

**SPRINGVILLE UNION
ELEMENTARY
SCHOOL DISTRICT
2025-2026**



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

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

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 many Wednesday afternoons**. Monday's, Tuesday'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. Assembly dates are listed below. All assemblies will be held at 8:30am in the school amphitheater.

September 17, 2025 -Respect:Yellow Treating others the way you want to be treated.

October 22, 2025 -Fairness:Orange Playing by the rules.

December 3, 2025 -Responsibility:Green Doing what you're supposed to do.

January 14, 2026 -Trustworthiness:Blue Telling the truth and keeping promises.

February 25, 2026 -Caring:Red Being helpful, kind and generous.

April 1, 2026 -Citizenship:Purple 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, heelys, razors and similar articles are to be left at home.
- Electronic Devices, (example: Kindle, Notebook, iPad, cell phone) may not be brought to school. The District does not take responsibility for lost, damaged or stolen property that is brought to school. Students found using electronic 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 (**1st offense**) Will result in the device being confiscated and the student can pick it up at the end of the day in the office. . (**2nd offense**) Will

result in requiring a parent to pick the device up at the school office. (**3rd offense**) Will result in requiring a parent to pick the device up at the school office and possible detention or suspension.

- Expensive racing bicycles, hard balls, bats, recorders, 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 approximately 5:00 PM – 6:00 PM. This event will be combined with the Back to School Picnic, which will begin at 6:00. 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 academics. 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 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.
- Preschool 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 recurring 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. 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. A TB assessment does not meet Tulare County requirements.

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

Honor Roll 4th – 8th Grades

The following subjects will be used to qualify for Honor Roll: Reading, Language Arts, Math, Spelling, Social Science, Science. 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)

8th Grade Graduation Ceremonies and Celebration Eligibility

Graduation:

Springville Union School's graduation ceremony is held at the school on the 8th grade lawn area, weather permitting, on Wednesday June 3, 2026 at 7:00 PM. The graduation celebration will be held in the school cafeteria or other location to be approved by school administration.

Graduation Requirements:

To participate in the 8th grade graduation ceremony and celebrations, students must meet the following requirements:

1. Academic Requirements

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

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

2. Attendance Requirements

- Excessive absences, especially unexcused absences, can affect graduation eligibility.

3. Behavior and Conduct

- Students must not have excessive documented discipline problems.

Important Notes:

- Final decisions regarding promotion and ceremony participation rest with school administration.
- Parents will be notified if their child is at risk of not meeting promotion requirements.

Graduation 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 and/or graduation celebration privileges for any student in question. 8th grade graduation celebration 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.gov>) is for further information on pesticides and their alternatives. We will send out these annual notifications at the beginning of each school year.

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

Names of Pesticides Active Ingredient(s)

- Diazinon

- Glyphosate
- (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

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 wags22@yahoo.com

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.**

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 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.

Exceptions

- Parent/guardian or designee by parent/guardian 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. Possible Suspension
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. Discipline Referral
D. 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. Notify Parent/Guardian
H. Possible Suspension

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 workstation 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

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 a detention, the parent is notified by the teacher.

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.

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.
- Student may not visit with other students
- Student will eat lunch in suspension area
- Student will not be allowed to participate in extracurricular 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 Matthew 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 (#3)

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>

Type 1 Diabetes Information

Pursuant to California Education Code Section 49452.6, this type 1 diabetes information is for local educational agencies to provide to parents and guardians of incoming elementary school students beginning January 1, 2023.

Type 1 diabetes in children is an autoimmune disease that can be fatal if untreated, and the guidance provided in this information sheet is intended to raise awareness about this disease.

Description

Type 1 diabetes usually develops in children and young adults but can occur at any age

- According to the U.S. Centers for Disease Control and Prevention (CDC), cases of type 1 diabetes in youth increased nationally from 187,000 in 2018 to 244,000 in 2019, representing an increase of 25 per 10,000 youths to 35 per 10,000 youths, respectively.
- The peak age of diagnosis of type 1 diabetes is 13-14 years, but diagnosis can also occur much earlier or later in life.

Type 1 diabetes affects insulin production

- As a normal function, the body turns the carbohydrates in food into glucose (blood sugar), the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood into the cells.
- In type 1 diabetes, the body's pancreas stops making insulin, and blood glucose levels rise.
- Over time, glucose can reach dangerously high levels in the blood, which is called hyperglycemia.
- Untreated hyperglycemia can result in diabetic ketoacidosis (DKA), which is a life-threatening complication of diabetes.

