 18 days out of 180, etc.). The Education Code states that pupils that miss more than 10% of a school year will not be promoted to the next grade level.

Honor Roll 4th – 8th Grades

The following subjects will be used to qualify for Honor Roll: Reading, Language Arts, Math, Spelling, Social Science, Science and Band (elective). The students must have a letter or percentage grade (no P's) in all of the above listed subjects. Citizenship grades will not be used as a criterion for placement on the Honor Roll. Any student working below grade level (any student working on a modified program below the appropriate grade level) may be awarded Honorable Mention.

Extra Curricular Activities

A student must maintain a 2.0 (C grade) cumulative grade point average (GPA) to participate in extracurricular activities, such as sports, but not to include educational activities. All graded subjects for the student determine the 2.0 average. (See Appendix A)

Promotion/Retention Policy

Ed Code 48070.5 The governing board of each school district and each county board of education shall adopt policies regarding pupil promotion and retention. The policy shall provide for parental notification, as early in the school year as possible, when a pupil is identified as being at risk of retention. (see Appendix for 007.5 Promotion/Retention)

Requirements K- 8

In order to be promoted, graduate, or participate in the graduation ceremony from Springville Union Elementary School District, students must successfully complete the following course of study.

- Academics: Must have a 2.0 (C grade) cumulative grade point average cumulative GPA in each class. Each semester's grades for Social Science, Math, English/Language Arts, Science, and Band will be averaged in order to determine eligibility for promotion/graduation.
- Attendance: Must have no more than 10% absences.
- Discipline: Must not have excessive discipline problems.
- Constitution: Must pass the Constitution portion of Social Studies class. (8th grade)
- Proficiency Test/Grade Level Standard: Must have passed the Language Arts and Mathematics proficiency test/grade level standards with no less than 70%.
- Notification: Is due to parents, if a student is in danger of not being promoted/graduated, by the 2nd semester progress report of the current school year.
- Participation in Graduation: Graduation activities are based upon academic and behavioral guidelines. (See Promotion/Retention Policy and Discipline Referral Documentation)
- CA Requirements: Must meet the requirements of the State of California, County of Tulare and Springville Union Elementary School District.

Any Springville Union Elementary School District student who will reach 15 years of age during the school year could be sent to the Porterville High School District to continue his/her education. Note: All exceptions are subject to review by the administration and/or School Board.

8th Grade Graduation Eligibility

RE: Eligibility for Graduation Ceremonies and Celebration

This information is given to you as a guide to remind you of the requirements for eligibility for the 8th grade graduation as determined by past tradition and board policy.

Graduation:

Springville Union School's graduation ceremony is held at the school on the 8th grade lawn area, weather permitting, on Wednesday May 29, 2024 at 7:00 PM. The graduation after-party is held in the school cafeteria or other location to be approved by school administration.

Graduation Requirements:

In order to participate in graduation activities; walking across the stage, graduation party and the Great Wolf Lodge trip, students must receive an eighth grade ending, two-semester GPA average of 2.0 in the following three categories:

- Overall GPA
- Language Arts
- Math

Students may not have a yearly average grade of an "F" in any subject on the report card.

Students may not have more than five referrals resulting in disciplinary action in the second semester or a yearly total of more than ten referrals to be eligible to participate in graduation activities.

Dress Code:

Springville Union School's graduation dress code is semi-formal.

Girls' dress length may vary, as long as the length meets dress code requirements. Prior approval should be obtained for questionable length.

Boys' attire is dress pants/slacks, button down shirt with tie or suit jacket. Prior approval is necessary for any outfit outside of the dress code requirements.

**Springville School holds the right to remove graduation, after-party or Great Wolf Lodge privileges for any student in question. 8th grade after party is limited to graduating 8th graders and parent/staff chaperones.

HOMEWORK

(School Agendas Are Provided for each Student 4th – 8th Grades)

Homework may be assigned Monday through Thursday, and should average no more than 30 minutes per day for grades K - 3rd. 4th – 8th grade homework may be assigned Monday – Friday and should average no more than 60 minutes per day. It is the students' responsibility to ask their teachers for any missed assignments.

Textbooks

Springville Elementary School District furnishes textbooks to all students. We hope this significant investment of district funds will be treated with respect. Reasonable wear and tear is expected however unreasonable damage will result in the parents/students being financially responsible for the book replacements. It is school policy for students to pay replacement costs for textbooks that were issued to them.

Pesticide List and Annual Notification – 17612

The Healthy Kids Survey Act signed into law in September of 2000 and requires that all schools provide parents or guardians with annual written notification of expected pesticide use on school sites. The notification will include a list to identify the active ingredients in each pesticide product we plan to use. The internet address (<http://www.cdpr.ca.2ov>) is for further information on pesticides and their alternatives. We will send out these annual notifications at the beginning of each school year. Parents or guardians will be given prior notification of individual pesticide application at the school site. This notification will be sent home with each student, prior to each application or series of applications.

We intend to use the following pesticides/herbicides on the Springville Union School Campus this school year:

Names of Pesticides Active Ingredient(s)

- Diazinon 23%
- Roundup Ultra Glyphosate, N-
- (Phosphonomethyl) Wilco Gopher Bait (AG)
- Dow Elanco Empire 20- controls numerous pests in and around households and other structures and in food service establishments.
- Chlopyrifos 20%

Pesticides/herbicides are provided through outside contractors.

School Accountability Report Card – 35256(C)

The governing board of any school district shall annually issue a School Accountability Report Card for each school in the school district, publicize such reports and notify parents or guardians of students that a copy will be provided upon request.

General Information

Visitors on Campus

Parents and guardians are welcome to visit the Springville Elementary School campus. To ensure minimum interruption to our instructional program, visits to the campus during school hours should be pre-arranged with the teacher and/or Administrator, at least 24 hours in advance. Teachers are available to meet with parents during non-instructional times only. Siblings and/or friends of students are not permitted on campus beyond the office. We ask that you adhere to the following procedures:

- a) Schedule your visit in advance with your child's teacher.
- b) Check in at the school office BEFORE going to a classroom. You will be given a visitor's pass.
- c) Take a seat at the back of the classroom where you can observe your child.
- d) If you have any questions, write them down and talk to the teacher if she/he has some free time after school.
- e) Visitors without a pass will be asked to return to the office to check in.

Independent Study

The Springville Union Elementary School District considers independent study as an optional alternative instructional program for emergency purposes only. The Principal or designee shall ensure that a written Independent Study agreement, as prescribed by law, exists for each participating student. A copy of this agreement shall be maintained on file. Independent Study may be used to provide expanded opportunities for study, research, and/or application of knowledge. The minimum duration of the short-term Independent Study contract must be for a minimum of five consecutive days with a maximum of 10 consecutive days per school year only. Parents must notify the office at least 2 weeks in advance to request a short-term independent study contract.

NOTE: Students that go on Independent Study do not qualify for the Perfect Attendance Award.

Change of Address or Telephone Numbers

In order to keep our files accurate, parents are requested to submit to the office any change of address, telephone, or emergency contact numbers. It is important to let the office know this information as soon as possible in case an emergency situation involving your child occurs.

Fire Drill/Lockdown Drill

Lockdown/Fire drills occur on a monthly basis. Each student will follow drill procedures as directed by their classroom teacher.

Lost and Found

Items found on or around the school grounds should be turned in. If your child is missing something, please have them check for it in the lost and found. Any unclaimed articles will be donated to charity throughout the year. Parents are urged to print names on your child's articles and check the lost and found frequently if your child is in the habit of leaving his/her things behind. Involving students in their choice of clothing daily assists them with remembering what they wore to school.

Telephone

Students may use the office telephone in case of emergency only. Students must have teacher permission to make calls during school hours. Use of cell phones to contact parents, unless directed to do so by school staff, is prohibited. Calling to see if you can go home with a friend is not an emergency and should be handled before or after school, while you are still at home. **The District requests student cell phones to remain at home. Cell phones will be collected in 6th – 8th grade Homeroom classes and will be returned at the end of each day.**

Bicycles

Students who ride bicycles to school are to park them in the rack and lock them. They are not to be removed until leaving school in the afternoon. The school cannot be responsible for any lost or damaged bicycles. Students must wear helmets. (as per State Law)

Tardies/Leaving Early

If a student is tardy to school, he/she must report to the office. Students must make up time in study hall. Students leaving school early are required to check in the office and be signed out by the parent.

