Parent/Guardian and Pupil Notification Handbook

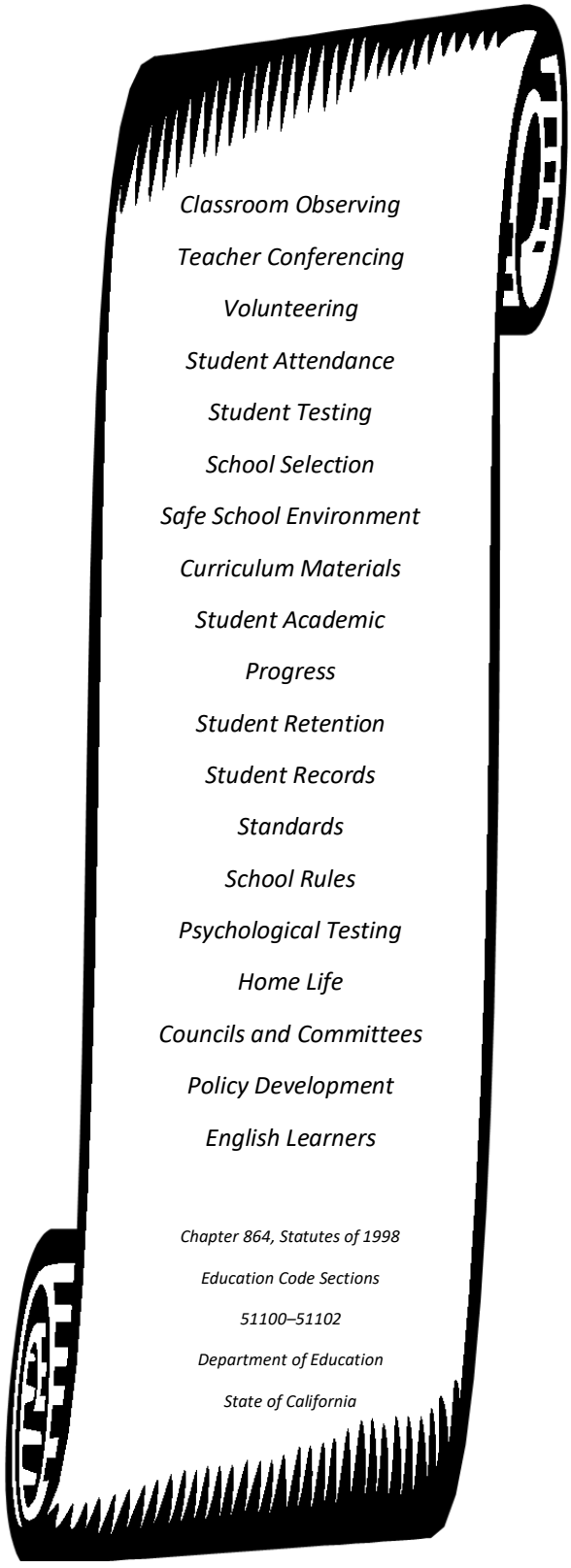
2020-2021



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Parent's Rights



Classroom Observing

Parents have the right to visit their child's classroom to observe activities. The time and date of the visitation needs to be arranged in advance with the school.

Teacher Conferencing

Parents have the right to request a conference with their child's teacher(s) or the principal. Parents should contact the school to schedule a date and time convenient to all participants.

Volunteering

Parents have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service.

Student Attendance

Parents have the right to be notified in a timely manner if their child is absent from school without permission.

Student Testing

Parents have the right to be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests. (Under other state law, parents may request that their child not participate in the statewide tests.)

School Selection

Parents have the right to request that their child be enrolled in any school in the district. The district is not compelled to grant the request.

Safe School Environment

Parents have the right and are entitled to the assurance of a safe and supportive learning environment for their child.

Curriculum Materials

Parents have the right to examine the curriculum materials of the class or classes in which their child is enrolled.

Student Academic Progress

Parents have the right to be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.

Student Retention

Parents have the right to be notified as early in the school year as practicable if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child. Parents also have the right to appeal such a decision.

Student Records

Parents have the right to access their child's records and to question anything they feel is inaccurate or misleading or an invasion of privacy. Parents have the right to a timely response from the school district about their questions.

Standards

Parents have the right to receive information regarding the academic standards their child is expected to meet.

School Rules

Parents have the right to receive written notification of school rules, attendance policies, dress codes, and procedures for school visitations.

Psychological Testing

Parents have the right to receive information on all psychological testing recommended for their child.

Family Involvement

In a democracy, parents and guardians are encouraged and welcomed to become involved in the formal education of their children enrolled in public schools. This early and consistent parental involvement helps children do well academically. When this involvement is combined with a partnership between home and school, the student, the school, and the community benefit.

Parents and guardians of enrolled students have the right to be included in the educational process and to have access to the system on behalf of their children. These rights are outlined in Chapter 864, Statutes of 1998:

* Classroom observing
* Teacher Conferencing
* Volunteering
* Student attendance
* Student testing
* School selection
* Safe school environment
* Curriculum materials
* Student academic progress
* Student retention
* Student records
* Standards
* School rules
* Psychological testing
* Home life
* Councils and committees
* Policy development

Education Code Section 51101(c) notes: "This section may not be construed so as to authorize a school to inform a parent or guardian...or to permit participation by a parent or guardian in the education of a child, if it conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction." (Chapter 864, Statutes of 1998)

Home Life

Parents have the right to refuse to submit or to participate in any assessment, analysis, evaluation or monitoring of the quality or character of the student's home life, any form of parental screening or testing, any nonacademic home–based counseling program, parent training, or any prescribed family education service plan and to inspect any survey collecting personal information.

Councils and Committees

Parents have the right to participate as a member of a parent advisory committee, school–site council, or site–based management leadership team in accordance with established rules and regulations for membership. Parents also have the right to attend at least two meetings per year scheduled by the school to get information on school issues and activities.

Policy Development

Parents and guardians have the right and should be given the opportunity to work in a mutually supportive and respectful partnership with the school to help their child succeed. The governing board of each school district shall adopt a jointly created policy that outlines how parents and guardians, school staff, and students may share the responsibility for the intellectual, physical, emotional, social development, and well–being of their students.

This policy shall include, but is not limited to:

- How parents/guardians and the school will help students to achieve academic and other standards.
- How the school will provide high–quality curriculum and instruction in a supportive learning environment to all students enrolled.

3. What parents and guardians can do to support their child's learning environment, including but not limited to:
    - Monitoring school attendance
    - Monitoring homework completion
    - Encouraging participation in extracurricular activities
    - Monitoring and regulating television viewing
    - Planning and participating in activities at home supportive of classroom activities

- Volunteering at school
- Participating in decision–making processes at school

English Learners

In addition to the rights listed above, parents/ guardians of English Learners have additional rights, which include:

- English Language Testing: The right to receive the results of their child's performance on the English language development test.
- Literacy: The use of surplus or undistributed materials made available from the district to support their child's advancement toward literacy
- To be informed, through the School Accountability Report Card, about statewide and local academic standards, testing programs, accountability measures and school improvement efforts
- The right to participate in school and district advisory bodies, in accordance with federal state law and regulations.

Parent Responsibilities

Parents/guardians may support the learning environment of their children by:

1. Monitoring attendance of their children
2. Ensuring that homework is completed and turned in on time
3. Encouraging their children to participate in extracurricular and co–curricular activities
4. Monitoring and regulating the television viewed by their children.
5. Working with their children at home in learning activities that extend the classroom learning
6. Volunteering in their children's classroom(s) or for other school activities
7. Participating in decisions related to the education of their own children or the total school program as appropriate

Resources and Information

To obtain information on parents' rights or family involvement issues, contact the Educational Partnerships Office, California Department of Education, 721 Capitol Mall, Sacramento, CA 95814 OR call 916–647–5342.

Beyond High School

Students and parents have the right to be informed of college entrance requirements. It is critically important to know how to assist those students who choose to pursue a college education. Students and parents need to know the series of college preparatory classes to take in high school. Students must obtain a C or higher grade for the University to accept the class. The minimum requirements vary, depending on the selected college or university. The A–G requirements noted below are submitted by the Regents of the University of California and are, generally, the most rigorous:

A. A college prep English class every semester of every year for four years
B. A mathematics class every semester of every year for three years, including algebra and geometry. Four years is recommended
C. Two years of a laboratory science to include biology, chemistry, and physics. Three years is recommended
D. Two years of history–social science which are to include U.S. History or U.S. Government, World Cultures and Geography
E. Two years of the same language other than English
F. One year of visual and performing arts
G. One year of college preparatory electives in addition to those required in A–F above.

To gain admission to college, students must also take and submit scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). In addition, the UC system requires the SAT II (subject area tests). Your child's high school counseling office can provide the testing dates and locations, as well as requirements for specific colleges.

Dear Parents/Guardians:

On behalf of the Board of Trustees, district and site staffs, welcome to the 2020 – 21 school year. The following information has been assembled in an effort to help you learn more about our district, and more importantly, the school that your child will attend.

Please carefully review all of the materials in this packet. There is obviously a great deal of information, but your familiarity with it should help you and your child as you learn more about our schools and district policies. The same set of materials will be provided to all principals and available to all teaching and support staff.

If you should have any questions, please feel free to contact me at 760–254–2916 ext. 1119. Have a great school year and welcome to Silver Valley!

Sincerely,

Jesse M. Najera
Superintendent

SILVER VALLEY UNIFIED SCHOOL DISTRICT

Board of Trustees
Karen Gray, President
Mark Staggs, Vice President
Heather Reid, Clerk
Lynn McKee, Member
Brian Boatwright, Member

District Administration
Jesse M. Najera, Superintendent — Ext. 1119

Administration Services
Marc Lacey, Assistant Superintendent — Ext. 1182

Departments

Business Services – Robin Schreiner	Ext. 1134
Child Nutrition Services – Donna Trofa	Ext. 1126
Safety, Risk and Benefits – Beatrice Ramirez	Ext. 1152
Maintenance, Operations and Facilities – Robert Saffel	Ext. 1142
Technology Services – Robert Saffel	Ext. 1150

Educational Services
Jeff Youskievicz, Assistant Superintendent — Ext. 1157

Special Education Coordinator – Cheri Rigdon	Ext. 1125
School Psychologist – Amy Faith	Ext. 1181
Occupational Therapist - Ericson Reyes	Ext. 1148
District Nurse – Tami Lash	Ext. 1133

First Student (Transportation)

Tara Zuklke – Manager	(760) 254-3850
Lisa Aguayo – Dispatcher	Ext. 1171
Chantel Montes – Dispatcher	Ext. 1170

District Phone No. 760–254–2916 **District FAX No. 760–254–2091**
www.svusdk12.net ***@SilverValleyUSD***

SILVER VALLEY UNIFIED SCHOOL DISTRICT

SCHOOLS
Phone Numbers and Addresses

Alternative Education Center — *Brice Scott, Ed.D., Principal*
33525 Ponnay — **760–254–2715**
Daggett, CA 92327 — **FAX: 760–254–2194**
@AEC_Scorpions

- Silver Valley Academy (Grades K–12)
  - ∗ *Long Term Independent Study*
  - ∗ *Success Program*
  - ∗ *Emerging Abilities*
  - ∗ *Home Hospital*
- Calico Continuation High School
  - ∗ *Opportunity Program* (Grades 7–9)
  - ∗ *Continuation High School* (Grades 10–12)
- Silver Valley Community Day School (Grades 9–12)
- Silver Valley Adult Education