Risk Factors Associated with Type 1 Diabetes

It is recommended that students displaying warning signs associated with type 1 diabetes, which are described below, should be screened (tested) for the disease by their health care provider.

Risk Factors

Researchers do not completely understand why some people develop type 1 diabetes and others do not; however, having a family history of type 1 diabetes can increase the likelihood of developing type 1 diabetes. Other factors may play a role in developing type 1 diabetes, including environmental triggers such as viruses. Type 1 diabetes is not caused by diet or lifestyle choices.

Warning Signs and Symptoms Associated with Type 1 Diabetes and Diabetic Ketoacidosis

Warning signs and symptoms of type 1 diabetes in children develop quickly, in a few weeks or months, and can be severe. If your child displays the warning signs below, contact your child's primary health care provider or pediatrician for a consultation to determine if screening your child for type 1 diabetes is appropriate:

- Increased thirst
- Increased urination, including bed-wetting after toilet training
- Increased hunger, even after eating
- Unexplained weight loss
- Feeling very tired
- Blurred vision
- Very dry skin
- Slow healing of sores or cuts
- Moodiness, restlessness, irritability, or behavior changes

DKA is a complication of untreated type 1 diabetes. DKA is a medical emergency. Symptoms include:

- Fruity breath
- Dry/flushed skin
- Nausea
- Vomiting
- Stomach pains
- Trouble breathing
- Confusion

Types of Diabetes Screening Tests That Are Available

- **Glycated hemoglobin (A1C) test.** A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- **Random (non-fasting) blood sugar test.** A blood sample is taken any time without fasting. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes.
- **Fasting blood sugar test.** A blood sample is taken after an overnight fast. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- **Oral glucose tolerance test.** A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 1 Diabetes Treatments

There are no known ways to prevent type 1 diabetes. Once type 1 diabetes develops, medication is the only treatment. If your child is diagnosed with type 1 diabetes, their health care provider will be able to help develop a treatment plan. Your child's health care provider may refer your child to an endocrinologist, a doctor specializing in the endocrine system and its disorders, such as diabetes.

Contact your student's school nurse, school administrator, or health care provider if you have questions.

References: [Centers for Disease Control and Prevention](#), [KidsHealth](#), [Mayo Clinic](#)

[National Library of Medicine and National Institutes of Health's MedLine](#)

Questions: Office of School-Based Health Programs | schoolnurse@cde.ca.gov

Last Reviewed: Tuesday, January 24, 2023

Type 2 Diabetes Information

Pursuant to California *Education Code* Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010.

The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County. Also see [available translations](#) of this information.

Description

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

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

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

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

Risk Factors Associated with Type 2 Diabetes

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

Risk Factors

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

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

Warning Signs and Symptoms Associated with Type 2 Diabetes

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

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

Type 2 Diabetes Prevention Methods and Treatments

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

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

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

Types of Diabetes Screening Tests That Are Available

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

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease.

Contact your student's school nurse, school administrator, or health care provider if you have questions.

References: [American Diabetes Association Clinical Journal](#), [Helping Children with Diabetes Succeed: A Guide for School Personnel](#), [KidsHealth](#), [Mayo Clinic](#), [National Library of Medicine and National Institutes of Health's MedLine](#), [Centers for Disease Control and Prevention](#)

Questions: School Health and Safety Office | 916-319-0914

Last Reviewed: Wednesday, August 30, 2023

Firearms Safety Memorandum

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the **Springville Union Elementary School District** of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.¹

Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.²

- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.³

- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.⁴

Note: Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Date published: August 20, 2024
California Department of Education

¹ See California Penal Code sections 25100 through 25125 and 25200 through 25220.

² See California Penal Code section 25100(c)

³ See California Civil Code Section 29805

⁴ See California Civil Code Section 1714.3.

Title IX Sexual Harassment Policy and Complaint Procedures

All Personnel

BP 4119.11(a) 4219.11 T 4319.11 SEXUAL HARASSMENT

Cautionary Notice: The following administrative regulation reflects federal Title IX regulations added by 85 Fed. Reg. 30026, effective August 14, 2020, which establish a process for investigating and resolving allegations of conduct that meets the federal definition of sexual harassment. The federal regulations preempt any conflicting state law or regulations, but the interaction between federal and state law is not always clear.