Deliveries

Deliveries can be a disruption on campus and are discouraged. If a delivery is made at the school, it will be held in the office until the end of the day. Parents must transport deliveries home. Balloons and flowers will not be allowed in classrooms or on the bus.

Birthday Parties

Classroom parties are available with teacher permission only. Birthday parties held outside of school are the responsibility of the parents. **Invitations for private parties shall not be handed out at school; the only exception being an inclusive party for all girls/all boys or the entire classroom. Riding Springville School buses to attend a party is permitted, pending available seating.**

After School Activities

Students will not be allowed to remain at school after dismissal unless they are participating in an assigned school activity. Parents' signed permission must be on file.

Student Pick-up Following Games/Activities

Parents choosing to pick their children up following a game or other activity (before the end of the school day) must first sign their student out in the office. The end of a game does not signify the end of a school day; if you pick up your student we encourage you to have your student check with their teacher before they leave. Parent sign out sheets are available with teachers/coaches for each activity, both home and away games.

Closed Campus

All students are to remain on campus until dismissed at the end of the school day. Should a student go home for lunch and live within walking distance, adjacent to the school grounds he/she must have a signed permission slip on file in the office.

Exceptions

- Parent signs the child out in the office.
- Note sent with child by parent to leave early

Applications for Work Permits

Work permits may be obtained in the school office. Students must be 12 years of age or older.

Student Insurance

Student insurance is an optional service not provided by the District. California Education Code, Section 49472 however, gives the school districts the option of making available insurance coverage for students from approved companies. California Education Code, Section 49473 allows the school to pass out the company's information to the students. No other obligations on the district's part are mentioned or implied.

Student Placement

All students are placed into their next year's class by their homeroom teacher and previous year's teacher, upon approval of the administration. All aspects of each student's characteristics are taken into consideration during placement. Students are placed where their teachers feel they can be most successful. Therefore, parent requests will be taken into consideration however, if the staff feels the request will not suit the student it will not be honored. Parent requests should be discussed with the student's grade level teacher and/or administration.

Video Surveillance

Cameras are located on both campus and school buses to monitor activities for the safety and welfare of our students.

McKinney-Vento Homeless Education Assistance Act

Requires every school district to designate a local liaison whose responsibilities include ensuring that homeless children are identified, enrolled in and attend school. It further assures homeless children opportunities for academic success equal to children with adequate housing. **For Springville Union Elementary School District, the liaison is Mr. Matthew Baxter. Any information regarding Springville families experiencing homelessness should be referred to Mr. Baxter at 539-2605.**

Every Student Succeeds Act

Every Student Succeeds Act replaced the No Child Left Behind Act. It is the reauthorization of the 1965 Elementary and Secondary Education Act.

Visitors (Subject to CDC, CDPH, TCHHSA and CalOSHA Guidelines)

In accordance with our safety plan, all visitors must sign-in at the office before entering campus and obtain a pass, required to wear while on campus. Visitors must also sign-out when leaving. This provides an account of additional people on campus in the event of a campus emergency. A visitor is anyone who is not enrolled or a staff member. Parents/guardians are considered visitors. Visitors will not be permitted to loiter on the school campus or in school buildings. Students are not permitted to have visitors during the school day.

In an effort to keep classroom interruptions to a minimum, it has become necessary to make the following adjustments:

- Items brought to school for students, teachers or other campus employees including but not limited to (lunches, instruments, backpacks, books, projects, clothing, medication, money and permission or absence notes) shall be left in the office and can be picked up by the student when their teacher considers it a good time to retrieve it.
- Classroom volunteers will be contacted by classroom teachers to pre-arrange schedules that will enhance classroom instruction through the help of the volunteer.
- Parent drop-ins are always welcome; however, these visitations/observations shall be free from interaction, conversation and/or disruption during instructional times.
- Conferences with teachers or other staff members are to be arranged for other than times during the school day. Exceptions may be before school, during teachers' lunch break (pre-arranged), after school, or during parent/teacher conferences. Phone conferences can be arranged by calling and scheduling a time to talk with your child's teacher at a time **other than during school hours.**
- **Siblings of students enrolled in Springville Union Elementary School will not be allowed to attend school during times when parent/parents volunteer in classrooms.** Please make other arrangements for your children not yet enrolled in Springville School.

Thank you for your cooperation in helping to keep classroom interruptions to a minimum by following the procedures above.

20 USE 6311(h)(6) Highly Qualified Teachers

The Springville Union Elementary School District hereby notifies the students, parents, guardians and community members that the Certificated Teaching Staff and Classified Paraprofessional Staff working on the Springville Union Elementary School Campus are "Highly Qualified" and hold the necessary credentials and/or paperwork to teach and/or work in their assigned position. For more information regarding "Teacher Quality", please contact Mr. Baxter at the district office or call 539-2605.

Non-Discrimination

Sexual Harassment Policy 005.90.1/007.14.1

Definition:

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of sexual nature when: (Education Code 212.5)

(Adult to Student)

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress
- Submission to or rejections of the conduct by an individual is used as the basis for academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment.
- Submission of or reflection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors or programs available at or through the school.

Other types of conduct which are prohibited in the District in which may constitute sexual harassment include:

(Adult to Student and/or Peer to Peer)

- Unwelcome sexual flirtations or propositions.
- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominately single sex class.
- Touching an individual's body in a sexual way.
- Purposely cornering or blocking normal movements.
- Limiting a student's access to educational tools.
- Displaying sexually suggestive objects.

Notifications:

A copy of the District's Sexual Harassment Policy shall:

- Be included in the notifications that are sent to parents/guardians at the beginning of each school year. (Education Code 48989)
- Be displayed in a prominent location near each school principal's office. (Education Code 212.6)
- Be provided as part of an orientation program conducted for new students at the beginning of each school year. (Education Code 212.6)
- Appear in any school or District publication that sets forth the school or District's comprehensive rules, regulations, procedures and standards of conduct. (Education Code 212.6)
- Be provided to employees and employee organizations.

Enforcement:

The Superintendent or designee shall take appropriate actions to reinforce the District's Sexual Harassment Policy. As needed, these actions may include any of the following:

- Removing vulgar or offending graffiti.
- Providing staff in-service and student instruction or counseling.
- Notifying parents/guardians.
- Notifying child protective services.
- Taking appropriate disciplinary action.

The Superintendent or designee shall investigate all complaints of sexual harassment thoroughly in accordance with Board Policy and regulations. This investigation shall include talking with the complainant, the alleged harasser, any other witnesses, and any other persons who may be mentioned as possessing information. The Superintendent or designee shall document all investigations and shall inform the complainant, as well as the alleged harasser, of the decision regarding any complaint. Persons found to have knowingly made false allegations of sexual harassment should be subject to

disciplinary action. Persons submitting to unsubstantiated good faith complaint or report of sexual harassment shall not be subject to disciplinary action.

Catalog of Offenses

Education Code 48904 Liability of Parents or Guardians – Minor’s Willful Misconduct, Property Damage (See Notification of Parent’s or Guardian’s Rights and Responsibilities listed at the end of handbook)

It should be understood that the list of offenses, which follows, includes only the most common infractions of school rules. Because other forms of misbehavior are not listed does not mean they will be permitted. California State Law permits disciplinary actions, including suspension, exclusions and expulsion for disrupting the school in the performance of its duties.