Fort Irwin Middle School (Grades 6–8) — *Megan McIntosh, Principal*
700 Pork Chop Hill — **760–386–1133**
Fort Irwin, CA 92310 — **FAX: 760–386–2448**
@FIMS_Wildcats

Lewis Elementary School (Grades TK–2) — *Taryn Lamoreaux, Principal*
1800 Black Hawk — **760–386–1900**
Fort Irwin, CA 92310 — **FAX: 760–386–1956**
@LES_Coyotes

Newberry Elementary School (Grades K–5) — *Andreo Palacol, Principal*
33713 Newberry Road — **760–257–3211**
Newberry Springs, CA 92365 — **FAX: 760–257–4838**
@NES_BobCats

Silver Valley High School (Grades 9–12) — *Michael Sullivan, Principal*
35484 Daggett–Yermo Road — **760–254–2963**
Yermo, CA 92398 — **FAX: 760–254–3043**
@SVHS_Pride

Tiefort View Intermediate School (Grades 3–5) — *Aubrey Zucco, Principal*
8700 Anzio — **760–386–3123**
Fort Irwin, CA 92310 — **FAX: 760–386–4535**
@TVIS_Sharp

Yermo School (Grades TK–8) — *Katherine Henson, Principal*
38280 Gleason Street — **760–254–2931**
Yermo, CA 92398 — **FAX: 760–254–2932**
@Yermo_Eagles

Silver Valley Unified School District - 2020-2021 District Calendar

July 2020

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

- 3 Independence Day - Observed
- 4 Independence Day - Holiday
- 22-23 *Centralized Enrollment*

August 2020

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

- 3-5 Teacher Contract Days
- 6 First Day of School

September 2020

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

- 7 Labor Day - Holiday

October 2020

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

- 8 End of 1st Quarter
- 9 Non-Student, Non-Instructional Day
- 12 Columbus Day Holiday
  Non-Instructional Day
- 12 Non-Work Day
  (260-day Employees)
- 14 SVHS Parent Conferences
- 15 Great American Shake-Out
- 30 End of 1st Trimester

November 2020

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

- 11 Veteran's Day - Holiday
- 17-19 Parent Conferences - Gr. TK-8
  (Minimum Day - TK-8 Schools)
- 23-25 Non-Student/Non-Inst. Day
- 26-27 Thanksgiving - Holiday

December 2020

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

- 16-18 SVHS Finals - Gr 9-12
  (Minimum Day for SVHS/AEC only 12/16/20 and 12/17/20)
- 18 End of 1st Semester
- 18 Minimum Day - Gr. TK-12
- 21-30 Winter Break
- 24 Christmas Eve - Holiday
- 25 Christmas Day - Holiday
- 31 New Year's Eve - Holiday

January 2021

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

- 1 New Year's Day - Holiday
- 2-6 Winter Break
- 6 Teacher Contract Day
- 7 School Resumes
- 18 Martin Luther King Jr. - Holiday

February 2021

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

- 12 Lincoln's Birthday - Holiday
- 15 President's Day - Holiday
- 26 End of 2nd Trimester

March 2021

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

- 9-11 Parent Conferences - Gr. TK-8
  (Minimum Day - TK-8 Schools)
- 12 End of 3rd Quarter
- 26-31 Spring Break
- 17 SVHS Parent Conferences

April 2021

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

- 1 Spring Break
- 2 Good Friday - Holiday
- 4 Easter
- 5 School Resumes

May 2021

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

- 25-27 SVHS Finals - Gr 9-11
- 25-27 Minimum Day TK-12
- 27 Last Day of School
- 31 Memorial Day - Holiday

June 2021

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

- 3-30 Summer School/Extended School Year

Key/Legend

- Legal Board Holiday
- Non-Student/Non Instructional Day
- Additional Contract Day
- First/Last Day of School
- Additional Minimum Day
- Non- Instructional Day - 260 Day Employee

Adopted: 12/10/2019
Edited: 3/10/2020

Silver Valley Unified School District - 2020-2021 District Calendar

Additional Teacher Contract Day
8/3/20, 8/4/20, 8/5/20 and 1/06/21

Centralized Enrollment
Fort Irwin Enrollment at TVIS
July 22 - 23, 2020

MINIMUM DAYS

Professional Learning Community Meetings
(All K - 12 Schools)

Every Wednesday
(With the exception of Dec. 16, 2020 - grades TK-8)

Additional Minimum Days

* All Schools - 12/18/20 (Day before Winter Break)

* SVHS/AEC Only - 12/16/20, 12/17/20
(SVHS Finals - 12/16/20, 12/17/20, 12/18/20)

* All Schools - 5/25/21, 5/27/21 (Last 3 days of school)

PARENT CONFERENCES

1st Semester/Trimester (grades TK-8)
11/17/20, 11/18/20, 11/19/20

2nd Semester/Trimester (grades TK-8)
3/09/21, 3/10/21, 3/11/21

Minimum Day - All TK-8 schools except SVA

Silver Valley High School Only
10/14/20 and 3/17/21

GRADUATION DATES (GRADE 12)

* Alternative Education Center, 5/24/21, 6:00 p.m.

* Silver Valley High School, 5/25/21, 6:00 p.m.
@ Barstow Community College

PROMOTION DATES (GRADE 8)

* Yermo School, 5/26/21, 9:30 a.m.

* Fort Irwin Middle School, 5/27/21, 10:30 a.m.

TESTING DATES

*** SBAC Grades 3-8, 11 ELA and Mathematics**
Tentative Window: March - May, 2021

*** CAST (Science Test) Grades 5, 8, and HS**
Tentative Window: March - May, 2021

SUMMER SCHOOL

(High School Credit Recovery)

(Extended School Year for Special Education)
6/03/2021 -- 6/30/2021

GRADING PERIODS (Grades TK-5)

1st Trimester:	08/06/20 - 10/30/20 =	59	days
2nd Trimester:	11/02/20 - 02/26/21 =	63	days
3rd Trimester:	03/01/21 - 05/27/21 =	58	days
	Total Days =	**180**	

GRADING PERIODS (Grades 6-12)

1st Semester:	08/06/20 - 10/08/20 =	45	days
	10/13/20 - 12/18/20 =	43	days
		88	days
2nd Semester:	01/07/21 - 03/12/21 =	44	days
	03/15/21 - 05/27/21 =	48	days
		92	days
	Total Days =	**180**	

Adopted: 12/10/2019
Edited: 3/10/2020

SVUSD STRATEGIC PLAN

The District has developed a Strategic Plan that features the following:

Strategies and Shared Beliefs

- **Student Achievement:** All students will achieve proficiency or better in ELA and Mathematics while receiving appropriate academic supports and well–balanced course of study, including Career Technical Education.
  - Every student needs opportunities to explore, learn and develop academic skills that require critical thinking.
  - Every student deserves support to achieve academic success based on individual needs.

- **Technology:** Increase the quantity and quality of technology usage to support student learning, instructional effectiveness, monitoring of student progress, and communicating with stakeholders.
  - Current and up–to–date technology is necessary for teaching and learning.
  - Training and support for implementing technology is a necessary part of the work/learning culture for students, staff and parents.

- **Student/Parent Support:** Increase staff and families' ability to support student academic, social/emotional and physical needs.
  - A safe and supportive learning environment promotes student achievement.
  - Partnerships with the broader community can enrich learning experiences for our students.

- **District Stability:** Recruit and retain excellent staff by providing individual support, leadership opportunities and a culture of excellence.
  - A culture of high expectations and accountability encourage success for all.
  - Collaboration is characterized by mutual respect, trust and support.

Strategic Planning Parameters

- We will base decisions on the best interests of all students.
- We will continue to recruit the highest quality staff to meet the needs of the students.
- We will support and require ongoing staff development at all levels.
- We will always be responsive to the diversity of our staff, students, and parents.
- We will develop site level plans that support the mission and strategies of the District Strategic Plan.

We will always have a strong evaluation and accountability of all students, staff, programs and the Board of Trustees.

NOTIFICATION OF PARENTS' RIGHTS
SILVER VALLEY UNIFIED SCHOOL DISTRICT
P.O. BOX 847, YERMO, CA 92398
(760) 254–2916

ATTENDANCE/ENROLLMENT

Enrollment – SVUSD is dedicated to providing its students with the best educational experience while they attend our schools. Only those students who are enrolled in a Silver Valley school or program will be allowed to attend after school activities at their site or try out for a sports team (middle school). Once a student reaches high school, California Interscholastic Federation(CIF) rules apply when it comes to sports teams and students MUST be enrolled in that school in order to participate on a sports team.

Importance of Regular Attendance – Public school districts in California receive their funding from the state of California based on the actual number of students who are present for classes, not on the district's enrollment. Districts are not paid for students who are absent, no matter whether an absence is excused or unexcused. Silver Valley Unified School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments after school or during school holidays. The district also asks that travel or other absences be avoided during the time school is in session. The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families who plan vacations around traditional holiday periods, and thereby minimize student absences.

Following an absence, a student is required to bring a written excuse or parent phone call from home when returning to school. Illnesses, and doctor and dental appointments are considered excused absences. Children should not be sent to school when they are not feeling well. Absences without a written excuse or phone call are recorded as unexcused.

If it is necessary for parents to keep their children out of school for five days or more to travel or attend some special event, the district requests that an independent study agreement be set up between the child and the teacher. The agreement provides children with lessons and activities to complete while away from school and helps to ensure that the students do not fall behind in their studies. The study agreement is given to the child and should be returned to the classroom teacher upon completion. Parents should provide the teacher with at least 48 hours' notice prior to a child's unavoidable absence from school for reasons other than illnesses.

Excused Absences – No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

(a) Notwithstanding Section 48200 and Ed Code 48205, a pupil shall be excused from school when the absence is:

1. Due to the pupil's illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil'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 pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

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

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

(e) Immediate family," as used in this section, has the same meaning as set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil." (E.C. 48205)

Students that are absent an excessive number of days for acceptable/excused absence may be referred to the School Attendance Review Board. (SARB)

Tardiness – Children should be encouraged to be prompt as part of their training. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. Frequent tardiness without a valid excuse is considered truancy under state law.

Truancies/School Attendance Review Board (SARB) – Any student who is absent from school without valid excuse three (3) days or tardy in excess of 30 minutes on each of three (3) days is truant *(E.C. 48260).* After a student has been reported as a truant three or more times in a school year, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the school days in one school year, from the date of enrollment to the current date, is considered a chronic truant. A notice will be sent to parents after 3 truancies, as well as contact from the District Attorney's Office. Any further truancies after that will result in additional letters from the school as well as contact from the District Probation Officer. Parents will also be required to sign a contract with the school. If a student violates that contract and continues to be truant, they will be referred to the SVUSD School Attendance Review Board for appropriate action. Parents or guardians of students who are found to be truant are subject to criminal complaint and may be prosecuted. Please be sure you

have contacted your child's school office when your child is absent so they are not marked truant. (*E.C. 48292)* The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from/her home and who is absent from school without valid excuse within the county, city, or school district.

Compulsory Enrollment – Each person between the ages of six (6) and eighteen (18) years, not exempted under the provisions of California Education Code 48200, is subject to compulsory full–time education. Parents shall be required to furnish documentary evidence (birth certificate, baptismal certificate, passport of affidavit of birth) of the birth date of the child at the time of enrollment. Enrollment of students not living with a parent or legal guardian must complete a Caregiver's Authorization Affidavit. This form is available from the principal's office.