Districts should consult legal counsel if questions about a potential conflict arise. Districts should also note that 18 states, including California, have sued the U.S. Department of Education to stop the implementation of these regulations. A preliminary injunction seeking to postpone the effective date of the regulations and prohibit their enforcement is currently pending. If the court grants the injunction, portions of the following administrative regulation will not take effect.

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

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

(cf. 4030 - Nondiscrimination in Employment)

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Ensuring prompt, thorough, fair, and equitable investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

BP 4119.11(b) 4219.11 4319.11 SEXUAL HARASSMENT (continued)

Sexual Harassment Reports and Complaints

District employees who feel that they have been sexually harassed in the performance of their district responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a district administrator, or the district's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the

complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint is addressed through either AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures for complaints meeting the Title IX definition of sexual harassment or AR 4030 - Nondiscrimination in Employment for complaints meeting the state definition, as applicable, and shall offer supportive measures to the complainant.

(cf. 4119.12/4219.12/4319.12 -Title IX Sexual Harassment Complaints)

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7/4317.7 -Employment Status Reports)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950 Sexual harassment; distribution of information

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

11009 Employment discrimination

11021 Retaliation

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11034 Terms, conditions, and privileges of employment

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 42

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.9 Nondiscrimination on the basis of sex in education programs or activities

106.51-106.82 Nondiscrimination on the basis of sex in employment in education programs or activities

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026 Faragher v. City of Boca Raton, (1998) 118

S.Ct. 2275 Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257 Gebser v. Lago Vista Independent School District, (1998) 118

S.Ct. 1989 Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998 Meritor Savings Bank, FSB v. Vinson et al., (1986) 447

U.S. 57

Management Resources:

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS Promising Practices for Preventing Harassment,

November 2017

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov> Equal Employment Opportunity Commission:

<http://www.eeoc.gov> U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/index.html>

**Students BP 5145.7(a)
SEXUAL HARASSMENT**

Cautionary Notice: The following administrative regulation reflects federal Title IX regulations added by 85 Fed. Reg. 30026, effective August 14, 2020, which establish a process for investigating and resolving allegations of conduct that meets the federal definition of sexual harassment. The federal regulations preempt any conflicting state law or regulations, but the interaction between federal and state law is not always clear. Districts should consult legal counsel if questions about a potential conflict arise. Districts should also note that 18 states, including California, have sued the U.S. Department of Education to stop the implementation of these regulations. A preliminary injunction seeking to postpone the effective date of the regulations and prohibit their enforcement is currently pending. If the court grants the injunction, portions of the following administrative regulation will not take effect.

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator. Once notified, the Title IX Coordinator shall ensure the complaint is addressed through Title IX complaint procedures or uniform complaint procedures, as applicable, and shall offer supportive measures to the complainant.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

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

AR 5145.7(b)

SEXUAL HARASSMENT (continued) Instruction/Information

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the

manner in which the sexual harassment complaint will be received, investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students

6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues

8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

Disciplinary Actions

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

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

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

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7/4317.7 -Employment Status Report)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

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

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

Record-Keeping

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

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

48985 Notices, report, statements and records in primary language

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1092 Definition of sexual assault

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 34

12291 Definition of dating violence, domestic violence, and stalking

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.82 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2000, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender

Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Q&A on Campus Sexual Misconduct, September 2017

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students,

or Third Parties, January 2001

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Personnel

AR 4030(a)

NONDISCRIMINATION IN EMPLOYMENT

All allegations of discrimination in employment, including those involving an intern, volunteer, or job applicant, shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to coordinate the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination

policies. The coordinator may be contacted at:

**Superintendent-Principal
Matthew Baxter
35424 Ward Avenue, Springville CA 93265
(559) 539-2605**

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.9)
 - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
 - b. Posting them in all district schools and offices, including staff lounges and other prominent locations
 - c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

2. Disseminate the district's nondiscrimination policy to all employees by one or more of the following methods: (2 CCR 11023)
 - a. Printing and providing a copy of the policy to all employees, with an acknowledgment form for each employee to sign and return
 - b. Sending the policy via email with an acknowledgment return form
 - c. Posting the policy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
 - d. Discussing the policy with employees upon hire and/or during a new hire orientation session
 - e. Any other way that ensures employees receive and understand the policy

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Provide to employees a handbook that contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to anyone who feels that he/she has been the victim of any discriminatory or harassing behavior

4. Provide training to employees, volunteers, and interns regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

Training for supervisors shall include the requirement to report any complaint of misconduct to a designated representative, such as the coordinator, human resources manager, or Superintendent or designee as a topic in the sexual harassment prevention training required pursuant to 2 CCR 11024 (2 CCR 11023)

(cf. 1240 - Volunteer Assistance)

AR 4030(b) NONDISCRIMINATION IN EMPLOYMENT (continued) Complaint Procedure

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

5. Periodically review the district's recruitment, hiring, and promotion processes and

regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law

6. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce

Any complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: A complainant may inform his/her direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman.