1. Caused, attempted to cause, or threatened to cause physical injury to another person. (California Education Code 48900A)

- First Offense:
- A. Notify Parent/Guardian
 - B. Suspend one to five days
 - C. Discipline Referrals
 - D. Report to law enforcement agency
 - E. **May Recommend Expulsion**
 - F. Loss of Extra-curricular/Co-curricular Activities

2. Possessed, sold, or otherwise furnished any firearm (including imitation), knife, explosive, or any other dangerous object unless, in the case of possession of any such object, the pupil has obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. (California Education Code 48900B/M)

- First Offense:
- A. Confiscate Object
 - B. Notify Parent/Guardian
 - C. Report to law enforcement agency
 - D. Suspension one to five days
 - E. Discipline Referrals
 - F. **May Recommend Expulsion**
 - G. Loss of Extra-curricular/Co-curricular Activities

3. Unlawfully possessed, used, sold, or otherwise, furnished, or been under the influence of any controlled substance listed in chapter 2 (commencing with section 11052) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. (California Education Code 48900C)

- First Offense:
- A. Notify Parent/Guardian
 - B. Report to law enforcement agency
 - C. Suspend one to five days
 - D. Discipline Referrals
 - E. Referral to counseling (6 hours minimum)
 - F. May recommend expulsion
 - G. Loss of Extra-curricular/Co-curricular Activities

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and they either sold, delivered, or otherwise furnished to any person another liquid, substance, or material as a controlled substance, alcoholic, beverage, or intoxicant. (California Education Code 489000)

- First Offense:
- A. Notify Parent/Guardian and request immediate conference

- B. Notify the appropriate law enforcement agency
- C. Suspend one to five days
- D. Discipline Referrals
- E. Begin Expulsion Procedures
- F. Loss of Extra-curricular/Co-curricular Activities

5. Committed or attempted to commit robbery, or extortion. (California Education Code 48900E)

- First Offense:
- A. Notify Parent/Guardian
 - B. Suspend one to five days
 - C. Discipline Referrals
 - D. Report to law enforcement agency
 - E. May Recommend Expulsion
 - F. Loss of Extra-curricular/Co-curricular Activities

6. Caused or attempted to cause damage to school property or private property. (Payment must be made for damages) (California Education Code 48900F)

- First Offense:
- A. Notify Parent/Guardian
 - B. Report to law enforcement agency
 - C. Suspend one to five days
 - D. Discipline Referrals
 - E. Referral to counseling (6 hours minimum)
 - F. May recommend expulsion
 - G. Loss of Extra-curricular/Co-curricular Activities

- 2nd Offense:
- H. Notify Parent/Guardian
 - I. Report to law enforcement agency
 - J. Begin Expulsion Procedures
 - K. Loss of Extra-curricular/Co-curricular Activities

7. Stolen or attempted to steal school property or private property. (California Education Code 48900G)

- First Offense:
- A. Notify Parent/Guardian
 - B. Report to law enforcement agency
 - C. Suspend one to five days
 - D. Discipline Referrals
 - E. Referral to counseling (6 hours minimum)
 - F. May recommend expulsion
 - G. Loss of Extra-curricular/Co-curricular Activities

- 2nd Offense:
- H. Notify Parent/Guardian
 - I. Report to law enforcement agency
 - J. Begin Expulsion Procedures
 - K. Loss of Extra-curricular/Co-curricular Activities

8. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. (California Education Code 48900H)

- First Offense:
- A. Notify Parent/Guardian
 - B. Report to law enforcement agency
 - C. Discipline Referral
 - D. Suspend one to five days
 - E. May refer to counseling

9. **Committed an obscene act or engaged in habitual profanity or vulgarity. (California Education Code 48900I)**

- First Offense: (Seriousness of case will be considered)
- A. Notify Parent/Guardian
 - B. Discipline Referral
 - C. Report to law enforcement agency
 - D. May result in suspension
 - E. May result in expulsion
 - F. May result in loss of Extra-curricular/Co-curricular Activities

10. **Arson – 48900 (f) Caused or attempted to cause damage to school property or private property.**

11. **Bomb Threat – 48900 (e) Caused or attempted to cause, or threatened to cause harm with a bomb/explosive device.**

12. **Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in section 11014.5 of Health and Safety Code. (California Education Code 48900J)**

- First Offense:
- A. Notify Parent/Guardian
 - B. Report to law enforcement agency
 - C. Discipline Referral
 - D. Suspend one to five days
 - E. Referral to counseling (6 hours minimum)
 - F. May recommend expulsion
 - G. Loss of Extra-curricular/Co-curricular Activities

13. **Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (California Education Code 48900K)**

- First Offense:
- A. Notify Parent/Guardian
 - B. Suspend one to five days
 - C. Discipline Referral
 - D. May request parent to attend school with student
 - E. Loss of Extra-curricular/Co-curricular Activities

14. **Knowingly received stolen school property or private property. (California Education Code 48900L)**

- First Offense:
- A. Notify Parent/Guardian
 - B. Report to law enforcement agency
 - C. Discipline Referral
 - D. Suspend one to five days
 - E. May recommend expulsion
 - F. Loss of Extra-curricular/Co-curricular Activities

15. **Sexual Harassment as defined by Section 212.5 to mean unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting.**

- First Offense:
- A. Notify Parent/Guardian
 - B. Report to law enforcement agency
 - C. Discipline Referral
 - D. May request counseling (6 hours minimum)

- E. Suspend one to five days
- F. May recommend expulsion
- G. Loss of Extra-curricular/Co-curricular Activities

16. **Caused, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5**

- First Offense:
- A. Notify Parent/Guardian
 - B. Report to law enforcement agency
 - C. Discipline Referral
 - D. May request counseling (6 hours minimum)
 - E. Suspend one to five days
 - F. May recommend expulsion
 - G. Loss of Extra-curricular/Co-curricular Activities

17. **Harassment:** The pupil intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

- First Offense:
- A. Notify Parent/Guardian
 - B. Report to law enforcement agency
 - C. Discipline Referral
 - D. Suspend one to five days
 - E. May recommend expulsion
 - F. Loss of Extra-curricular/Co-curricular Activities

18. **Forging:**

- First Offense:
- A. Notify Parent/Guardian
 - B. Discipline Referral
 - C. One hour after school detention
 - D. Loss of Extra-curricular/Co-curricular Activities

- 2nd Offense: (In addition to the above)
- E. Suspend one to five days
 - F. Report to law enforcement
 - G. Recommend counseling (6 hours minimum)

19. **Leaving campus without permission:**

- First Offense:
- A. Call law enforcement agency
 - B. Notify Parent/Guardian
 - C. Make up time away after school
 - D. Discipline Referral
 - E. Loss of Extra-curricular/Co-curricular Activities

- 2nd Offense: (In addition to the above)
- F. Suspend one to five days

20. **Threats, insults, and verbal abuse of school personnel:**

- First Offense:
- A. Notify Parent/Guardian
 - B. Suspend one to five days
 - C. Discipline Referral
 - D. May require parent to attend school with student
 - E. May report to law enforcement agency

F. Loss of Extra-curricular/Co-curricular Activities

21. **Failure to appear for an Administrative assigned after school detention:**

- First Offense: A. Notify Parent/Guardian
B. Assignment of additional time
C. Discipline Referral
D. May lose Extra-curricular/Co-curricular Activities

22. **Unacceptable affectionate behavior:**

- First Offense: A. Student Warning
B. Notify Parent/Guardian
C. Discipline Referral

23. **Bringing to school electronic devices, (IPOD, Cell Phones, etc) or other inappropriate items as outlined in the student/parent handbook:**

- First Offense: A. Confiscate item(s) and student warning
B. Discipline Referral
(Item(s) may be picked up by student at the end of the day)

- 2nd Offense: C. Confiscate item(s)
D. Discipline Referral
E. Notify Parent/Guardian
(Item(s) will be held in office for parent to pick up)

- 3rd Offense: F. Confiscate item(s)
G. Discipline Referral
H. Notify Parent/Guardian
(Item(s) will be confiscated for one month)

NOTE: The school will not be responsible for lost or stolen items. Items not picked up by the end of the year will be disposed of.

24. **Loitering/interfering with school activities**

Persons on school premises unlawfully will be referred to law enforcement agencies (Penal code 653)

25. **Tardies**

A tardy is defined as the student not being at his/her proper work station or desk when the tardy bell rings (8:25 AM). An excused tardy is one in which the student brings a note from the office or another teacher asking that he/she be excused.