Confidential Medical Service – Education Code 46010.1 requires pupils in grades 7 through 12 and all parents to be notified that the law permits school authorities to excuse pupils in grades 7 through 12 to obtain confidential medical services without consent of the parent.

Enrollment Options – A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following:

1) Placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code;
2) A pupil who is a foster child who remains in his or her school of origin;
3) An emancipated pupil who resides within the boundaries of the school district;
4) A pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; or
5) A pupil residing in a state hospital located within the boundaries of the school district.

Parents have two options for their children to attend a school other than within the boundaries of the school their child would normally attend: Following is a description of these choices.

1. Intradistrict Transfers

The law requires the school board of each district to establish a policy that allows parents/guardians to choose the schools their children will attend, regardless of where the parent/guardian lives in the district on a space available basis. The law limits choice within a school district as follows:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased", which generally means students must be selected through a lottery process rather than on a first come, first–served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court–ordered or voluntary desegregation program.

A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions. Transportation to any other school is the responsibility of the parent.

- Information on each school within the District is provided on the School Accountability Report Card which can be found on the District website at www.svusdk12.net.
- Intradistrict Transfer forms are obtained from the school of residence or district website at www.svusdk12.net.

If a transfer is denied, a parent/guardian does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents/guardians to appeal a decision.

Intradistrict Open Enrollment – Residents of the School District may apply to other schools within the District for their child to attend on a space availability basis. Information on each school within the District is provided on the School Accountability Report Card which can be found on the District website at www.svusdk12.net. Transportation to any other school is the responsibility of the parent. Intradistrict Transfer forms are obtained from the school of residence.

Administrative Regulation No. 5116.1 Intradistrict Open Enrollment

Transfers for Victims of a Violent Criminal Offense – Within a reasonable amount of time, not to exceed 14 calendar days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In making the determination that a student has

been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and parent/guardian in making the offer. If the parent/guardian elects to transfer the student, the transfer shall be completed as soon as practicable.

Transfers from a "Persistently Dangerous" School – Upon receipt of notification from the California Department of Education (CDE) that a district school has been designated as "persistently dangerous," intradistrict transfers shall be granted as follows:

1. Within 10 days of receipt of the notification from CDE, the Superintendent or designee shall provide parents/guardians of students attending the school with notice of the school's designation. Along with this notification, or at least 14 calendar days before the start of the school year, the Superintendent or designee shall provide a list of other district schools to which any student of the school that is designated as persistently dangerous may transfer.
2. Parents/guardians who desire to transfer their child out of the school shall provide a written response to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students.
3. The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. The Superintendent or designee shall notify the parents/guardians of the assigned school.
4. For students whose parents/guardians accept the offer, the transfer shall be made as quickly as possible. If the parents/guardians decline the assigned school, the student may remain in the current school.

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

The Superintendent or designee shall cooperate with neighboring districts to develop an interdistrict transfer program in the event that space is not available in a district school.

Other Intradistrict Open Enrollment – Except for transfers for victims of a violent crime and from a "persistently dangerous school," the following procedures shall apply to intradistrict open enrollment:

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of those schools and open enrollment applications shall be available at each school site, the district office, and on the district's web site.
2. After the enrollment priorities have been applied in accordance with Board policy, if there are more requests for a particular school than there are spaces available, a random drawing shall be held from the applicant pool. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.
3. The Superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.
4. Approved applicants must confirm their enrollment within 10 school days.

A student granted intradistrict enrollment under other circumstances shall not be required to reapply for readmission but may be subject to displacement due to excessive enrollment.

Any complaints regarding the open enrollment process shall be submitted in accordance with the applicable complaint procedure.

Notifications – Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include:

1. All options for meeting residency requirements for school attendance
2. Program options offered within local attendance areas
3. A description of any special program options available on both an interdistrict and intradistrict basis
4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied
5. A district application form for requesting a change of attendance
6. The explanation of attendance options under California law as provided by CDE

may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an inter–district transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled. All transfers are granted on a space availability basis. The law on inter–district transfers provides for the following:

1) Both the school district the parent/guardian requesting a transfer to and the school district a parent/guardian is transferring from must take into consideration the childcare needs of the student. If the transfer is approved based on childcare needs, the student may be allowed to stay in the new district or the high school district to which it requested through the 12th grade, subject to certain conditions.
   - If either district denies a transfer request, a parent/guardian may appeal that decision to the County Board of Education. There are specified timelines in the law for filing an appeal and for the County Board of Education to make a decision.
   - No district is required to provide transportation to a student who transfers into the district.
2) The law provides that if one or both parents/guardians of a student are physically employed in the boundaries of a school district other than the one in which they live for a minimum of 10 hours per week, the student may be considered a resident of the school district in which his/her parents or guardians work. In addition, residency is established when a pupil's parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of 3 days during the school week. This code section does not require that a school district automatically accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other "arbitrary" consideration. Other provisions of the E.C. 48204 include:
   - Either the district in which the parent/guardian lives or the district in which the parent/guardian works may prohibit the transfer if it is determined that there would be a negative impact on it.
   - The district in which the parent/guardian works may reject a transfer if it determines that the cost of educating the student would be more than the amount of government funds the district would receive for educating the student. This limitation might particularly apply to any special needs student that would require extra services from the district for which the district believes the state aid it would receive would not fully pay.
   - There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
   - There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent/guardian the specific reasons for denying the transfer.
3) A pupil who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in E.C.l 48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

Interdistrict Transfer forms may be obtained from the Superintendent's Office, while the Intradistrict Transfer forms are obtained from the school of residence.

Foster Youth – Foster youth are allowed educational rights, such as: immediate enrollment, priority enrollment in before and after school programs, remain in school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities. A local educational agency must provide a remedy to the affected pupil following the Uniform Complaint Procedures, including information regarding exemption from local graduation requirements, if educational rights are not allowed at the public high school. The Foster Youth Liaison is the Assistant Superintendent of Educational Services. *(E.C. 48853, 49069, 51225.2)*

Persistently Dangerous Schools – All students attending a "Persistently Dangerous School" have the right to transfer to a school within the district. A school is designated as a "Persistently Dangerous School" based on the number of student firearm violations and the number of student expulsions pursuant to E. C. sections 48900.3 and 48915, over a period of three consecutive years.

Victim of a Violent Crime – A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has 14 calendar days to offer students the option to transfer. For more information, please contact the Superintendent's Office.

Grade Reduction/Loss of Credit – No pupil may have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to Section 48205 when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (*E.C. 48980(j))*

McKinney–Vento Homeless Assistance Act (Homeless Students) – Students who have been attending any of the Silver Valley schools and find themselves homeless (e.g. living in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car, at a campground, or on the street, in temporary foster care or with an adult who is not the parent or guardian, in substandard housing, or with friends or family because they are a runaway or unaccompanied youth) during a period of time qualify for the following opportunities:

1. Immediate enrollment in school of origin or school where they are currently residing without proof of residency, immunization records, school records, or legal guardianship papers, and;

2. Right to education and other services (e.g. to participate fully in all school activities and programs for which child is eligible, to qualify automatically for nutrition programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment. The Silver Valley District Liaison to contact for assistance is the Assistant Superintendent, Educational Services. (McKinney–Vento Homeless Assistance Act 1987)

The McKinney–Vento Homeless Assistance Act (1987) was recently changed to include extended rights for students who may be experiencing temporary homelessness. Please carefully read the qualifications and rights outlined below and know that if you or a child in your home fits these criteria, Silver Valley Unified School District would like to help you.

Who qualifies as homeless? The law defines a homeless student as one who lacks a fixed, regular and adequate nighttime residence AND:

- Youngsters who are sharing the housing of another person due to loss of housing, economic hardship, or for a similar reason, is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations; students living in emergency centers or are awaiting foster care (cannot afford housing).
- Children whose nighttime place is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children living in cars, parks, public spaces, abandoned buildings.
- Migratory children may qualify if living in places not normally considered housing for human beings.

Students qualifying under those circumstances have rights that will enable them to fully participate and succeed in public schooling. These rights are:

- To stay in your school of origin.
- Get transportation to school.
- Get all the schools services they need.
- Have disagreements with schools settled quickly. (A district liaison to assist with issues must be identified.)
- Go to the school they choose while disagreements are settled.

Schools must immediately enroll homeless students if they are living in the area and do not want to attend their school of origin. The school will contact the school of origin and request any records required, and enrollment may not be delayed. In addition, the fact that a student may be temporarily homeless, must not prevent him/her from participating in any program offered by the school, including priority enrollment in before and after school programs.

If any of these circumstances describe your living situation, please contact Educational Services at Silver Valley Unified School District, Phone: 760–254–2916 ext. 1157. ***All information will be kept confidential.***

Minimum Days/Staff Development Days – All parents and guardians of children attending Silver Valley Unified School District are to be advised of the schedule of minimum days and pupil–free staff development days as early as possible, but not later than one month before the scheduled minimum or pupil–free day. *(E.C. 48980c)*

Religious Absences – With your prior written permission, your child may be excused to attend moral or instruction religious services away from school. However, your child will be required to attend school at least the minimum school day. The Governing Board shall first adopt a resolution permitting pupils to be absent from school for such exercises or instruction. Absences to attend a religious retreat are limited to four days per semester. (*E.C. 46014/AR 5113)*

Short–Term Independent Study – When you know in advance that your child will be out of school for 5 or more days, you may request that your child to be placed on short–term independent study. The minimum period of time for any independent study options shall be 5 school days. The ***school needs 2 days' advance notice*** to be able to prepare the contract that both the student and the parent are required to sign, in addition to notifying the teacher to gather the assignments the student will need to take with them. Placing your child in short–term independent study will prevent your child from being marked truant. Completed work must be returned/postmarked by each Friday of the agreement, if longer than 5 days, or the first day the student returns if the agreement is for 5 days only.

CHILD NUTRITION SERVICES

National School Lunch and Breakfast Program – The National School Lunch Program and School Breakfast Program are federally assisted meal programs that all public, nonprofit private schools, and residential child care institutions may participate in to provide nutritionally balanced and low–cost or free meals to children.

The National School Lunch and Breakfast Program is open to all children in our district. All parents and/or guardians are encouraged to apply any time during the school year.

The National School Lunch and Breakfast Program will allow the children of families who qualify for free or reduced meals to eat breakfast for free. Free and reduced price lunches are available to students whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Free and reduced priced applications are available to all students and can be submitted to the school office. *(E.C. 49500–49512 and E.C. 49520)*

Health and Safety Code – In accordance with state/federal regulation (114015), Silver Valley Unified School District cannot permit foods prepared in private homes to be served to students at any school site/school property. Only nonperishable, prepackaged food is permitted to be served or sold at school. All bakery products shall have a protective wrapping. The only exception is when providing a sack lunch for child(ren). Please encourage child(ren) not to share food brought from home with other children.

Health and Safety Code – HS 114015

(a)

1. No unpacked food that has been served to any person or returned from any eating area shall be served again or used in the preparation of other food.
2. No food prepared or stored in a private home shall be used, stored, served, and offered for sale, sold or given away in a food facility.
3. Except as provided in paragraph (4), a private home shall not be used for the purpose of giving away, selling or handling food at retail as defined in Section 113875.
4. Nonperishable, prepackaged food may be given away, sold or handled from a private home.
   (A) "Nonperishable food" means a food that is not a potentially hazardous food, and does not show signs of spoiling, becoming rancid or developing objectionable odors during storage at ambient temperatures: and
   (B) No food that has exceeded the labeled shelf life date recommended by the manufacturer shall be deemed to be "nonperishable."