The complainant may file a written complaint in accordance with this procedure, or if he/she is an employee, may first attempt to resolve the situation informally with his/her supervisor.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

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

(cf. 4032 - Reasonable Accommodation)

2. Investigation Process: The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. He/she shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

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

If the coordinator determines that a detailed fact-finding investigation is necessary, he/she shall begin the investigation immediately. As part of this investigation, the coordinator should

AR 4030(d)

NONDISCRIMINATION IN EMPLOYMENT (continued)

interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out his/her investigation or to protect employee safety, the

coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator also shall determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents are prevented. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. **Written Report on Findings and Remedial/Corrective Action:** No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report also shall include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented.

The report shall be presented to the complainant, the person accused, and the Superintendent or designee.

4. **Appeal to the Governing Board:** The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 9321 - Closed Session Purposes and Agendas)

Personnel BP 4030(a)

NONDISCRIMINATION IN EMPLOYMENT

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s),

unless an exception exists pursuant to Government Code 12960

2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)

3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

The Governing Board is determined to provide district employees, interns, volunteers, and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. This policy shall apply to all district employees and, to the extent required by law, to interns, volunteers, and job applicants.

(cf. 1240 - Volunteer Assistance)

(cf. 4111/4211/4311 - Recruitment and Selection)

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.

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

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment
2. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training

(cf. 4151/4251/4351 - Employee Compensation)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment

4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:

a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status

(cf. 4033 - Lactation Accommodation)

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

BP 4030(b)

NONDISCRIMINATION IN EMPLOYMENT (continued)

b. Religious creed discrimination based on an employee's religious belief or observance, including his/her religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement.

c. Disability discrimination based on a district requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

d. Disability discrimination based on the district's failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee, to determine effective reasonable accommodations for the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition

(cf. 4032 - Reasonable Accommodation)

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of

whether the request was granted. *(Government Code 12940)*

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who reports such incidents from retaliation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. He/she shall provide training and information to employees about how to recognize harassment, discrimination, or other related conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

In addition, the Superintendent or designee shall post, in a conspicuous place on district premises, the California Department of Fair Employment and Housing publication on workplace discrimination and harassment issued pursuant to 2 CCR 11013.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

NONDISCRIMINATION IN EMPLOYMENT (continued)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

Legal Reference: (see next page)

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

11006-11086 Discrimination in employment

11013 Recordkeeping

11019 Terms, conditions and privileges of employment

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

104.7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee and adoption of grievance procedures

106.9 Dissemination of policy

110.1-110.39 Nondiscrimination on the basis of age

COURT DECISIONS

Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863

Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

Management Resources:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment, December 2014

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, August 2010

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Questions and Answers: Religious Discrimination in the Workplace, 2008

New Compliance Manual Section 15: Race and Color Discrimination, April 2006

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

California Law and Regulations Addressing *Williams* Complaints

EDUCATION CODE

Title 2. ELEMENTARY AND SECONDARY EDUCATION

Division 3. Local Administration

Part 21. Local Educational Agencies

Chapter 2. Governing Boards

Article 4.7. Miscellaneous Administrative Authority

California Education Code § 35186 (2008)

§ 35186. Use of uniform complaint process to resolve complaints of specified deficiencies; Duties of principal or designee; Appeal; Summaries of complaints; Posting of notice

(a) A school district shall use the uniform complaint process it has adopted as required by Chapter 5.1 (commencing with Section 4600) of Title 5 of the California Code of Regulations, with modifications, as necessary, to help identify and resolve any deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, teacher vacancy or misassignment, and intensive instruction and services provided pursuant to Section 37254 to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12.