An unexcused tardy is exactly that, a tardy without a valid reason ("getting up late", "missed the bus", etc. are not valid excuses for being late). An unexcused tardy will carry the following penalty:

- First Offense: Teacher/Student Conference
- 2nd Offense: Teacher/Parent/Guardian/Administrative Conference
- 3rd Offense: Discipline Referral

Continual tardiness will result in a report to the School Attendance Review Board. Interdistrict Students – (See Interdistrict Contractual Agreement)

26. **Truancy – Truancy is defined as:**

“Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is truant and shall be reported to the Superintendent of the District” (Educational Code 48260)

- First Offense: Parent contact
- 2nd Offense: Parent Conference
Discipline Referral
- 3rd Offense: Discipline Referral
Student/Parent will be referred to the School Attendance Review Board

27. **Cheating**

First Offense: A. Teacher will contact parent/guardian
B. Teacher will grade “F” on assignment
C. Discipline Referral

2nd Offense: D. Notify Parent/Guardian
E. Discipline Referral
F. Loss of Extra-curricular/Co-curricular Activities
G. Referral to Principal

(Superintendent/Principal will follow the same procedure as set forth by the first offense)

28. **Gum Chewing**

For every gum chewing offense, a discipline referral will be given. Five discipline referrals in one trimester results in the student’s loss of privilege to be involved in school activities for the remainder of the trimester.

29. **Roughhousing**

First Offense: A. Notify Parent/Guardian
B. Discipline Referral

2nd Offense: C. Notify Parent/Guardian
D. Discipline Referral
E. Sent home for defiance

The Staff at Springville Union Elementary School District reserves the right to bypass any or all of these consequences if the behavior warrants other actions.

OFFICE DISCIPLINARY PROCEDURES (Consequences)

Referral of a student to the Superintendent/Principal is used as a last resort, after teachers have exhausted all other appropriate preventive and corrective measures. Once a student reaches the Principal’s Office the seriousness of the case will speak for itself. The case will be dealt with as rapidly, firmly, and as fairly as possible. In all instances, parents will be contacted.

DETENTION

California Administrative Code, (Title 5, Section 22) is quoted for the information of students and parents. This law states that, “Pupils may be detained in school for disciplinary or other reasons for not more than one hour after the close of the maximum school day.” When a student earns detention from

a staff member, written notification is given to the student to be taken home that day. The actual detention is to be served the following day so that transportation can be arranged.

Detention is held in a room under the supervision of the principal or their designee. Students serving detention are expected to work on assignments from regular classes. **Students who are late to detention will owe an additional day. Students who fail to report or who misbehave while on detention will be issued a discipline referral.**

Among the reasons for being assigned detention are truancy, excessive tardiness, misuse of class time, and other minor infractions.

IN – SCHOOL SUSPENSION

In-school suspension occurs when a student's behavior warrants removal from class(es) for a period of time, but suspension or expulsion from school is not recommended. It is an alternative to suspension or expulsion and is an effort by the administration to help the student. It gives the student the chance to correct the problem. Or the 2021/2022 school year, Behavior Intervention classroom for K-3 and 4-8 will house students given in-school suspension.

Student In-School Suspension Rules(ISS)

- Student must report to the principal's office upon arrival at school.
- Student must bring to the office all books, notebook, and other materials needed for assignments. Daily Assignments must be completed on time.
- Students must stay in designated area and not leave unless permission is given.
- Students may not visit with other students
- Students will eat lunch in suspension area
- Student will not be allowed to participate in extra-curricular activities during the period of "In-School Suspension"

Failure to comply with these rules of (ISS) will result in suspension from school or parents being requested to attend school with their son/daughter.

RESTRICTION OF PRIVILEGES

Students that receive five or more disciplinary referrals will be restricted from attending extra-curricular and co-curricular activities.

LOGICAL CONSEQUENCES

In addition to consequences such as detention, ISS, suspension, and expulsion, we also use logical consequences. Some examples of logical consequences are the following:

- Students deliberately dirtying or defacing school property could be asked to clean up or fix it themselves or pay for the damage. This may require the student to stay after school. Parents will be notified of such instances.
- Students who run on the sidewalks and/or inappropriate areas will be asked to return to the place where they began to run and walk back.
- Students acting inappropriately at any activity will be removed after warning.
- Students wearing T-shirts with inappropriate messages or pictures will be asked to turn the T-shirt inside out or wear clothing provided to them by the school office personnel.

SUSPENSIONS (At Home)

School's Responsibilities

A suspension is a temporary removal from school for violation of school rules. The school will contact parents to request a conference to explain the basis of the suspension. The school shall also inform the parents, in writing, the length of the suspension and the reasons. A notice will be given to the student to give to the parent or mailed home within 24 hours of the suspension.

Parent's Responsibilities

Suspension from school requires that the student remain under your personal supervision during the regular school hours and is not to be on or near a school campus during the time of suspension. The student also may not attend, as a participant or spectator, any school activity. We ask that you support the school's efforts to make your child more successful by not turning the suspension into a vacation. Have them do chores around the house or other appropriate activities.

You and/or the student have the right to request a meeting with the Superintendent or designee to appeal this suspension and also have the right to have access to the school records pertaining to this suspension during normal school hours and as can be conveniently arranged by both parent/student and school administrator.

EXPULSION

A student who violates the provisions of California Education Code, Section 48900 and 48915 may be recommended for expulsion or termination of Interdistrict transfer agreement from the Springville Union Elementary School District.

(SARB) STUDENT ATTENDANCE REVIEW BOARD PROCEDURE

The SARB Coordinator for the District is Matt Baxter. He will be responsible for overseeing the SARB process.

Attendance

1. Letter #1 is sent once a student reaches 10 absences/tardies/behavior referrals.
2. Letter #2 is sent once a student reaches 15 absences/tardies/behavior referrals.
3. Letter #3 is sent once a student reaches 20 absences/tardies/and or excessive behavior referrals.
4. SARB referral after (#2)

Illness

For the protection of your child, and others, students exhibiting symptoms of illness should not attend school. Students shall have reduced symptoms of illness and no fever for 24 hours prior to returning to school. Students absent 3 days or more will need a doctor's note to excuse absences.

SUICIDE Awareness & Prevention

Springville Union Elementary School District acknowledges the responsibility, liability, and importance of educating staff, students, parents, and community members on Suicide Awareness, Prevention, and Intervention. Mental Wellness Social Workers provide suicide awareness/preventive/training for staff and students. For further information, contact the school office for the Springville Union Elementary School District Policy regarding Suicide.

Crisis Services Available

***The National Suicide Prevention Lifeline** is a 24 hour, toll-free suicide prevention service available to anyone in suicidal crisis or their friends or loved ones. CALL: **1-800-273-8255 (TALK)** Callers are routed to the closest possible crisis center in their area. <http://www.suicidepreventionlifeline.org>

***The Trevor Lifeline – 1-866-488-7386**

<http://www.thetrevorproject.org>

SPRINGVILLE UNION ELEMENTARY SCHOOL DISTRICTS **UNIFORM COMPLAINT PROCEDURE**

The Governing Board believes that the quality of the educational program can improve when the District listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process.

The Board encourages complaints to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in

accordance with appropriate District procedures. District procedures shall be readily accessible to the public.

Individual Board Members do not have authority to resolve complaints. If approached directly with a complaint, however, Board Members should listen to the complaint and show their concern by referring the complaint to the Superintendent or designee so that the problem may be given proper consideration.

In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is made. Parents/Guardians are encouraged to attempt to orally resolve concerns with the staff members personally.
2. If a complainant is unable or unwilling to resolve the complaint directly with the person involved, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal.
3. If a complainant is unable to resolve the complaint/problem/solution directly with the person involved, he/she may then submit an oral or written complaint to the District Superintendent/Principal. Complaints related to a Board Member or to the Superintendent shall be initially filed in writing with the School Board.
4. When a complaint cannot be resolved orally, the following form should be used to file a written complaint.