(b) Except as provided in subdivision (c) of Section 114080, every bakery product shall have a protective wrapping that bears a label that complies with the labeling requirements prescribed by the Sherman Food, Drug and Cosmetics Law (part 5 [commencing with Section 109875]). Bakery products sold directly to a restaurant, catering service or retail bakery, or sold over the counter directly to the consumer by the manufacturer or bakery distributor shall be exempt from this subdivision. French style, hearth–baked, or hard–crusted loaves and rolls shall be considered properly wrapped if contained in an open–end bag of sufficient size to enclose the loaves or rolls.

We understand this code may be an inconvenience during school parties and functions. However, it will be strongly upheld. Your cooperation is greatly appreciated. If you have any questions, please feel free to call Child Nutrition Services at 760.254.2916 ext. 1126/1138.

Breakfast prices for 2020/21 school year
$1.75 full pay
$0.00 reduced and free

Lunch prices for 2020/21 school year

K–8th	9th–12th
$3.10 full pay	$3.25 full pay

$0.00 reduced and free

Milk Price for 2020/21 school year – $0.50
Juice Price for 2020/21 school year – $0.30

If there are any questions concerning the Breakfast or Lunch programs, please call Child Nutrition Services at: 760–254–2916 ext. 1138/1126.

Silver Valley Unified School Districts Child Nutrition Services Department is making efforts to ensure our students are receiving healthy nutritious meals every day. Good nutrition will build a foundation for healthy kids. It starts with a balanced diet that includes foods from all of the food groups – dairy foods, lean meats or beans, whole

grains, fruits and vegetables, and yes, even sugar and fats (in moderation, of course). Every day we serve breakfast and lunch following the Dietary Guidelines for Americans and the National School Lunch and Breakfast Program. The following summarizes some of the guidelines we follow:

- A variety of whole wheat/grain products are offered to the students, such as, whole wheat buns, bread sticks, pizza crust, breading and whole grain cereal, crackers, and muffins.
- Fruits and Vegetables offered daily
- Only 1% or Non–fat milk served
- Not to exceed 30% calories from fat, not to exceed 10% saturated fats.
- Trans–fat free / Low Cholesterol
- Not to exceed 30% calories from sugar by weight
- Reduced Sodium

The Child Nutrition Services Department would like to remind everyone of some important Child Nutrition Services policies for the 2020/21 school year.

- Positive Balances may carry over from year to year. Negative balances must be paid before the end of the current year. If a student has changed schools within our district their balance will follow them to the new school. Do not forget you may pre–pay on–line at through Parent Portal; you may pay by cash, check, or money order at the school cafeteria. Information about online payment is included in the admission packet and can also be viewed on the school district web–site.
- Students with allergies must have a **"Medical Statement for Children with Allergies/Chronic Diseases"** Form signed by the child's physician or recognized medical authority, before food substitutions can be made. Please make sure your student has a current statement on file.
- Personal and/or Religious preferences cannot be accommodated. Monthly menus are provided to students and posted on the Silver Valley web–site, so you may send a sack meal if your child doesn't like or eat something on the menu. The only substitutions we provide are for students with allergies as stated above. This symbol **(P)** next to a menu item will signify that the item contains a **pork product.**
- Applications for free and reduced price meals are included in the admission packets and are also available in the school office. You only need to fill out one application per household, not one for every child. Applications can be filled out anytime during the school year and will be processed as quickly as possible, but no later than 10 days after it is received in the Child Nutrition office.

Administrative Regulations 3550 –Food Service/Child Nutrition Program - Meals, food items, and beverages provided through the district's food services program shall:

1. Comply with National School Lunch and/or Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10, 220.8, or 220.23 as applicable
2. Not be deep fried, par fried, or flash fried, as defined in E. C. 49430 and 49430.7

Drinking Water – The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed.

Special Milk Program – Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk.

Food Safety – The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

For all district school participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, reparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but is not limited to, a determination of critical control points and critical limits at each state of food production, monitoring procedures, corrective actions, and recordkeeping procedures.

The Superintendent or designee shall provide ongoing staff development on food safety to food service managers and employees. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. The Superintendent or designee shall document the date, trainer, and subject of each training.

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

Inspection of Food Facilities – All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency.

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request.

Board Policy 3554 – Other Food Sales – The Governing Board believes that sales of foods and beverages at school during the school day should be aligned with the district's goal to promote student wellness. Any food sales conducted outside the district's food service program shall meet nutritional standards specified in law, Board policy, and administrative regulations and shall not reduce student participation in the district's food service program.

The Board authorizes the Superintendent or designee to approve the sale of foods and beverages outside the district's food service program, including sales by student school-connected organizations, sales through vending machines, and/or sales at secondary school student stores for fundraising purposes.

When vending machines are sponsored by the district or a student or adult organization, the Superintendent or designee shall determine how and where vending machines may be placed at school sites, district offices, or other school facilities.

Administrative Regulations 3554 – Other Food Sales

Requirements for Schools Not Participating in Federal Meal Program – Food and beverage sales outside the district's food service program shall comply with applicable nutritional standards specified in E. C. 49431-49431.7 and 5 CCR 15500-15501 and 15575-15578.

The sale of foods or beverages that do not comply with the standards in E. C. 49431 and 49431.5 may be permitted in either of the following circumstances:

1. It takes place off and away from school premises.
2. It takes place on school premises at least one-half hour after the end of the school day.

Requirements for Schools Participating in the Federal Meal Program
For any district school participating in the National School Lunch and/or Breakfast Program, food and beverage sales conducted outside the district's food service program on school campuses during the school day shall comply with applicable nutritional standards specified in 7 CFR 210.11 and CFR 220.12, or with state nutrition standards in E. C. 49431-49431.7 and 5 CCR 15500-15501 and 15575-15578, whichever rule is stricter.

These standards shall apply to all competitive foods and beverages sold from midnight before the school day to one-half hour after the end of the school day.

In a school with any of grades K-8 that is participating in the National School Lunch and/or Breakfast Program, The Superintendent or designee shall not permit the sale of foods by a student organization except when all of the following conditions are met:

1. The student organization sells one food item per sale.
2. The specific nutritious food item is approved by the Superintendent or designee in accordance with Board policy.
3. The sale does not begin until after the close of the regularly scheduled midday food service period.
4. The sale during the regular school day is not of food items prepared on the premises.
5. There are no more than four such sales per year per school.
6. The food sold is not one sold in the district's food service program at that school during that school day.

In any middle or high school, a student organization may be approved to sell food items during or after the school day if all of the following conditions are met:

1. Only one student organization conducts a food sale on a given school day and the organization sells no more than three types of food or beverage items, except that up to four days during the school year may be designated on which any number of organizations may conduct the sale of any food items.
2. The specific nutritious food items are approved by the Superintendent or designee in accordance with Board policy.
3. Food items sold during the regular school day are not prepared on the premises.
4. The food items sold are not those sold in the district's food service program at that school during that school day.

The Superintendent or designee shall maintain records, and shall require organizations selling foods and beverages to maintain records, to document compliance with federal nutrition standards for all competitive foods and beverages sold through and outside the district's food services program. At a minimum, these records shall include receipts, nutrition labels, and/or product specifications.

Board Policy 5030 – Student Wellness – The Governing Board recognizes the link between student health and

learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

School Health Council/Committee – The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy.

To fulfill this requirement, the Superintendent or designee may appoint a school health council or other district committee whose membership shall include representatives of these groups. He/she also may invite participation of other groups or individuals, such as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

The school health council/committee shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council/committee may also include the planning implementation, and evaluation of activities to promote health within the school or community.

Goals for Nutrition, Physical Activity, and Other Wellness Activities – The Board shall adopt goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.

The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program before- and after-school programs, summer learning programs, and school garden programs.

The Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, free give-a-ways, or other means.

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess, and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

The Board may enter into a joint use agreement or memorandum of understanding to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

Professional development shall be regularly offered to health education and physical education teachers, coaches, activity supervisors, food services staff, and other staff as appropriate to enhance their health knowledge and skills.

The Superintendent or designee may disseminate health information and/or the district's student wellness policy to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.

Nutritional Guidelines for Foods Available at School – For all foods available on each campus during the school day, the district shall adopt nutrition guidelines which are consistent with 42 USC 1773 and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity.

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school programs, to the extent possible. When approved by the California Department and Education, the district may sponsor a summer meal program.

The Superintendent or designee shall provide access to free, potable water during meal times in the food service area in accordance with E. C. 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and serving water in an appealing manner.

The Board believes that all foods and beverages sold to students at district schools including those available outside the district's food services program, should support the health curriculum and promote optimal health. Nutritional standards adopted by the district for foods and provided student stores, vending machines, or other venues, shall meet or exceed state and federal nutrition standards.

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

Program Implementation and Evaluation – The Superintendent shall designate one or more district or school employees, as appropriate, to ensure that each school site complies with this policy.

The Superintendent or designee shall assess the implementation and effectiveness of this policy at least once every two years.

The assessment shall include the extent to which districts schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy.

The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include but are not limited to:

1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements
2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records
3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program
4. Extent to which foods sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutritional standards
5. Results of the state's physical fitness test at applicable grade levels
6. Number of minutes of physical education instruction offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity
7. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program
8. A description of other districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate

The Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the school health council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.
The Superintendent or designee shall inform and update the public, including parents/guardians, students, and others in the community, about the content and implementation of this policy and assessment results.

In addition, the assessment results shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

Posting Requirements – Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas.

Each school shall also post a summary of nutrition and physical activity laws and regulations prepared by the California Department of Education.

Free and Reduced Lunch Program (eRate) Information – You may know that the Silver Valley Unified School District School District has been participating in the eRate program for several years. The eRate program is a Federal program, which provides schools and libraries across the country with substantial discounts on their technology services. These technology services include, but are not limited to email, audio/video systems, telephone service, Internet access, Wi–Fi and the internal connections we use to build and maintain the computer networks that link our classrooms. The size of the discounts that we receive is based on the qualified participation level of our student's families in the district's 'Free and Reduced Lunch Program'. These discounts save the district and taxpayers a substantial amount of money while providing an opportunity for the school district to install and maintain technologies that will enhance student achievement.

The district needs your help qualifying for the largest discount allowable by participating in the districts Free and Reduced Lunch Program. Your child will receive this form during the start of the new school year. Please fill out and return this form to your child's school. You should fill out the form even if you think you may not qualify. ***This information will remain confidential and will be reported only as a total group, not by individual families.***

Thank you for your participation in helping Silver Valley Unified School District stretch its resources to best serve all our students. Technology in the classroom is proving to help with your student's educational achievement, and prepares them for the future. Again, thank you for participating in this year's eRate program.

DISCIPLINE

Bullying – SVUSD prohibits discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics of a person's disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristic. This policy applies to all acts related to school activity or school attendance occurring within a district school. Any person that has been a victim of, or witnessed bullying or harassment on school grounds, during school activities, or going to and coming from school is highly encouraged to report the incident immediately to a counselor, administrator, or other adult personnel on campus. Students have an option of reporting the incident anonymously through the Bullying/Harassment Complaint form located at the school or online on the district's webpage. Complaints of bullying shall be investigated and resolved in accordance with the district's Uniform Complaint Procedures. A child that has been found to be the victim of a violent offense or bullying as defined by state law is entitled to transfer to another school within or outside the District, under California E. C. 46600(b). (BP 5131.2)

Discipline Rules – Effective December 1, 1987, and at least every four years thereafter, each public school shall adopt rules and procedures on school discipline applicable to that school. These rules and procedures shall be consistent with adopted board policies and adopted state statutes governing school discipline. Representatives from the following groups are to be part of this procedure: Parents, teachers, school administrators, school security, if any, and students at the middle or senior high levels. Meetings are to be held during non–school hours. The final version shall be adopted by a committee comprised of the principal or designee and a representative of the teachers employed at the school.