(1) A complaint may be filed anonymously. A complainant who identifies himself or herself is entitled to a response if he or she indicates that a response is requested. A complaint form shall include a space to mark to indicate whether a response is requested. If Section 48985 is otherwise applicable, the response, if requested, and report shall be written in English and the primary language in which the complaint was filed. All complaints and responses are public records.

(2) The complaint form shall specify the location for filing a complaint. A complainant may add as much text to explain the complaint as he or she wishes.

(3) Except as provided pursuant to paragraph (4), a complaint shall be filed with the principal of the school or his or her designee. A complaint about problems beyond the authority of the school principal shall be forwarded in a timely manner but not to exceed 10 working days to the appropriate school district official for resolution.

(4) A complaint regarding any deficiencies related to intensive instruction and services provided pursuant to Section 37254 to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12 shall be submitted to the district official designated by the district superintendent. A complaint may be filed at the school district office, or it may be filed at the school site and shall be immediately forwarded to the designee of the district superintendent.

(b) The principal or the designee of the district superintendent, as applicable, shall make all reasonable efforts to investigate any problem within his or her authority. The principal or designee of the district superintendent shall remedy a valid complaint within a reasonable time period but not to exceed 30 working days from the date the complaint was received. The principal or designee of the district superintendent shall report to the complainant the resolution of the complaint within 45 working days of the initial filing. If the principal makes this report, the principal shall also report the same information in the same timeframe to the designee of the district superintendent.

(c) A complainant not satisfied with the resolution of the principal or the designee of the district superintendent has the right to describe the complaint to the governing board of the school district at a regularly scheduled hearing of the governing board. As to complaints involving a condition of a facility that poses an emergency or urgent threat, as defined in paragraph (1) of subdivision (c) of Section 17592.72, a complainant who is not satisfied with the resolution proffered by the principal or the designee of the district superintendent has the right to file an appeal to the Superintendent, who shall provide a written report to the state board describing the basis for the complaint and, as appropriate, a proposed remedy for the issue described in the complaint.

(d) A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing

board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

(e) The procedure required pursuant to this section is intended to address all of the following:

(1) A complaint related to instructional materials as follows:

(A) A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional material to use in class.

(B) A pupil does not have access to instructional materials to use at home or after school.

(C) Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

(2) A complaint related to teacher vacancy or misassignment as follows:

(A) A semester begins and a teacher vacancy exists.

(B) A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20-percent English learner pupils in the class. This subparagraph does not relieve a school district from complying with state or federal law regarding teachers of English learners.

(C) A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

(3) A complaint related to the condition of facilities that pose an emergency or urgent threat to the health or safety of pupils or staff as defined in paragraph (1) of subdivision

(c) of Section 17592.72 and any other emergency conditions the school district determines appropriate and the requirements established pursuant to subdivision (a) of Section 35292.5.

(4) A complaint related to the provision of intensive instruction and services pursuant to paragraphs (4) and (5) of subdivision (d) of Section 37254.

(f) In order to identify appropriate subjects of complaint, a notice shall be posted in each classroom in each school in the school district notifying parents, guardians, pupils, and teachers of the following:

(1) There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.

(2) School facilities must be clean, safe, and maintained in good repair.

(3) There should be no teacher vacancies or misassignments as defined in paragraphs (2) and (3) of subdivision (h).

(4) Pupils who have not passed the high school exit examination by the end of grade 12 are entitled to receive intensive instruction and services for up to two consecutive

academic years after completion of grade 12 or until the pupil has passed both parts of the high school exit examination, whichever comes first, pursuant to paragraphs (4) and (5) of subdivision (d) of Section 37254. The information in this paragraph, which is to be included in the notice required pursuant to this subdivision, shall only be included in notices posted in classrooms in schools with grades 10 to 12, inclusive.

(5) The location at which to obtain a form to file a complaint in case of a shortage. Posting a notice downloadable from the Internet Web site of the department shall satisfy this requirement.

(g) A local educational agency shall establish local policies and procedures, post notices, and implement this section on or before January 1, 2005.

4

(h) For purposes of this section, the following definitions apply:

(1) "Good repair" has the same meaning as specified in subdivision (d) of Section 17002.

(2) "Misassignment" means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

(3) "Teacher vacancy" means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

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.

SPRINGVILLE UNION ELEMENTARY SCHOOL DISTRICT
UNIFORM COMPLAINT PROCEDURE FORM

Please describe the nature of the complaint. Please be as complete and descriptive as possible. If the complainant is unable to prepare the complaint in writing, administrative staff shall help to do so.