**Annual Notification to
Parents/Guardians
2023-2022**

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ABSENCES

Excused Absences (Ed. Code §§ 46010.1, 48200, 48205, 48980)

Except when attendance is excused, students between the ages of 6 and 18 years are required by law to attend school and parents must compel their students to do so. Students will be excused from school for the following reasons:

- (1) Illness of the student, including an absence for the benefit of the student's mental or behavioral health.
- (2) Quarantine under the direction of a county or city health officer.
- (3) Securing medical, dental, optometric, or chiropractic services.
- (4) Attendance at the funeral services of a member of the student's immediate family, so long as the absence is not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside California.
- (5) Jury duty.
- (6) Illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child for which the school staff shall not require a note from a doctor.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the student's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the student's absence is requested in writing by the parent and approved by the principal or a designated representative. Attendance at Religious retreats cannot exceed four hours per semester.
- (8) Service as a member of a precinct board for an election.
- (9) Spending time with a member of the student's immediate family, who is an active duty member of the uniformed services, 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; such absences will be granted for a period of time to be determined at the discretion of the Superintendent.
- (10) Attendance of the student's naturalization ceremony to become a United States citizen.
- (11) For the purpose of participating in a cultural ceremony or event. "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.
- (12) Obtaining confidential medical services without parental consent.
- (13) For the purpose of engaging in a civic or political event, provided that the student is in middle school or high school and notifies the school ahead of the absence. A student may be excused for only one school day-long absence per school year for this purpose, unless the school administrator permits additional excused absences.

A student may not have their grade reduced or lose academic credit for any excused absence(s) if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

Absences for Religious Purposes (Ed. Code § 46014)

With parent written consent, a student may be excused from school to attend religious exercises or classes away from school. Such absences may not exceed four days per month. An excused student must nevertheless maintain his or her attendance at the minimum level of school days required for his or her grade.

ATTENDANCE

Attendance Options (Ed. Code §§ 35160.5, 46600 et seq., 48350 et seq., 48980)

California law requires all school boards to inform parents of all existing statutory attendance options and local attendance options available in the District. Students who attend schools other than those assigned by the District are referred to as "transfer students" throughout this Notice.

Open Enrollment. Whenever a student is attending a District school on the Open Enrollment List, as identified by the Superintendent of Public Instruction, he or she may apply to transfer to another school within or outside of the District, if the school to which he or she is transferring has a higher Academic Performance Index. Districts with a school on the Open Enrollment List must notify the parents 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.

Interdistrict Transfers. California law allows two or more school 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 or denied. 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. No district is required to provide transportation to a student who transfers into the district. If either district denies a transfer request, a parent may appeal that decision to the county board of education within 30 calendar days from the date of the final denial. There are specified timelines in the law for the county board of education to make a decision. Interdistrict Transfer information is available upon request.

Residency Requirements (Ed. Code §§ 48200, 48204, 48204.3, 48204.4, 48206.3, 48207, 48208, 48853.5, 48980)

The District desires to admit all students who reside within the District boundaries or who fulfill the District residency requirements through other means as allowed by law. A student shall be deemed to have complied with the District's residency requirements if any of the following are met:

Residency. The student's parent or legal guardian resides within the District's boundaries.

Children of Military Service Members. The student's parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. The District must accept applications by electronic means for enrollment, including enrollment in a specific school or program within the District, and for course registration. The parent must provide proof of residency in the District within 10 days after the published arrival date provided on official documentation.

Licensed Children's Institution, Foster Home, or Family Home. The student is placed within the District's boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to court order.

Foster Children. The student is a foster child who remains in his or her school of origin. When a student's foster student status is terminated by the juvenile court during the school year, former foster students in grades K through eighth must be allowed to finish the school year in his or her school of origin. Former foster students in grades ninth through twelfth must be allowed to continue attending their schools of origin through graduation.

Interdistrict Attendance. The student has been admitted through an interdistrict attendance option, such as an interdistrict attendance agreement, or Open Enrollment Act transfer.

Emancipated Minor. The student resides within the District's boundaries and whose parent or legal guardian has been relieved of responsibility, control, and authority through emancipation.

Caregiving Adult. The student lives with a caregiving adult within the District's boundaries and the caregiving adult submits an affidavit to that effect.

State Hospital. The student resides in a state hospital located within the District's boundaries.

Parent's Employment. The student's parent or legal guardian resides outside of the District's boundaries but is employed within the District's boundaries and lives with the student at the place of employment for a minimum of three days during the school week.

Students of Detained or Deported Parents. The student's parent has departed California against his or her will, and the student can provide official documentation evidencing the departure; and the student moved outside of California as a result of his or her parent leaving the state against his or her will, and the student lived in California immediately before moving outside the state. The student must provide evidence of enrollment in a California public school immediately before moving outside the state. Deported parents may designate another adult to attend school meetings and to serve as an emergency contact. No charges or fees of any kind may be required for admission or attendance in these circumstances. This law applies to parents who were: (1) in the custody of a government agency and were transferred to another state; (2) subject to a lawful removal order and who were removed or were permitted to leave California voluntarily before being removed; and (3) subject to any additional circumstances consistent with these purposes, as determined by the District.

The District may deem a student to have met residency requirements for school attendance if at least one parent or legal guardian of the student is physically employed within the boundaries of that district for a minimum of 10 hours during the school week, subject to the right of the district of residence or the district of employment to prohibit the transfer on various grounds provided for in Education Code section 48204(b), paragraphs (2) to (6). The District is not required to admit the student to its school based on the employment of the parent, but it may not refuse to admit the student on the basis of race, ethnicity, sex, parental income, scholastic achievement, or any other arbitrary consideration. Once a student has been deemed to have residency and is enrolled in the District on this basis, the student does not have to reapply in the next school year to attend a school within the District, and the governing board shall allow the student to attend school through the 12th grade in the District if the parent so chooses and if at least one parent continues to be physically employed in the District.

Temporary Disability (Ed. Code §§ 48206.3, 48207, 48207.3, 48208, 48980)

A student whose temporary disability makes school attendance impossible or inadvisable must receive individual instruction either at home provided by the school district in which the student resides or in a hospital or other residential health facility, excluding state hospitals, provided by the school district in which the hospital or residential facility is located. "Temporary disability" means a physical, mental or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program to which the student can reasonably be expected to return. "Temporary disability" does not include a disability that would qualify a student as a "student with exceptional needs" under Education Code section 56026.

A student with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, located outside of the district in which the student's parent resides, complies with the school district's residency requirements for school attendance in the school district in which the hospital is located. Once the parent has notified the district in which the hospital is located of the student's presence in the qualifying hospital, the district has five working days to notify the parent if individualized instruction shall be made available. If the determination is positive, individualized instruction will begin within five working days.

Students enrolled in individual instruction in a hospital or other residential health facility for a partial week, are entitled to attend school in his or her school district of residence, or to receive individual instruction provided by the school district of residence in the student's home, on days in which he or she is not receiving individual instruction in a hospital or other residential health facility, if he or she is well enough to do so.

When a student receiving individual instruction is well enough to return to school, he or she must be allowed to return to the school that he or she attended immediately before receiving individual instruction was initiated. Absences from the student's regular school program due to the student's temporary disability are excused until the student is able to return to the regular school program.

Students in Active Military Families - Residency Retention and Matriculation (Ed. Code §§ 48204.6, 48980)

A student living in the household of an active duty military service member must be allowed to continue attending the student's school of origin for the remainder of the school year if the family moves.

A student from an active duty military family who is transitioning between school grade levels must be allowed to continue in the school district of origin and in the same attendance area of his/her school of origin. If the student is transitioning to middle school or high school, and the school designated for matriculation is in another school district, the local educational agency must allow the student to continue to the school designated for matriculation in that school district. The new school must immediately enroll the student, even if the child has outstanding fees, fines, textbooks, or other items or moneys due to the school last attended, or if the student is unable to produce clothing or records normally required for enrollment.

If the parent or legal guardian's military service ends during the school year, then the student is allowed to stay in his or her school of origin for the remainder of the school year if he or she is in grades 1-8, or through graduation if the student is in high school.

Migratory Children - Residency Retention and Matriculation (Ed. Code §§ 48204.7, 54441)

A currently migratory child is a child who has moved from one school district to another in order that the child, parent, or immediate family member might secure temporary or seasonal employment in an agricultural or fishing activity.