These rules must be filed with the Superintendent and Board of Education for their review. The Governing Board shall prescribe procedures to provide written notice to all pupils regardless of their enrollment date at school. It shall be the duty of each employee to enforce these rules and regulations. The parent/guardian of any student has the right to inspect the District's discipline rules which are available at each school site and at the District Office during regular office hours. *(E.C. 35291–35291.7)*

Dress/Gang Related Apparel – The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Student's clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang–related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. In addition to the following district guidelines, the principal may establish additional school rules governing dress and grooming:

1. Shoes must be worn at all times.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice;
3. Hats, caps and other head coverings shall not be worn indoors;

4. Clothes shall be sufficient to conceal undergarments at all times. See–through or fishnet fabrics, halter tops, off the shoulder or low–cut tops, bare midriffs and skirts or shorts shorter than mid–thigh are prohibited;
5. Gym shorts may not be worn in classes other than physical education
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet. Each school shall allow student to wear sun–protective clothing, including but not limited to hats, for outdoor use during the school day. A student who violates the dress code shall be subject to appropriate disciplinary action. *(SVUSD BP/AR 5132; E.C. 35183)*

Duty Concerning Conduct of Pupils – Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning. The provisions of this section are in addition to and do not supersede the provisions of Section 49000 of this code. *(E.C. 44807)*

Electronic Nicotine Delivery Systems (E–Cigarettes) – The Silver Valley Unified School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e–cigarettes, hookah pens, cigarillos, and other vapor–emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin. Section 119405 of the Health and Safety Code prohibits the sales of e–cigarettes to minors which mean that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

Expulsion Procedures – Written notice of an expulsion hearing shall be forwarded to the pupil at least ten calendar days prior to the hearing. The parent and student have the right to be represented by legal counsel or a non–attorney advisor. Written results of the hearing shall be forwarded to the parent/guardian by the superintendent or designee. Parents must notify any new district of enrollment of the pupil's status in the expulsion process. The notice to expel shall include a notice of the educational alternative placement to be provided to the pupil during the time of expulsion. *(E.C. 48918)*

Grounds for Suspension or Expulsion – CA Education Codes 48900 – 48915 – A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

E.C. 48900: (Grades K–12)

a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
   (2) Willfully used force or violence upon the person of another, except in self-defense.
b. Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a 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.
d. Unlawfully offered, arranged, or negotiated to sell a 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 either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
e. Committed or attempted to commit robbery or extortion.
f. Caused or attempted to cause damage to school property or private property.
g. Stole or attempted to steal school property or private property.
h. Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
i. Committed an obscene act or engaged in habitual profanity or vulgarity.
j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
k. (1) 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.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.

l. Knowingly received stolen school property or private property.

m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

o. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

q. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

r. Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
   A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
   B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
   C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
   D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

2) A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
   i.) A message, text, sound, video, or image.
   ii.) A post on a social network Internet Web site, including, but not limited to:
      (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
      (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
      (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
   iii.) An act of cyber sexual bullying.
      (I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
      (II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

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

3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

s. (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
    1) While on school grounds.
    2) While going to or coming from school.
    3) During the lunch period whether on or off the campus.
    4) During, or while going to or coming from, a school-sponsored activity.

t. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

u. As used in this section, "school property" includes, but is not limited to, electronic files and databases.

v. For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

w. It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

E.C. 48900.2 (Grades 4–12) **Sexual Harassment –** Committed sexual harassment – The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

E.C. 48900.3 (Grades 4–12) **Hate Violence –** Cause, attempted to cause, threatened to cause, or participated in, an act of hate violence.

E.C. 48900.4 (Grades 4–12) **Harassment, Threats or Intimidations –** Intentionally engaged in harassment, threats or intimidation directed against school district personnel or pupils that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

E.C. 48900.5 – Other Means of Correction

a) Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d) or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

b) Other means of correction include, but are not limited to the following:
    1. A conference between school personnel, the pupil's parent guardian and the pupil.
    2. Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel or other school support service personnel for case management and counseling.
    3. Study teams, guidance teams, resource panel teams, or other intervention–related teams that assess the behavior and develop partnership with the pupil and his or her parents.
    4. Referral for a comprehensive psychosocial or psych–educational assessment, including for purpose of creating an individualized education program. Or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973.
    5. Enrollment in a program for teaching prosaically behavior or anger management.
    6. Participation in a restorative justice program.
    7. A positive behavior support approach with tiered interventions that occur during the school day on campus.
    8. After–school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
    9. Any of the alternatives described in Section 48900.6.

E.C. 48900.7 – Terroristic Threats – Student has made terroristic threats against school officials or school property, or both.

a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3 and 48900.4 a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

b) For the purpose of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the persona threatened or his or her immediate family.

E.C. 48910 – Classroom Suspension

a) A teacher may suspend any pupil from class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the designee of the principal for appropriate action. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent–teacher conference regarding the suspension. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.
b) A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.
c) A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal or the designee of the principal for consideration of a suspension from the school.

E.C. 48915 (a)(1) – Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

A. Causing serious physical injury to another person, except in self–defense.
B. Possession of any knife or other dangerous object of no reasonable use to the pupil.
C. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:
    i. The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
    ii. The possession of over–the–counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
D. Robbery or extortion.
E. Assault or battery, as defined in sections 240 and 242 of the Penal Code, upon any school employee.

E.C. 48915 (c) – Mandatory Recommendation for Expulsion (Grades K–12): Schools shall immediately suspend and shall recommend expulsion for students that commit any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained proper written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.
2. Brandishing a knife at another person
3. Unlawfully selling a controlled substance
4. Committing or attempting to commit a sexual assault or committing a sexual battery
5. Possession of an explosive

Parents are required to notify a new district of the student's expulsion status at the time of enrollment. *(E.C.48918).* Districts are required to forward the past three years' discipline records resulting in suspension/expulsion with cumulative records to the new school of enrollment. *(E.C. 48201)*

Dangerous Objects/Weapons

Imitation Firearm – Imitation firearm means any BB device, toy gun, replica of a firearm or other device that is so substantially similar on coloration and overall appearance to an existing firearm as to lead a reasonable person to perceive that the device is a firearm. *(PC 12550, 12556; E.C. 48900m)*

Laser Pointers – Possession of a laser pointer by any student on an elementary or secondary school premise is prohibited unless possession is for valid instructional or other school related purpose. It is further prohibited that a laser pointer be pointed into the eyes of another, into a moving vehicle, or into the eyes of a guide dog. *(P.C. 417.27)*

Knife – A knife means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing;

a weapon with a blade. *(E.C. 48915g)*

Weapon – A weapon is a device or material used for, or readily capable of, causing death or serious bodily injury; weapon does not include a pocket knife with a blade less than 2.5 inches in length. A knife with a blade smaller than 2.5 inches is considered a "dangerous object". A knife with a blade 2.5 inches to 3.5 inches is considered a "weapon". A knife with a blade longer than 3.5 inches is considered a "knife".

Limitations on Imposing Suspension – Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exception needs, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

Property Damage – Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

Board Policy 5145.7 Sexual Harassment - 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 persons who reports, files a complaint, testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

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

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal
6. filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
7. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
8. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
9. A clear message that, when needed, the district will take interim 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 and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

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

Upon 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.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

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.

Administrative Regulation 5145.7 – Sexual Harassment

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California E. C. 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Assistant Superintendent, Educational Services
P.O. Box 847
Yermo, CA 92398
760-254-2916

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, and other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex, in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.
5.

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single sex class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

Reporting Process and Complaint Investigation and Resolution – Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who shall determine who will investigate the complaint

Confidentiality – All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications – A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures and standards of conduct are posted.
3. A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media.
4. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session.
5. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct
6. Be included in the student handbook
7. Be provided to employees and employee organizations

Student Conduct – Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; be diligent in study and respectful to teachers and others in authority; be kind and courteous to schoolmates; and refrain from the use of profane and vulgar language. (*C.C.R. Title 5, Sec. 300, Reg. 77, No. 39)*

FACILITIES

Asbestos Management Plan – The district recognizes that it has an obligation to locate and reduce or eliminate potential risks to health and the environment, to use environmental resources in a responsible way, and to educate students and staff about environmental issues. A current Management Plan for asbestos containing material in school buildings is available upon request. Parents are encouraged to report any health hazards to individual school administrators or to the district office. *(Code of Federal Regulations Title 40, 763.93)*

Pesticide Use at School Sites (2020-21) – The Silver Valley Unified School District is required to notify you, under section 17612(a) of the E. C., of any use of pesticides in the district. The following is a list of chemicals used for herbicide and pesticide purposes:

Round–Up (Herbicide), Ortho Funginex (Fungicide), Prescription Treatment (ant bait station), Avert (cockroach bait station), Maxforce (cockroach bait station), Contrac (rodenticide), Liqua–tox II (rodenticide), Cy–Kick (insecticide), Prentox Excite (insecticide), Zoecon Gentrol IGR (insecticide), Phantom (insecticide), Premise Spray II (insecticide), Pyrethum TR Micro Total Release (insecticide), Siege Gel (insecticide), Termidor SC (insecticide), Tri–Die (insecticide), Boric Acid

As a parent or employee, you are entitled to receive notification of individual pesticide applications at your school(s) of concern. If and when it is deemed necessary to use any of the above pesticides, they will only be applied on days when school in not in session, i.e., holidays, weekends, etc. The dates listed below are days when application may occur during the 2020-21 school year.

Areas to be treated will be posted 24 hours prior to the application and remain posted for 72 hours after application is complete.

You may obtain additional information on pesticides and their use from the California Department of Pesticide Regulation at www.cdpr.ca.gov or (919) 445–4300.

If you have any questions or concerns, please contact the Director of Maintenance, Operations, and Facilities at (760)254–1342.

July 3	Independence Day (Observed)	February 12	Lincoln's Birthday
September 7	Labor Day	February 15	President's Day
October 9 & 12	Non–student/Non– Instruction Day	March 26-April1	Spring Break
November 11	Veteran's Day	April 2	Good Friday/Easter Holiday
November 23-27	Thanksgiving Holiday	May 27	Last Day of School
December 21 – January 6	Christmas/New Year Holidays	Summer Break	
January 18	Martin Luther King Jr. Holiday		

HEALTH SERVICES

Administration of Medication at School – According to California Education Code, students who are taking prescribed medication need a signed statement from the physician detailing the **method, dosage**, and **time schedule** by which medication is to be taken with a signature from the parent of the pupil requesting that the school district assist the pupil in the matters set forth in the physician's statement. *(California E.C. 49423, SVUSD BP 5141.21, AB 2132)*

Over the counter drugs are not to be encouraged. If the child needs to take an aspirin, antihistamine, cough drop, etc., the parent may come to school to administer it or have a written statement from the authorized health care provider, the parent, or guardian (*CCR, Title 5, Section 600 & 601b).*

As of January 1, 2005, the state law, AB 2132, authorized students to carry and self–administer two types of prescription medication: auto–injectable epinephrine, for use by students suffering from an anaphylactic reaction and asthma medication. In order for students to self–administer such medication, the district must receive appropriate written statements from their physician (i.e., "student must self–carry/administer their inhaler").