Please return this report to the immediate supervisor, principal, Superintendent, or Board Member as described in item #3 on the previous page.

THE FACTS ABOUT

FENTANYL

FENTANYL FACTS

Fentanyl is a synthetic opioid that is up to 50 times stronger than heroin and 100 times stronger than morphine. It is a major contributor to fatal and nonfatal overdoses in the U.S.¹

Fentanyl is a synthetic opioid that is up to

50x stronger than heroin **100x** stronger than morphine

There are two types of fentanyl: pharmaceutical fentanyl and illicitly manufactured fentanyl. Both are considered synthetic opioids. Pharmaceutical fentanyl is prescribed by doctors to treat severe pain, especially after surgery and for advanced-stage cancer. However, most recent cases of fentanyl-related overdose are linked to illicitly manufactured fentanyl, which is distributed through illegal drug markets for its heroin-like effect. It is often added to other drugs because of its extreme potency, which makes drugs cheaper, more powerful, more addictive, and more dangerous.

ILLICITLY MANUFACTURED FENTANYL

Illicitly manufactured fentanyl (IMF) is available on the drug market in different forms, including liquid and powder¹. Fentanyl-laced drugs are extremely dangerous, and many people may be unaware that their drugs are laced with fentanyl.



Powdered fentanyl looks just like many other drugs. It is commonly mixed with drugs like heroin, cocaine, and methamphetamine and made into pills that are made to resemble other prescription opioids.

Street Names for Fentanyl

- Apache
- Dance Fever
- Friend
- Goodfellas
- Jackpot
- Murder 8
- Tango & Cash¹



In its **liquid form**, IMF can be found in nasal sprays, eye drops, or dropped onto paper like small candies.

DRUGS DO NOT COME WITH

AN INGREDIENTS LIST.

MANY CONTAIN DEADLY

DOSES OF FENTANYL.

FENTANYL AND OVERDOSE

Fentanyl and other synthetic opioids are the most common drugs involved in overdose deaths.¹ Even in small doses, it can be deadly.

150

Over 150 people die every day from overdoses related to synthetic opioids like fentanyl.²

Drugs may contain deadly levels of fentanyl, and you wouldn't be able to see it, taste it, or smell it. It is nearly impossible to tell if drugs have been laced with fentanyl unless you test your drugs with fentanyl testing strips. Testing strips are inexpensive, typically give results within 5 minutes, and can be the difference between life or death. Even if the test is negative, caution should be taken as test strips might not detect more potent fentanyl-like drugs, like carfentanil.³

SIGNS OF OVERDOSE

Recognizing the signs of opioid overdose can save a life. Here are some things to look for:

- Small, constricted "pinpoint pupils"
- Falling asleep or losing consciousness
- Slow, weak, or no breathing
- Choking or gurgling sounds
- Limp body
- Cold, clammy, and/or discolored skin

WHAT TO DO IF YOU THINK SOMEONE IS OVERDOSING

It may be hard to tell whether a person is high or experiencing an overdose. If you aren't sure, it's best to treat the situation like an overdose—you could save a life.

1

Call 911 immediately.*

2

Administer naloxone,** if available.

3

Try to keep the person awake and breathing.

4

Lay the person on their side to prevent choking.

5

Stay with them until emergency workers arrive.

1. Wilson N, Karlisa M, Seth P, Smith H 4th, Davis NL. Drug and opioid-involved overdose deaths—United States, 2017–2018. *MMWR Morb Mortal Wkly Rep* 2020;69:290–7. 10.15585/mmwr.mm6911a4

2. NCHS, National Vital Statistics System. Estimates for 2020 are based on provisional data. Estimates for 2015–2019 are based on final data (available from: <https://www.cdc.gov/nchs/nvss/vsrr/drug-overdose-data.htm>).

3. Bergh, Marianne Skov-Skov et al. "Selectivity and sensitivity of urine fentanyl test strips to detect fentanyl analogues in illicit drugs." *The International journal on drug policy* vol. 90 (2021): <https://doi.org/10.1016/j.drugpo.2020.103065>



* Most states have laws that may protect a person who is overdosing or the person who called for help from legal trouble.
** Naloxone is a life-saving medication that can reverse the effects of opioid overdose and save lives. It is available in all 50 states and can be purchased from a local pharmacy without a prescription in most states.

April 22, 2024

With the passing of Assembly Bill 659, the Cancer Prevention Act, schools are required to notify families of 6th graders about the human papillomavirus vaccination and recommendations.