A currently migratory child must be allowed to continue attending the student's school of origin, regardless of any change of resident during that school year, for the duration of the student's status as a currently migratory child.

A currently migratory child who is transitioning between school grade levels must be allowed to continue in the school district of origin and in the same attendance area of his/her school of origin. If the student is transitioning to middle school or high school, and the school designated for matriculation is in another school district, the local educational agency must allow the student to continue to the school designated for matriculation in that school district. The new school must immediately enroll the student, even if the child has outstanding fees, fines, textbooks, or other items or moneys due to the school last attended, or if the student is unable to produce clothing or records normally required for enrollment.

If the student's status as a currently migratory child ends during the school year, then the student is allowed to stay in his or her school of origin for the remainder of the school year if he or she is in grades 1-8, or through graduation if the student is in high school.

Immigration Enforcement - "Know Your Rights" (Ed. Code § 234.7)

All students have the right to a free public education, regardless of immigration status or religious beliefs. For more information, please see the resources developed by the California Attorney General at <https://www.oag.ca.gov/immigrant/rights>.

Notice of Alternative Schools (Ed. Code § 58501)

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

- (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 desire to learn.
- (3) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his 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 unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

COMPLAINTS

Uniform Complaint Procedures (Ed. Code §§ 262.3, 33315; 5 C.C.R. §§ 4610, 4622, 4632)

The District has established Uniform Complaint Procedures ("UCP") to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees, and the non-compliance of the District's Local Control and Accountability Plan. See Appendix for the District's UCP.

The UCP addresses all allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified in Education Code section 200 and 200, and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the District that is funded directly by, or that receives or benefits from any state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education; Career Technical; Technical Training
- Career Technical Education
- Child Care and Development
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods Without Educational Content
- Economic Impact Aid
- Education of Students in Foster Care, Students Who Are Homeless, Former Juvenile Court Students Now Enrolled in a School District, and Children of Military Families
- Every Student Succeeds/No Child Left Behind
- Local Control Accountability Plans
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Student
- Regional Occupational Centers and Programs
- School Safety Plans
- State Preschool Health and Safety Issues
- Tobacco-Use Prevention Education

The Superintendent/Principal or designee shall receive and investigate complaints submitted under the District's UCP and ensure District compliance with the law. For more information concerning the filing of

uniform complaints, copies of the Board Policies and Administrative Regulations pertaining to the District's UCP are available free of charge upon request at the school office.

Except for complaints submitted under the District's Williams Complaint Procedures, a complainant may appeal a decision made under the District's UCP to the California Department of Education by filing a written appeal within 30 days of receiving the decision. The appeal must be accompanied by a copy of the complaint filed with the District and a copy of the District's decision.

A complainant may pursue available civil law remedies outside of the District's UCP. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable.

Uniform Complaint Procedures - Specific Complaints (Ed. Code §§ 48853, 48853.5, 49010, 49011, 49013, 49069.5, 51225.2, 52075; 5 C.C.R. § 4630)

Complaints alleging non-compliance with specific state laws identified below may be submitted under the District's UCP. If a complainant is not satisfied with the District's decision, the complainant may appeal to the California Department of Education and will receive a written decision within 60 days.

Pupil Fees. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following: (1) a fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit; (2) a security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment; and (3) a purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity. A complaint alleging the imposition of pupil fees for participation in educational activities may be filed with the school's principal under the UCP not later than one year from the date the alleged violation occurred. A complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

Local Control Accountability Plan. School districts, charter schools and county offices of education are required to adopt and annually update their Local Control Accountability Plans ("LCAPs"). A complaint alleging noncompliance with the LCAP may be filed under the District's UCP and may be filed anonymously. A complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

Graduation and Coursework Requirements for Foster Youth, Homeless Students, Former Juvenile Court Students, Students Living in Active Duty Military Households, and Migratory and Newly Arrived Immigrant Students Participating in a "Newcomer Program." State law outlines the rights afforded to students in foster care, who are homeless, who are former juvenile court school students, students living in the household of a parent who is an active duty member of the military, and migratory and newly arrived immigrant students participating in a "Newcomer Program," which is a program designed to meet the academic and transitional needs of newly arrived immigrant students including, but not limited to, rights regarding a student's school of origin, enrollment, credits, graduation, college, discipline, records, and/or certain non-educational rights. A notice summarizing the rights of foster youth is available online through the California Department of Education at <http://www.cde.ca.gov/ls/pf/fy/documents/fosteryouthrights.pdf>.

Special Education Program Complaints (5 C.C.R. §§ 3200-3205)

Complaints regarding special education programs are no longer covered by the District's Uniform Complaint Procedures. Please refer to the Notice of Procedural Safeguards, Special Education Rights or Parents and Children under the IDEA and the California Education Code, which is available from your child's school or may be accessed here: <https://www.cde.ca.gov/sp/se/qa/pseng.asp>, for more information about filing a

complaint. Complaints alleging that a student was discriminated against due to his or her disability still fall under the Uniform Complaint Procedures.

Child Nutrition Program Complaints (5 C.C.R. §§ 15580-15584)

Complaints related to Child Nutrition Programs established pursuant to the National School Lunch Program, Summer Food Service Program, Child and Adult Care Food Program, Special Milk Program, School Breakfast Program, and Food Distribution Program are no longer processed through the LEA's Uniform Complaint Procedures. Instead, complaints must be processed through the existing procedures outlined in the federal regulations and the new, related state regulations, California Code of Regulations, title 5, sections 15580-15584. A complaint must be submitted within one year of the date of the alleged violation, and may be filed by phone, e-mail, or letter. Please see California Code of Regulations, title 5, sections 15580-15584 for more information.

Williams Complaint Procedures (Ed. Code § 35186; 5 C.C.R. §§ 4680, 4681)

The District's Williams Complaint Procedures address the sufficiency of instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancies or misassignments. See Appendix for the District's Williams Complaint Procedures. The school principal, or the designee of the Superintendent, shall make all reasonable efforts to investigate complaints submitted under the District's Williams Complaint Procedures.

Nondiscrimination (Ed. Code § 200, 220, 234.1, 48985; 20 U.S.C. §§ 1681-1688, 6311-6312; 29 U.S.C. § 794; 42 U.S.C. §§ 2000d-d7, 12101-12213; 28 C.F.R. § 35.106; 34 C.F.R. §§ 104.8, 106.8, 106.9)

State and/or federal law prohibit discrimination in the basis of race, color, national origin, or sex in federally financed education programs or activities. District programs and activities shall be free from discrimination, including harassment, intimidation, and bullying, based on any of the following actual or perceived characteristics:

- Age
- Ancestry
- Color
- Ethnicity
- Ethnic group identification
- Gender, including a person's gender identity and gender expression, which is a person's gender-related appearance and behavior whether or not stereotypically associated with a person's assigned sex at birth
- Genetic information
- Immigration status
- Lack of English skills
- Marital, family, or parental status
- Nationality or national origin
- Physical or mental disability
- Race
- Religion or religious creed, including agnosticism, atheism, and all aspects of religious belief, observance, and practice
- Sex, including discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery from pregnancy or childbirth-related conditions, or denial of lactation accommodations for lactating students
- Sexual orientation, including heterosexuality, homosexuality, and bisexuality

Harassment, intimidation, or bullying based upon a person's association with a person or group with one or more of these actual or perceived characteristics is also prohibited. Any questions or concerns about noncompliance can be directed to:

Connie Owens, Superintendent/Principal
35434 Ward Avenue, Springville, CA (559) 539-2605.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against qualified disabilities individuals in federally financed education programs or activities. The District does not discriminate in admission or access to its programs or activities. In the event of a complaint regarding discrimination based upon an actual or perceived mental or physical disability, please contact the District's Superintendent/Principal.

Sexual Harassment Policy (Ed. Code § 231.5, 48980; 5 C.C.R. § 4917)

See Appendix for the District's policy on sexual harassment.

DISCIPLINE

Rules; School Discipline (Ed. Code §§ 35291, 48980)

The District's Governing Board has adopted rules and regulations pertaining to student discipline, including Board Policy and Administrative Regulations. Parents may request a copy of such rules and regulations.