Be aware that the school may take disciplinary action if a student misuses an inhaler in any way, including sharing

it with anyone or spraying it at anyone. In these circumstances, the question of a student's maturity may be also raised again with the physician and your child may lose the privilege to carry his/her own inhaler.

If the medication is to be administered at school by school personnel, a completed Medication Authorization Form **(see forms)** needs to be submitted. All medication administered at school must be delivered to the health office in the original container. If it is prescribed medication, the prescription label must be on the container. School personnel may not dispense medication without a current, complete medication authorization form, signed by both parent and physician. You may obtain the medication authorization form at the school's health office.

At the end of the school year, parents will be notified to pick up any remaining medication within 30 days of a documented notice; otherwise, the medication will be disposed of in accordance with applicable state law and local ordinances.

Administration of Epilepsy Medication – If a pupil with epilepsy has been prescribed an emergency anti–seizure medication by his or her health care provider, the pupil's parent or guardian may request the pupil's school to have one or more of its employees receive training in the administration of an emergency anti–seizure medication in the event that the pupil suffers a seizure when a nurse is not available.
(E.C. 49414.7)

Communicable Disease – Students who may be suffering from a recognized contagious or infectious disease may be temporarily excluded until the district is satisfied that any contagious or infectious disease does not exist, (i.e., chicken pox). *(California E.C. 8252, SVUSD B.P. 5141.22)*

Concussion and Head Injury – A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district that elects to offer athletic programs must immediately remove from a school–sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course. *(E.C. 49475)*

Emergency Information Cards – It is absolutely essential that parents keep all emergency information completely current so that they can be contacted quickly in the event of illness or injury. Thus, the school will not be held responsible for any health problems caused by its inability to contact parents due to inadequate or outdated emergency information. **Emergency cards shall be sent home annually for review, update, and signature of parents. It is imperative that the parent signs the release to share medical information about their child to appropriate staff.** *(California E.C. 49408)*

Good Samaritan Laws – Good Samaritan Laws give legal protection to rescuers who act in good faith and are not guilty of gross negligence or willful misconduct. Specialized physical health care services may be provided by qualified designated school employees, (i.e., health clerks or secretaries), under the supervision of the credentialed school nurse. *(California E.C. 49407, Business and Professions Code 2727.5 and 2861.5)*

Health Care and Emergencies
Students may return to school when they have been free from a fever for a minimum of 24 hours and have no other symptoms. Students who have contagious conditions such as head lice, ringworm, chickenpox, impetigo or other conditions deemed contagious, must be cleared through the school office in accordance with San Bernardino County Public Health guidelines prior to re-admittance to school. A note from the physician will also suffice for a clearance. *(A.R. 5141)*

Immunization – Students are prohibited from attending school until the immunization requirements are met. A written immunization record, either a personal record with entries made by a physician or clinic, or a school immunization record – the blue California School Immunization Record (PM 286) or another state's school record is needed for documentation of immunizations. It must include at least the month and year each dose was received; the exception is that the measles, rubella and/or mumps vaccine given in the month of the first birthday – month, day and year are required.

Why your child needs shots – The California School Immunization Law requires that children be up to date on their immunizations (shots) to attend school. Diseases like measles spread quickly, so children need to be protected before they enter. California schools are required to check immunization records for all new student admissions at Kindergarten or Transitional Kindergarten **through** 12th grade and all students advancing to 7th grade before entry.

Effective July 1, 2019

TABLE B: CALIFORNIA IMMUNIZATION REQUIREMENTS FOR GRADES K-12

GRADE	NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION [1,2,3]				
K-12 Admission	4 Polio[4]	5 DTaP[5]	3 Hep B[6]	2 MMR[7]	2 Varicella
(7th-12)[8]	1 Tdap				
7th Grade Advancement[9,10]	2 Varicella[10]	1 Tdap[8]			

1. Requirements for K-12 admission also apply to transfer pupils.
2. Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.
3. Any vaccine administered four or fewer days prior to the minimum required age is valid.
4. Three doses of polio vaccine meet the requirement if at least one dose was given on or after the fourth birthday.
5. Four doses of DTaP meet the requirement if at least one dose was given on or after the fourth birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the 7th birthday. One or two doses of Td vaccine given on or after the seventh birthday counts towards the requirement.
6. For seventh grade admission, refer to Health and Safety Code section 120335, subdivision (c).
7. Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Only doses administered on or after the first birthday meet the requirement.
8. For 7th-12th graders, at least one dose of pertussis-containing vaccine is required on or after the seventh birthday.
9. For children in ungraded schools, pupils 12 years and older are subject to the seventh grade advancement requirements.
10. The varicella requirement for seventh grade advancement expires after June 30, 2025.

The Law – Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325–120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000–6075.

What you will need for admission – To attend school, your child's Immunization Record must show the date for each required shot above. If you do not have an Immunization Record, or your child has not received all required shots, call your doctor now for an appointment.

If a licensed physician determines a vaccine should not be given to your child because of medical reasons, submit a written statement from the physician for a medical exemption for the missing shot(s), including the duration of the medical exemption.

A personal beliefs exemption is no longer an option for entry into school; however, a valid personal beliefs exemption filed with a school before January 1, 2016 is valid until entry into the next grade span (7th through 12th grade). Valid personal beliefs exemptions may be transferred between schools in California. For complete details, visit ShotsforSchool.org.

You must also submit an immunization record for all required shots not exempted. Questions? Visit ShotsForSchool.org or contact your local health department (bit.do/immunization).

To enter or transfer into public and private elementary and secondary schools (grades transitional kindergarten through 12), children under age 18 years must have immunizations as outlined.

Exemptions – Beginning January 1, 2016, parents of students in any school will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal belief's exemption on file at a school prior to January 1, 2016, will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade.

A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above

Life Threatening Injuries: 911 – The first staff person on the scene of an accident is legally responsible for providing immediate first aid. That staff person will stay with the injured student and send a messenger to summon the health clerk and/or the district nurse, if available, and notify the site administrator. If the injury is life threatening, 911 will be called and life–saving actions will begin. If transportation is deemed necessary, the injured student will be transported to the closest medical facility. A designated employee will accompany the student **in loco parentis** (a person or institution that assumes parental rights and duties for a minor) until the parent arrives at the medical facility. *(California Welfare & Instructions Code Sections 300 et. seq., and 600 et.seq.: Family Code Sections 6900 et. seq., and 7500 et. seq.: California Health and Safety Code Section 1797. 200, 1797.204, and 1798.6.)*

Medical Care for Infections, Contagious or Communicable Disease – A minor who is 12 years of age or older and who may have come into contact with an infectious, contagious, or communicable disease may consent to medical care related to the diagnosis or treatment of the disease, if the disease or condition is one that is required by law to be reported to the local health officer, or is a related sexually transmitted disease. A minor who is 12 years of

age or older may consent to medical care related to the prevention of a sexually transmitted disease. *(FC 6926)*

Oral Health Assessment – As of January 1, 2007 (AB 1433), all students, while enrolled in kindergarten, or while enrolled in first grade if the pupil was not previously enrolled in kindergarten in a public school, must present proof by May 31st of the current school year of having received an oral health assessment that was performed no earlier than 12 months prior to the date of the initial enrollment of the pupil. *(E.C. 49452.8)*

Parent Notification/Documentation/Confidentiality: Accidents /Illness – The names of all students who visit the health office shall be recorded on the health office log and will receive first aid. The parents will be notified regarding injured or ill children. The responsibility for the care of the student should always remain with the parent or guardian. With minor incidents where we are unable to contact a parent, we will send a written explanation and/or follow–up care instructions. *(California Administrative Code Title 5, 16023)*

Physical Examination – Board policy states that the parent/guardian of a pupil entering kindergarten and first grade (if not completed in kindergarten) must submit to the school written proof that his/her child had a physical examination prior to entering school. The parent/guardian has the right to sign an affidavit of personal beliefs exempting his/her child from a physical examination, including vision and hearing screening. If there is a good reason to believe that the child is suffering from a recognized contagious or infections disease, he/she shall be excluded from school and not permitted to return until the school authorities are satisfied that the contagious or infectious disease no longer exists. *(E.C. 49451, BP 5141.32, AR 5141.3) (Health & Safety Code 124100 & 124105)*

Prohibition on Requiring Medication – Personnel are prohibited from requiring an individual with exceptional needs to obtain a prescription for a medication as a condition of attending school, receiving an assessment, or receiving services. *(E.C. 56040.5)*

Screenings

- **Vision Screening –** *(Reference: California E.C. 49455 and California Administrative Code, Title 5, 595 and 3027)* According to the state mandates, the nurse will screen Kindergarten or first grade, second grade, fifth grade, and eighth grade (optional) and new students to the district, students referred by teachers or parents, and students with special needs. All boys in third grade will be tested for color deficiencies as required by the law.
- **Hearing Screening –** *(Reference: California Administrative Code, Title 17, 2951 and 3027)*

According to the state mandates, the nurse will screen kindergarten, second grade, fifth grade, eighth grade, tenth grade, and new students to the district, referrals by teachers and parents, and students with special needs.

- **Scoliosis Screening** – Annual screening for every seventh grade girl and eighth grade boy for scoliosis (curvature of the spine) to be performed by the school nurse. The parent/guardian has the right to submit to the school a written request that the pupil not participate in this screening program. *(E.C. 49452.45)*
- **Dental Screening –** Dental screening is done in grades K–5 by a local, private dentist and Dentac from National Training Center, Fort Irwin. This screening is utilized as an opportunity for dental health education. *(Health and Safety Code 360 and 361)*

Specialized Physical Health Care Services (S.P.H.C.S.) – If a student needs to receive a specialized physical health care service, (i.e., blood sugar testing, catheterization, tracheal suctioning, gastric feedings, epinephrine injections, etc.), the school nurse **must** be notified and must develop a nursing care plan **prior** to the child's attending school. *(California E.C. 49423.5, SVUSD B.P. 5141.24)*

Sun Protection – Pupils may use sunscreen during the school day without a physician's note or prescription. Sun protective clothing includes hats that pupils may wear for outdoor use during the school day. *(E.C. 35183.5)*

Temporarily Disabled; Residency – A pupil with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent or guardian resides may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It shall be the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district in which the pupil is deemed to reside of the pupil's presence in a qualifying hospital. After review of the statement of the attending physician, the school district where the hospital is located will make a determination as to the possibility of providing individualized instruction to the student within 5 working days. A pupil with a temporary disability which makes attendance in the regular day classes, or the alternative educational program, and in which the pupil is enrolled is impossible or inadvisable, may receive individualized instruction provided in the pupil's home for one hour a day. Please contact Tami Lash, District Nurse for information (254–2916 ext. 1133). *(E.C. 48206.3, 48207; E.C. 48208)*

Type 2 Diabetes Information – Required for All Incoming 7th Graders – Because type 2 diabetes in children is a preventable and treatable disease, parents/guardians are encouraged to have their child screened by an authorized health care practitioner for risk factors of the disease, including excess weight, and to request tests of their child's blood glucose to determine if he/she has diabetes or pre–diabetes.