Dear Parent or Guardian and Springville School student:

As a parent or guardian, we know how important your child's health is to you. For that reason, we wanted to share information with you about the human papillomavirus (HPV) vaccine and how it can be an effective way to increase protection for your child from cancers that can be caused by the HPV virus.

What is HPV?

HPV is a very common virus that 8 out of 10 people will get at some point in their lifetime. Some HPV infections can lead to cancer later in life.



HPV is estimated to cause about 37,000 cases of cancer in men and women every year in the U.S. – that's the same as the average attendance for a major league baseball game!

Only cervical cancer, one of the cancers caused by HPV, can be detected early with a Pap test. The other cancers caused by HPV (cancers of the throat, genitals, or anus) may not be detected until they are more serious. HPV vaccination prevents infections that cause these cancers.

How can I protect my child from HPV?

HPV vaccination can prevent over 90% of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks. With more than 135 million doses given in the U.S. since 2006, HPV vaccine has a long safety record that's backed by over 15 years of monitoring. Common side effects are mild and get better within a day or two. These include pain, redness, or swelling where the shot was given, similar to other vaccines.



HPV vaccination works extremely well. Since HPV vaccination was first recommended in 2006, infections with HPV types that cause most HPV cancers have dropped 88% among teen girls and 81% among young adult women.

Vaccination against HPV is recommended by the federal Advisory Committee on Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians. It's also recommended by the American Cancer Society and California's Cancer Prevention Act.

Who should get the vaccine and when should they get it?



Because the vaccine is more effective when given at younger ages, two doses of HPV vaccine are recommended for all kids between the ages of 9 to 12 years, and the second dose should be given before the start of 8th grade.

(Kids who wait until later to get their first dose of HPV vaccine may need three doses.) The HPV vaccine is often given at the same time as other adolescent vaccines, like Tdap to prevent whooping cough and meningococcal vaccine to prevent bacterial meningitis.

Where can I get the HPV vaccine for my child?

Ask your healthcare provider, pharmacist, or local health department to learn more about HPV vaccine and where you can get it. The vaccine is covered by most health insurance plans. If you don't have health insurance, your child can still get vaccinated. The Vaccines for Children (VFC) Program offers free vaccines to children up to age 18 years without insurance or whose insurance does not cover the cost of vaccines.

Ask your healthcare provider or [local health department](#) about VFC, or learn more [here](#). Find doctors participating in VFC [in your area](#).

For more information on HPV, the vaccine, and cancer prevention, visit the [Centers for Disease Control and Prevention website](#).



SPRINGVILLE UNION SCHOOL DISTRICT SCHOOL CALENDAR 2025/2026



AUGUST				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JANUARY				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL				
M	T	W	T	F
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6	7	8	9	10
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20	21	22	23	24
27	28	29	30	

MAY				
M	T	W	T	F
				1
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18	19	20	21	22
25	26	27	28	29

JUNE				
M	T	W	T	F
1	2	3	4	5
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15	16	17	18	19
22	23	24	25	26
29	30			

JULY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

END OF SEMESTER DATES:		
First Semester:	December 18, 2025	86 Days
Second Semester:	June 4, 2026	94 Days
TOTAL STUDENT ATTENDANCE DAYS		180
TOTAL TEACHER WORK DAYS		182

HOLIDAYS	
September 1	Labor Day
November 11	Veterans' Day
November 26-28	Thanksgiving Holiday
December 22-Jan. 9	Winter Break
January 19	Martin Luther King Holiday
February 13	Lincoln's Birthday
February 16	Presidents' Day Holiday
March 23-27	Spring Break
April 3 & 6	Good Friday & Easter Observed
May 25	Memorial Day

- = SCHOOL IN SESSION
- = MINIMUM DAY - Parent/Teacher Conferences
- = MINIMUM DAY
- = HOLIDAY
- = TEACHER WORK DAY - No Students
- = PROFESSIONAL DEVELOPMENT DAY - No Students
- = END OF SEMESTER/MINIMUM DAY
- = TENTATIVE SUMMER SESSION