Required Parental Attendance (Ed. Code §§ 48900.1, 48914)

Parents may be required to attend their student's class if he or she is suspended for unruly or disruptive conduct.

FACILITIES AND SAFETY

Management Plan for Asbestos-Containing Material (40 C.F.R. §§ 763.84, 763.93)

The District has, available upon request, a complete and updated management plan for asbestos-containing material.

Use of Pesticide Products (Ed. Code §§ 48980.3, 17611.5, 17612)

All schools are required to provide parents with annual notice of expected pesticide use at schools. See Appendix for a List of Pesticide Products, including name of each pesticide product, active ingredient(s) and the Internet address for further information. Please contact the District Office at (559) 539-2605 if you wish to receive written notification at least 72 hours prior to the application of an individual pesticide at your school. Each school will maintain a list of parents who want to be notified before individual pesticide applications are made. Prior to the application of any pesticide, the District will post a warning sign at the area to be treated at least 24 hours prior to the pesticide application and such sign will remain posted for at least 72 hours after the application. In the event of an emergency condition, advance notification and prior sign posting may not be feasible, but a warning sign will be posted immediately upon application of the pesticide.

For additional information regarding pesticides and pesticide use, please visit the Department of Pesticide Regulation's website at www.cdpr.ca.gov. Parents may view a copy of the school's integrated pest management plan at the school site office.

HEALTH & IMMUNIZATIONS

Administration of Prescribed Medication (Ed. Code §§ 48980, 49423, 49480)

Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician and surgeon or ordered for him or her by a physician assistant, may be assisted by the school nurse or other designated school personnel if the District receives the following: (1) a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and (2) a written statement from the student's parent, indicating the desire that the District assist the student in the matters set forth in the statement of the physician and surgeon or physician assistant. These written statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician and surgeon or ordered for him or her by a physician assistant, may carry and self-administer prescription auto-injectable epinephrine if the District receives the following: (1) a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer auto-injectable epinephrine, and (2) parent written consent to the self-administration, a release for the school nurse or other designated school personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and an agreement to release the District and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. These written statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. Students may be subject to disciplinary action pursuant to Education Code section 48900 for using auto-injectable epinephrine in a manner other than as prescribed.

Parents of any student on continuing medication for a non-episodic condition must inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage and the name of the supervising physician. With parent consent, the school nurse may communicate with the student's physician and may counsel school personnel regarding the possible effects of the drug, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Inhaled Asthma Medication (Ed. Code § 49423.1)

Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician or surgeon, may be assisted by the school nurse or other designated personnel if the District receives the following: (1) a written statement from the physician or surgeon detailing the medication name, method, amount, and time schedules by which the medication is to be taken, and (2) a written statement from the student's parent requesting that the District assist the student in the administration of medication set forth in the physician or surgeon's written statement. These written statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

Any student who is required to take, during the regular school day, medication prescribed for her or her by a physician or surgeon, may carry and self-administer inhaled asthma medication if the District receives the following: (1) a physician or surgeon's written statement confirming that the child is able to self-administer the medication and detailing the name of the medication, the method, amount and time schedules for administration, and (2) parent written consent to the self-administration, a release for the school nurse or other designated school personnel allowing them to consult with the student's physician, and an agreement to release the District and school personnel from civil liability in the event of an adverse reaction as a result of self-administering medication. These written statements must be provided to the school at least annually or more frequently if the medication, dosage, frequency of, or reason for, the administration changes. Students may be subject to disciplinary action pursuant to Education Code section 48900 for using inhaled asthma medication in a non-prescribed manner.

Physical Examination Exemptions (Ed. Code §§ 48980, 49451)

Parents may exempt their student from physical examinations at school by annually filing a written statement with the school principal refusing such an exam. However, when there is a good reason to believe that a student exempted from physical examination is suffering from a recognized contagious or infectious disease, he or she will be sent home and will not be permitted to return to school until school authorities are satisfied that any contagious or infectious disease does not exist.

The District does not provide or make available medical and hospital services for students who are injured while participating in athletic activities.

Medical & Hospital Services for Students (Ed. Code § 49472)

The District does provide or make available medical and/or hospital services for students injured on school grounds, or while being transported to or from any school activity or event. The service shall be provided only with the consent of the parent, or the student if he or she is not a minor. Please contact the school or District office regarding such medical service.

Mental Health Services for Students (Ed. Code § 49428)

Student mental health services are available through Porterville Youth Services (559) 781-0649

Immunizations and Control of Communicable Disease (Ed. Code §§ 49403, 48216, 48980; H. & S. Code §§ 120335, 120370, 120372)

The District cooperates with the local health officer in the control and prevention of communicable diseases in school-age children. If a parent consents in writing, the District may permit any person licensed as a physician and surgeon, or a health care practitioner (including a physician assistant, nurse practitioner, registered nurse, licensed vocation nurse, or nursing student who is acting under the supervision of a registered nurse as provided by law) who is acting under the direction of a supervising physician and surgeon, to administer an immunizing agent to his/her student.

Students must be immunized against certain diseases before being admitted to school, unless exempted for medical reasons. Students who had a signed waiver based on religious or personal beliefs on file by January 1, 2016 are exempt from the immunizations requirement until they complete the "grade span" they were in as of January 1, 2016. Grade spans are: (1) birth through preschool, (2) Kindergarten through 6th grade, and (3) 7th through 12th grade. Students entering the District for the first time or advancing to 7th grade after January 1, 2016 are no longer exempt from immunizations based on their religious or personal beliefs. Students who had a medical exemption issued before January 1, 2021 will be allowed continued enrollment until they enroll in the next grade span. The District must exclude from school any student who does not supply evidence of inoculation (for any of the diseases listed in Health & Safety Code section 120335), and will notify the parent that he/she has two weeks to supply evidence that the student is immunized.

Students who have a medical exemption issued before December 31, 2020 will be allowed continued enrollment until they enroll in the next grade span. As of January 1, 2021, the District will only accept medical exemptions that are submitted on the California Department of Public Health's standardized, statewide medical exemption certification form.

Child Nutrition; School Meals (Ed. Code §§ 49510-49520, 48980)

Parents may apply for participation in the Free and Reduced Lunch Program offered by the District to provide nutritious meals to students whose parents qualify, based on annual household income. Information and applications are available through the school office.

INSTRUCTION

Minimum and Staff Development Days (Ed. Code § 48980)

See Appendix for the District's pupil-free staff development day and minimum day schedule. A student's parent will be notified during the school year of any additional minimum days or pupil-free staff development days no later than one month before the actual date.

Career Counseling and Course Selection (Ed. Code § 221.5)

Counselors, teachers, instructors, administrators, and aides may not, on the basis of a student's sex, offer vocational or school program guidance to the student that is different from that offered to a student of the opposite sex in counseling, nor may a counselor differentiate career, vocational, or higher education opportunities on the basis of the sex of the student counseled. Any District personnel acting in a career counseling or course selection capacity shall affirmatively explore with the student the possibility of careers or courses leading to careers that are nontraditional for that student's sex.

Right to Refrain From the Harmful or Destructive Use of Animals (Ed. Code § 32255 et seq.)

Any student with a moral objection to dissecting, harming, or destroying animals shall notify his/her teacher regarding this objection. An alternative education project may be arranged if the teacher believes the alternative education project can provide the course of study in question. The alternative requires a comparable amount of time and effort, but must not be more arduous than the original project. The District requires a signed note from a parent indicating their child's objection.

Special Education (Ed. Code § 56000 et seq.; 20 U.S.C. § 1412; 35 C.F.R. § 300.111)

Students with exceptional needs have a right to a free appropriate public education in the least restrictive environment. The District wants to locate, identify, and assess all children with disabilities whether homeless, wards of the state or enrolled in public or private schools. Parents should inform school officials if they have reason to believe their child has a disability requiring special services or accommodations. The child will be evaluated to determine whether he/she is eligible for free special instruction or services.

Excuse from Health Instruction Based on Religious and Moral Grounds (Ed. Code § 51240)

Upon written request of a parent, a student shall be excused from any part of health instruction that conflicts with his/her religious training and beliefs (including personal moral convictions).

Comprehensive Sexual Health Education and HIV/AIDS Prevention (Ed. Code §§ 51938, 51939, 48980)

A parent has the right to excuse his or her child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education, as follows:

A parent may request in writing that his/her student be excused from participating in HIV/AIDS prevention or comprehensive sexual health education. Students so excused by their parent shall be given an alternative educational activity.

Parents may inspect the written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education. Parents have a right to request that the District provide them a copy of Education Code sections 51930-51939.

Every student's parent will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction as to the date of such instruction and whether the instruction will be taught by District personnel or by outside consultants. If outside consultants are used, the name of the organization of each guest speaker will be identified. Parents have a right to request that the District provide them a copy of Education Code sections 51933, 51934, and 51938.

Anonymous, voluntary and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the students' attitudes concerning or practices relating to sex may be administered to pupils in grades 7-12. Parents will be notified in writing and given the opportunity to review such tests, questionnaires and surveys and be informed that in order to excuse their student, they must state their request in writing. If a school receives a written request from a parent excusing a student from this activity, the student may not be subject to disciplinary action, academic penalty or other sanction and an alternative educational activity must be made available to the student.

Student Surveys, Tests, and Questionnaires Regarding Beliefs and Practices (Ed. Code §§ 51513, 60614; 20 U.S.C. § 1232h)

No test, questionnaire, survey, or examination which has questions about a student's or his/her parents' beliefs and practices in sex, family life, morality, religion, political affiliations or beliefs, illegal, anti-social, self-incriminating, or demeaning behavior, mental or psychological problems, legally recognized privileged relationships (such as lawyer, physician, or minister), critical appraisals of individuals with whom you have close family relationships, or income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) shall be administered without prior notification and written permission of the parent. Parents may inspect all instructional materials, including teacher's manuals, films, tapes or other supplementary material to be used in connection with any survey, analysis or evaluation.

California Assessment of Student Performance & Progress (CAASPP) (Ed. Code §§ 60604, 60615, 60640; 5 C.C.R. § 852.)

Each year, parents will be notified regarding their student's participation in the CAASPP assessment system. Parents wanting to excuse their students from any or all parts of the CAASPP must submit a written request. Such written requests must be submitted to the school on an annual basis.

Notification of Potential Failing Grade (Ed. Code §§ 49063, 49067)

Parents will be notified when a teacher has determined that your student is in danger of failing a course.

Teacher and Paraprofessional Qualifications (20 U.S.C. § 6312)

Upon request, parents have a right to request information regarding the professional qualifications of the classroom teachers who instruct their student. Federal law allows parents to request the following information: (1) If the student's teacher has met the state credential or license criteria for grade level and subject matter taught; (2) If the student's teacher is teaching under an emergency or other provisional status because of special circumstances; (3) If the teacher is teaching in the field of discipline of the certification of the teacher; and (4) If the student is receiving services from paraprofessional and, if so, their qualifications.

RECORDS

Student Records Policy (Ed. Code §§ 49063, 49064; 5 C.C.R. § 432)

The District maintains mandatory permanent (kept indefinitely) and interim (may be destroyed after a stipulated length of time) student records. Mandatory permanent student records include the student's legal name; date of birth; method of verification of birth date; sex of student; name and address of parent of minor student; entering and leaving date of each school year and for any summer session or other extra session; subjects taken during each year, half-year, summer session, or quarter; if marks or credit are given, the mark or number of credits toward graduation allows for work taken; verification of or exemption from required immunizations; and date of high school graduation or equivalent. Mandatory interim student records include a log or record identifying those persons (except authorized school personnel) or organizations requesting or receiving information from the record; health information, including Child Health Developmental Disabilities Prevention Program verification or waiver; participation in special education programs including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge; language training records; progress slips and/or notices; parental restrictions regarding access to directory information or related stipulations; parent or adult student rejoinders to challenged records and to disciplinary action; parental authorizations or prohibitions of student participation in specific programs; and results of standardized tests administered within the preceding three years. In addition, permitted student records (may be destroyed when no longer useful) are kept. Permitted student records include objective counselor and/or teacher ratings, standardized test results older than three years, routine discipline data, verified reports of relevant behavioral patterns, all disciplinary notices, and attendance records. The following position is responsible for maintaining all student records:

Connie Owens, Superintendent/Principal.

An access log or record of who has requested or received information from a student's records is kept at 35424 Ward Avenue, Springville. The Education Code and the District's Administrative Regulation set forth the criteria under which school officials and employees may access, change, or delete information in a student's records.

Parent Access to Records (Ed. Code §§ 49063, 49065, 49069, 49070, 56504; 34 C.F.R. § 99.7)

Parents of currently enrolled or former students have an absolute right of access to any and all student records related to their children that are maintained by the District. Parents have the right to inspect and review their children's student records during regular school hours within five business days of a request. The District may charge parents a reasonable fee not to exceed the actual copying cost for reproducing copies of student records.

Parents may challenge the content of a student record if there is an inaccuracy, an unsubstantiated personal conclusion or inference, a conclusion or inference outside of the observer's area of competence, a comment not based on the personal observation of a named person with the time and place of the observation noted, or if the student record includes misleading information or violates the student's privacy or other rights. The Superintendent or designee will meet with the parent and the certificated employee who recorded the information in question, if any, and presently employed by the District, within 30 days. The Superintendent will determine whether to sustain or deny the allegations. If the challenge is sustained, the changes will be made. If the challenge is denied, the parent may appeal the decision in writing to the District's governing board within 30 days of the refusal. The District's governing board will determine whether to sustain or deny the allegations within 30 days of receipt of an appeal. The decision of the District's governing board is final. The Superintendent and the District's governing board cannot order a student's grade to be changed unless the teacher who determined the grade is given an opportunity to state the reasons for which the grade was given and is included in all discussions relating to changing the grade.

Curriculum Review (Ed. Code §§ 49063, 49091.14)

A prospectus of curriculum, including titles, descriptions, and instructions aims of every course offered, is available at the school site for parent review upon request. Copies are available for a reasonable fee not to exceed the actual copying cost.

Student Records Review (Ed. Code §§ 49063, 49064, 49076; 34 C.F.R. §§ 99.7, 99.31)

The District may share student records with school officials and employees who have a legitimate educational interest. "School officials and employees" and "legitimate educational interest" are defined in the attached Administrative Regulation.

Parental Consent to Release Student Information; No Parental Consent to Release Directory Information (Ed. Code §§ 49061(c), 49063, 49073, 49076, 49077; 10 U.S.C. § 503; 20 U.S.C. §§ 1232g, 7908; 34 C.F.R. § 99.37)

Federal and state law require that the District obtain parent written consent prior to the disclosure of personally identifiable information contained in a student's records, except to the extent disclosure without consent is permitted by law (e.g. subpoena or court order). However, the District may disclose directory information without parental consent to law enforcement agencies.

If you do not want the District to disclose directory information from your student's education records without your prior written consent, you must notify the District in writing by using the attached Directory Information Opt-Out Form.

The District will not release directory information pertaining to a homeless student, unless a parent or student accorded parental rights has provided written consent that the directory information may be released.

Transfer of Student Records (Ed. Code § 49068; 34 C.F.R. §§ 99.7, 99.34)

The District will forward student records, including transcripts, immunization records, and, when applicable, suspension notices, expulsion records, and individualized education programs, to other school districts that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

Student Records Complaints (Ed. Code § 49063; 20 U.S.C. § 1232g; 34 C.F.R. §§ 99.7, 99.63)

Parents have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the District to comply with the requirements of the General Education Provisions Act or FERPA. The name and address of the office that administers FERPA are:

Student Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

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Rev. 9/19/2022

Attachments:

1. Sexual Harassment Policy – pg. 20-21
2. Nondiscrimination/Harassment Policy – pg. 20-21
3. Uniform Complaint Procedures – pg. 29-31
4. Williams Complaint Procedures – pg. 29-31
5. List of Pesticide Products –pg. 17
6. Calendar listing minimum or pupil free days and all school activities planned – Visit springvilleschool.org
7. Form for parent to sign and return, verifying receipt of the notification.