Board Approved 3/10/2025

**Annual Notification to
Parents/Guardians
2025-2026**

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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 of funeral services or grieving the death of a member of the student's immediate family or a person determined by the student's parent or guardian to be in such close association with the student as to be considered the student's immediate family, so long as the absence is not more than three days if the service is conducted in California, and not more than five days if the service is conducted outside California.
- (5) Seeking and assessing victim, grief, or other support services related to the death of an immediate family member or a person determined by the student's parent or guardian to be in such close association with the student as to be considered the student's immediate family, so long as such absence is not more than three days.
- (6) Jury duty.
- (7) 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.
- (8) For justifiable personal reasons, including, but not limited to, an attendance or 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 one school day per semester.
- (9) Service as a member of a precinct board for an election.
- (10) 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; such absences will be granted for a period of time to be determined at the discretion of the Superintendent.
- (11) Attendance of the student's naturalization ceremony to become a United States citizen.
- (12) 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.
- (13) Obtaining confidential medical services without parental consent.
- (14) 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.
- (15) Participation in military entrance processing.

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.

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.

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.

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 residence 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 money 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
- Discriminatory Instructional Materials and Curricula
- Discrimination related to the refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction or any book or other resource in a school library on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code sections 51204.5 and 60040, unless the study of the role and contributions violates Education Code section 51501 or 60044.

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 on 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. The District's policy of nondiscrimination applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the District, and all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the District. Any questions or concerns about noncompliance can be directed to:

Matthew Baxter, Superintendent/Principal
35434 Ward Avenue, Springville, CA (559) 539-2605

See Appendix for the District's policy on nondiscrimination/harassment.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against qualified disabled 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 and Title IX Sexual Harassment Complaint Procedures (Ed. Code § 231.5, 48980; 5 C.C.R. § 4917)

See Appendix for the District's policy on sexual harassment and Title IX Sexual Harassment Complaint Procedures.

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.

Firearm Safety and Safe Storage of Firearms Information (Ed. Code §§ 48986, 49391, 49392)

Beginning with the 2023-2024 school year, school districts are required to include information in their Annual Notices related to the safe storage of firearms and California's child access prevention laws, which establish liability for parents and guardians who should have known that their child could gain access to a firearm at home. Please see attachment for this notice.

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 vocational 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.

Cancer Prevention Act/Human Papillomavirus Immunization (Ed. Code § 48980.4; H. & S. Code § 120336)

HPV, or human papillomavirus, is a common virus that can cause cancers later in life. California law requires that students be advised to adhere to current immunization guidelines, as recommended by the Advisory Committee on Immunization Practices of the federal Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, and the American Academy of Family Physicians, regarding full HPV immunization before admission or advancement to the eighth grade level of any private or public elementary or secondary school.

Per the CDC, children ages 11-12 years should get two doses of HPV vaccine, given 6 to 12 months apart. HPV vaccines can be given starting at age 9. Children who get the first dose before their 15th birthday only need two doses. Teens who get the first dose on or after their 15th birthday need three doses. The HPV vaccine series is most effective when given before a person is exposed to the virus. More information may be found on the CDC's webpage: <https://www.cdc.gov/hpv/parents/vaccine-for-hpv.html> . HPV vaccination can prevent over 90 percent of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks.

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

Parents 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.

California College Guidance Initiative Data Sharing (Ed. Code § 60900.5(d).)

The California College Guidance Initiative (CCGI) works with California school districts to make applying for college and student financial aid a more streamlined experience for students. The CCGI currently receives enrollment data for all public school students in grades 6-12 from the California Department of Education. For more information about the CCGI, visit their website at <https://www.californiacolleges.edu/#/>.

Student transcript information may be shared with the CCGI in order to do both of the following: (a) provide students and their families with direct access to online tools and resources for college and career planning; and (b) enable a student to transit information shared with the CCGI to both institutions of higher education for purposes of admissions and academic placement, and the Student Aid Commission for purposes of determining eligibility for, and increasing uptake of, student financial aid.

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:

Matthew Baxter, 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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APPENDIX

Attachments:

1. Type 1 & Type 2 Diabetes Information Sheet - pg. 30-33
2. Firearm Safety and Safe Storage of Firearms Information - pg. 34
3. Sexual Harassment Policy and Title IX Sexual Harassment Complaint Procedures – pg. 35 - 39
4. Nondiscrimination/Harassment Policy – pg. 40 - 45
5. Williams Complaint Procedures – pg. 47 - 49
6. Uniform Complaint Procedures – pg. 49 - 50
7. The Facts About Fentanyl - pg. 51-52
8. HPV Information - pg. 53-54
9. 2025/2026 School Calendar - pg. 55