The Superintendent or designee shall provide parents/guardians of incoming students grade 7 with an information sheet developed by the CDE regarding type 2 diabetes, which includes a description of the disease and its risk factors and warning signs, a recommendation that students displaying or possibly suffering from risk factors or warning signs associated with type 2 diabetes be screened for the disease, a description of the different types of diabetes screening tests available, and a description of treatments and prevention methods. The information sheet may be provided with the parental notifications required pursuant to E. C. 48980.

The Superintendent or designee may provide information to parents/guardians regarding public or private sources from which they may receive diabetes screening and education services for free or at reduced costs.

STUDENT INJURIES AND INSURANCE

Injuries and Insurance – Your child's school district does not provide medical insurance coverage for school accidents. This means that you are responsible for the medical bills if your child gets hurt during school activities. The parent or legal guardian of any pupil may purchase medical/accident insurance through the school district to defray the cost of medical treatment for illness or injuries to pupils of the district arising out of accidents occurring while being transported to and from school, while at school, or while involved in school–related activities. *(E.C. 49472)*

Insurance for Athletic Activities – Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. *(E.C. 32221.5)*

SVUSD offers optional medical insurance coverage through Myers, Stevens & Toohey & Co., Inc. Many coverage options are available. The Student Health Care and High Option Full Time (24–Hour) Accident plans are especially recommended for those students with no other insurance because they provide the most help when injuries occur. Student Health Care covers illness as well as injury, 24 hours a day. We strongly recommend the high option plans for students participating in interscholastic sports.

If your child does have other health coverage, student insurance may also be used to help pay those eligible charges not covered by other insurance (i.e. deductibles and co–payments). Also, the student insurance plans allow you to take your child to any doctor or hospital you choose.

Some pupils may qualify to enroll in no–cost or low–cost local, state, or federally sponsored health insurance programs. Please read your enclosed brochure carefully. Information about these programs may be obtained by calling the plan administrator, Myers, Stevens & Toohey & Co., Inc. at (800) 827–469 or (949) 348–0656. Bilingual representatives are available for parents who need assistance in Spanish.

SUBSTANCE ABUSE AND VIOLENCE PREVENTION EDUCATION PROGRAMS

Philosophy – The philosophy of our substance abuse and violence prevention program is through education and the acquisition of practical skills so students can lead lives free from drugs and violence. The efforts and involvement of school, law enforcement, community agencies, and parents are essential to a successful program. Together we can make a difference.

Parent Involvement – Child rearing is one of the most important tasks anyone ever performs, and the one for which there is the least preparation. Most of us learn how to be parents through on–the–job training, and by following the example that our parents set.

Today, the widespread use of alcohol and other drugs subjects our children, families, and communities to pressures unheard of 30 or 40 years ago. Frankly, many of us need help to deal with this frightening threat to our children's health and well–being.

Recent surveys show that we are making progress in our national battle against some drugs. Casual use is declining, attitudes are changing, and we know more about what works to prevent drug use by our young children.

As parents, we build on that progress in our own families by having strong, loving relationships with our children, by teaching standards of right and wrong, by setting and enforcing rules for behavior, by knowing the facts about alcohol and other drugs, and by really listening to our children. *(Taken from "GROWING UP DRUG FREE: A Parent's Guide to Prevention" – U.S. Department of Education, Washington, D.C.)*

Warning Signs

- Young people use drugs for many reasons that often relate to how they feel about themselves, how they get along with others, and how they live. No one factor determines who will use drugs and who will not, but here are some predictors:

- low grades or poor school performance;
- aggressive, rebellious behavior;
- excessive, rebellious behavior;
- lack of parental support and guidance; and
- behavior problems at an early age.

- Being alert to the signs of alcohol and other drug use requires a keen eye. It is sometimes hard to know the difference between a normal teenage behavior and behavior caused by drugs. Changes that are extreme or that last for more than a few days may signal drug use. Consider the following questions:
  - Does your child seem withdrawn depressed, tired, and careless about personal grooming?
  - Has your child become hostile and uncooperative?
  - Have your child's relationships with other family members changed or deteriorated?
  - Has your child dropped old friends?
  - Is your child no longer doing well in school, grades slipping, or attendance irregular?
  - Has your child lost interest in hobbies, sports, and other favorite activities?
  - Have your child's eating or sleeping patterns changed?

Watch for signs of drugs and drug paraphernalia as well. Possession of common items such as pipes, rolling papers, small medicine bottles, eyedroppers, or butane lighters may signal that your child is using drugs.

If your child is using drugs, it is important to avoid blaming yourself for the problem, and to get whatever help is needed to stop it. The earlier a drug problem is detected and faced, the more likely it is that your child can be helped. (Taken from "GROWING UP DRUG FREE: A Parent's Guide to Prevention" – U.S. Department of Education, Washington, D.C.)

PREVENTION PROGRAMS

Canine Detection Program – The canine program shall provide contraband services utilizing non–aggressive contraband detection canines. This program will provide services of unannounced inspections for our middle school and high school campuses by the K–9 detection unit. The program's goal is to check lockers, common areas, gym areas, parking lots and classroom for detection of drugs, alcohol, firearms, etc., thus enhancing the safety of the students during the school day.

Conflict Resolution – Students will learn how to control their anger and solve problems peacefully. This six–week course is available for children twelve to eighteen years old, which are experiencing difficulty in controlling impulsive anger. Students will learn how to redirect potentially destructive behaviors into a positive behavior.

Professional Therapeutic Counseling – Silver Valley Unified School District contracts with local licensed Marriage, Family, Child Therapist to provide counseling for elementary, middle school and high school students. District personnel shall refer to the consultant only those students whose school performance problems appear to result from intra–psychic distress or from psychosocial problems unrelated to the school environment.

School Resource Officer – The school district contracts with the San Bernardino County Sheriff's Department to provide security on our campuses. This School Resource Officer (SRO) is based at Alternative Education Center campus.

Too Good for Drugs – A science–based curriculum designated as a Model Program by the Substance Abuse and Mental Health Services Administration (SAMHSA) targets grades K–8. This program is identified by the California Healthy Kids Resource Center as a research validated program to effectively prevent tobacco use, alcohol use, other drug use, and violence.

DISTRICT POLICY ON SUICIDE PREVENTION

Suicide Prevention Policy

Protecting the health and well-being of all students is of utmost importance to the school district. The School Board has adopted a Suicide Prevention Policy, which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
2. The District will designate individuals, typically a counselor and/or a psychologist, to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by school staff who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
   The National Suicide Prevention Lifeline
   1-800-273-8255 (TALK)
   www.suicidepreventionlifeline.org
5. All students will be expected to help create a school culture of respect and support in which students feel

comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of policy changes, please see the district's full suicide prevention policy.

SUSPENSION AND EXPULSION

Administrative Regulation 5144.1

Definitions – Suspension means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following:

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level.
2. Referral to a certificated employee designated by the principal to advise students.
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in E. C. 48910.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel.

Notice of Regulations – At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion.

Grounds for Suspension and Expulsion: Grades K-12 – Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (E. C. 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (E. C. 48900(b))
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (E. C. 48900(c))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as such controlled substance, alcohol beverage or intoxicant. (E. C. 48900(d))
5. Committed or attempted to commit robbery or extortion. (E. C. 48900(e))
6. Caused or attempted to cause damage to school property or private property. (E. C. 48900(f))
7. Stole or attempted to steal school property or private property. (E. C. 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products. (E. C. 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity. (E. C. 48900(i))
10. Unlawful1y possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (E. C. 48900(j))
11. Knowingly received stolen school property or private property. (E. C. 48900(l))
12. Possessed an imitation firearm. (E. C. 48900(m))
    Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (E. C. (m))
13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4. (E. C. (n))
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (E. C. 48900(o))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (E. C. 48900(p))
16. Engaged in, or attempted to engage in, hazing. (E. C. 48900(q)) Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events.
17. Engaged in an act of bullying. (E. C. 489000(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in E. C. 48900.2, 48900.3, or 48900.4, and below items #1-3 of "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Electronic act means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or otherwise wireless communication device, computer, or pager, of a communication including, but not limited to:

a. A message, text, sound, video, or image
b. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described.

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (E. C. 48900(r))

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (E. C. 48900(t))
19. Made terrorist threats against school officials and/or school property. E. C. 48900.7)
    A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of $1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (E. C. 48900.7)

Additional Grounds for Suspension and Expulsion: Grades 4-12 – Any student in grades 4-12 may be suspended, but not expelled, for disruption school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined in E. C. 212.5. (E. C. 48900.2)
   Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (E. C. 212.5, 48900.2)
2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in E. C. 233. (E. C. 48900.3)
   Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (E. C. 233; Penal Code 422.55)
3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (E. C. 48900.4)

Suspension from Class by a Teacher – A teacher may suspend a student, including a grade K-3 student, from class for the remainder of the day and the following day for disruption, willful defiance, or any of the other acts specified in E. C. 48900 and listed in items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above.

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the

continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been suspended.

As soon as possible after the teacher decides to suspend the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (E. C. 48910)

A student suspended from class shall not be returned to class during the period of suspension without the approval of the teacher of the class and the principal/designee.

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend any other regular classes except those held at the same time as the class from which he/she was suspended.

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal.

Suspension by Superintendent, Principal or Designee – To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion.

The Superintendent, principal, or designee may impose a suspension for a first offense if he/she determines that the student violated any of items #1-5 listed in "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons.

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct.

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record.

Length of Suspension – The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days.

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which a student may be suspended in any school year.

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion

Due Process Procedures for Suspension – Suspensions shall be imposed in accordance with the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to E. C. 48900.5, and the evidence against him/her, and shall be given the opportunity to present his/her version and evidence in support of his/her defense.

   This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school.

2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee.
3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension.
   This notice shall state the specific offense committed by the student.
   In addition, the notice may also state the date and time when the student may return to school.
4. Parent/Guardian Conference: Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved and any other pertinent matter.
   If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference.
5. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed:
   a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.
   b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process.
   c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting.
   d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students.

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

Suspension by the Board – The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above and within the limits specified under "Suspension by Superintendent, Principal or Designee" above.

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of E. C. 48915.

When the Board is considering a suspension, disciplinary action or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information violating a student's right to privacy under E. C. 49073-49079.

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session.

On-Campus Supervision – A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff, may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply:

1. The on-campus suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.
   At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing.

Superintendent or Principal's Authority to Recommend Expulsion – Unless the Superintendent or principal, determines that expulsion should not be recommended under the circumstances, or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts:

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time.

Student's Right to Expulsion Hearing – Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion.

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion.

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held.

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in E. C. 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year.

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay.

Stipulated Expulsion – After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to E. C. 48918.

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and his/her parent/guardian shall be effective upon approval by the Board.

Rights of Complaining Witness – An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental or emotional needs of a student who is the complaining witness.

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to:

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending.

Written Notice of the Expulsion Hearing – Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include:

1. The date and place of the hearing;
2. A statement of the specific facts, charges and offense upon which the proposed expulsion is based; 3. A copy of district disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation, pursuant to E. C. 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment.
   This obligation applies when a student is expelled for acts other than those described in E. C. 48915(a) or (c);
5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a non-attorney advisor;
   Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.
   Non-attorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.
6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf; including witnesses.

Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students – If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing.

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing.

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call.

Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding the provisions of E. C. 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights are not violated.

   Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student shall also be allowed to attend the closed session.

   If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television.
2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.
3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with the Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20.

   Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding.
   If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below.

4. Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to E. C. 48900 and listed in "Grounds for Suspension and Expulsion: Grades 4-12" above.
   Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.
   In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.
5. Testimony by Complaining Witnesses: The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student:

a. Any complaining witness shall be given five days' notice before being called to testify.
b. Any complaining witness shall be entitled to have up to two adult support persons, including but not limited to a parent/guardian or legal counsel, present during his/her testimony.
c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing
   determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
   1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
   2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
   3) The person conducting the hearing may:
      a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
      b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
      c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. Decision: The Board's decision on whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed.

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel – Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled.

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing", including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed.

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by his/her parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final.

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence

presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order.

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation.

Final Action by the Board – Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public.

The Board's decision is final. If the decision is not to expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any "Mandatory Recommendation and Mandatory Expulsion" act listed in the section "Authority to Expel" in the accompanying Board policy, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during the summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred.

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include:

1. Periodic review, as well as assessment at the time of review, for readmission.
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service or other rehabilitative programs.

With parental/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school.

Written Notice to Expel – The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12"
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian
3. Notice of the right to appeal the expulsion to the County Board of Education
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to E. C. 48915.1.

Decision to Suspend Expulsion Order – In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program.
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status.
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" above or violates any of the district's rules and regulations governing student conduct.
4. When the suspension of the enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order.

5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings.
6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall also inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to E. C. 48915.1(b).
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board.

Appeal – The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation.

If a student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request.

Notifications to Law Enforcement Authorities – Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245.

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or of any students' acts involving the possession, sale or furnishing of firearms, explosives, or other dangerous weapons in violation of E. C. 48915(c)(1) or (5) or Penal Code 626.9 and 626.10.

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate county or district law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate E. C. 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind.

Placements During Expulsion – The Board shall refer expelled students to a program of study that is:
1. Appropriately prepared to accommodate students who exhibit discipline problems.
2. Not provided at a comprehensive middle, junior or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these.
3. Not housed at the school site attended by the student at the time of suspension.

When the placement described above is not available, and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school.

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12.

Readmission after Expulsion – Prior to the date set by the Board for the student's readmission:
1. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
2. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees.
5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.
6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying re-admittance into the regular program. This notice shall indicate the Board's determination

of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system.

Maintenance of Records – The district shall maintain a record of each suspension and expulsion, including its specific cause(s). Expulsion records of any student shall be maintained in the student's mandatory interim record, and sent to any school in which the student subsequently enrolls, upon receipt written request by that school. The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district.

Board Policy 5144.1

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following:

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

Appropriate Use of Suspension Authority – Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct.

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student in grades K-3 may be suspended from school for disruption or willful defiance, except by a teacher pursuant to Education Code 48910.

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

On-Campus Suspension – To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct.

Authority to Expel – A student may be expelled by the Board.

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds:

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4

6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following:

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation.

No student shall be expelled for disruption or willful defiance.

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.

Due Process – The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation.

Maintenance and Monitoring of Outcome Data – The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantages students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

INSTRUCTION

Advanced Placement Examination Fees (High School) – Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees. Please contact the AP Coordinator at the high school for information.
(E.C. 52244)

Alternative Schools – California State law authorizes all school districts to provide for alternative schools. Section 58500 of the E. C. defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

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

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.
(E.C. 58501)

Availability of Prospectus (High School) – Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact the Assistant Superintendent of Educational Services for a copy of the prospectus.

Career Counseling – Commencing in grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions. *(E.C. 221.5(d))*

Explanation of College Admission Requirements – All students in grades 9–12 shall receive notification from the high school which includes:

1. A brief explanation of the college admission requirements
2. A list of the current UC and CSU Web sites
3. A brief description of what career technical education is
4. The Internet address for the portion of the Web site of the department where pupils can learn more about career technical education
5. Information about how pupils may meet with school counselors to help them choose courses at their school that will meet college admission requirements or enroll in career technical education courses. *(E.C. 51229, 48980; BP 6143)*

Excuse from Instruction – Religious Beliefs – By written request of the parent or guardian regarding any part of the instruction in health, family life education, AIDS education, sex education, and child abuse primary prevention program conflicting with the religious training and beliefs of the parent or guardian of any pupil, the pupil shall be excused from the part of the training which conflicts with such religious training and beliefs. *(E.C. 51240)*

Graduation Requirements – Requirements for graduation and alternative modes for completing the prescribed course of study must be made available to pupils, parents and the public. Contact your child's school for this information. *(E.C. 51225.3)*

Promotion/Retention of Pupils – Parents should be notified when a pupil is identified as being at risk of retention and/or student achievement is significantly below standards adopted by the Governing Board. *(E.C. 48070.5)*

Refrain from the Harmful or Destructive Use of Animals – Any pupil with a moral objection to dissecting or otherwise harming or destroying animals must notify his/her teacher regarding this objection. The parent or guardian must provide a signed note indicating the pupil's objection. The teacher and the pupil may agree to an alternative educational project. *(E.C. 32255–32255.6)*

Right to Inspect Instructional Materials – Parents or guardians of pupils have the right to inspect all instructional materials and assessments, including books, teacher's manuals, films, tapes, and software that are provided for educational purposes. *(E.C. 51938, 48980)*

The high school libraries serve students in grades nine through twelve. Some of the material is written for an adult audience to meet the needs of the mature readers. Parents/guardians have the right to screen their student's reading matter. If parents/guardians want to screen materials that their students check out of the library, they should contact the school library clerk. They will be asked to fill out a request form so that each time their student checks out material other than textbooks, the parents will be notified of the titles being checked out.

School Accountability Report Cards (SARC'S) – Annually the District shall publish a SARC for each school, outlining pertinent information and progress for the preceding school year. Copies of the SARC will be available on the district web site, in addition to any parent requesting a copy through the school sites or District Office by February 1 of each school year. *(E.C. 35256 & 35258)*

Sex Education Courses – Excuse from Attendance – If classes are offered in which human reproductive organs and their functions and processes are described, illustrated or discussed, the parent or guardian of each pupil enrolled in such class shall first be notified in writing of the class. Materials to be used may be reviewed prior to instruction. Opportunity shall be provided to each parent or guardian to request in writing that his child not attend the class. Such requests shall be valid for the school year in which they are submitted but may be withdrawn by the parent or guardian at any time. *(E.C. 51938)*

Sexually Transmitted Disease Instruction – The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases.

The Silver Valley Unified School District will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education. Parents or guardians may:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention

education
3. Request a copy of E. C.s 51930 through 51939
4. Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants
5. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, to be informed of:
   a. The date of the instruction
   b. The name of the organization or affiliation of each guest speaker

The District may administer to students in grades 7 through 12 anonymous, voluntary, and confidential research and evaluation instruments, including tests and surveys, containing age–appropriate questions about their attitudes or practices relating to sex. Prior to administering such a research and evaluation instrument, parents/guardians shall be provided written notice of the administration. Parents/guardians shall be given an opportunity to review the research instrument and to request in writing that their child not participate. *(E.C. 35291)*

State Testing Information

- **Smarter Balanced Assessment Consortium (SBAC) –** The Smarter Balanced Assessment Consortium is a multistate consortium working collaboratively to develop a student assessment system aligned with a common core of academic content standards for English language arts/literacy and mathematics. As a Smarter Balanced governing state, California is a decision–making member. Smarter Balanced assessments are designed to measure student progress toward college and career readiness.

  For more information about these tests, including when tests are taken, visit the California Department of Education website at http://www.cde.ca.gov/

  Common Core State Standards – Educational standards describe what students should know and be able to do in each subject in each grade. In California, the State Board of Education decided on the standards for all students, from kindergarten through high school.

  Since 2010, 45 states have adopted the same standards for English and math. These standards are called the Common Core State Standards (CCSS). Having the same standards helps all students get a good education, even if they change school or move to a different state. Teachers, parents and education experts designed the standards to prepare students for success in college and the workplace. The California Department of Education helps schools make sure that all students are meeting the standards.

  Teachers, parents and education officials can use the results to identify strengths and weaknesses in order to improve student learning. Students and their parents can compare individual academic abilities against grade–level requirements and the results of other students in that grade.

- **Physical Fitness Testing (PFT) –** The State Board of Education (SBE) designated the *FITNESSGRAM®* as the Physical Fitness Test (PFT) for students in California public schools. The *FITNESSGRAM®* is a comprehensive, health–related physical fitness battery developed by The Cooper Institute. The primary goal of the *FITNESSGRAM®* is to assist students in establishing lifetime habits of regular physical activity. Public school students in grades five, seven, and nine are required to take the PFT, whether or not they are enrolled in a physical education class or participate in a block schedule. These students include those enrolled in elementary, high, and unified school districts, county offices of education, and charter schools. School districts should also test all students in alternate programs, including, but not limited to, continuation schools, independent study, community day schools, county community schools, and nonpublic schools. Students who are physically unable to take the entire test battery are to be given as much of the test as conditions permit. *(E.C. Section 60800 and the California Code of Regulations, Title 5, Section 1041).*

  The PFT provides information that can be used by:
  1. Students to assess and plan personal fitness programs
  2. Teachers to design the curriculum for physical education programs; and
  3. Parents and guardians to understand their children's fitness levels. This program also provides results that are used to monitor changes in the physical fitness of California students. By law *(E.C. Section 60800),* all school districts in California are required to administer the PFT annually to all students in grades five, seven, and nine.

Surveys – Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age–appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing. *(E.C. 51513, E.C. 51938, AR 5022)*

Williams Uniform Complaint Procedure – The district has established procedures to resolve complaints involving facilities, teacher vacancy or mis–assignment. Issues involving instructional materials include no standards–aligned textbooks, unavailability of textbooks due to inadequate supply (for both home and school), and poor or unusable condition. Teacher vacancies include a single designated certificated employee not being assigned at the beginning of the year or semester; a teacher who lacks appropriate credentials; and a mis–assignment is the placement of a certificated employee in a position without the legally recognized certificate or credential. Finally, all school facilities must be clean, safe and in good repair. If you feel the district is not adequately meeting these requirements, you have the right to file a complaint with the principal at your child's school. Notices to this effect are posted in each classroom. *(E.C. 35186)*

MISCELLANEOUS

Bicycle Helmet Law – No person under 18 years of age shall operate, or ride as a passenger, on a bicycle, non–motorized scooter, or a skateboard unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards. *(V.C. 21212)*

Child Abuse and Neglect Reporting – All employees of the Silver Valley Unified School District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is a reasonable suspicion abuse or neglect has occurred. District employees may not investigate to confirm a suspicion. All complaints must be files through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency (i.e. Policy or Sheriff's Department, County Probation Department, or County Welfare Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies. Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify the District of an incident by contacting Senior Director of Student Services. Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self–defense;
3. To obtain possession of weapons or other dangerous objects within control of a student;
4. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

Child Abuse Complaint Guidelines – Requires State Department of Education to adopt guidelines to be disseminated to parents or guardians describing procedures to follow in filing a complaint of child abuse against a school employee. *(E.C. 33308.1)*

Custody Issues – Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters.

The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

Disruption in a Public School or Public School Meeting – Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor and shall be punished by a fine not exceeding five hundred dollars ($500), by imprisonment of not more than six months, or both. *(P.C. 626.8)*

Investing for Future Education – Silver Valley Unified School District advises parents or guardians of the importance of investing for future college or university education for their children and to consider appropriate investment options including, but not limited to, United States savings bonds. *(E.C. 48980d)*

Megan's Law, Release of Sex Offender Information –The Department of Justice provides information about registered sex offenders in California and can be found on their website, http://meganslaw.ca.gov/. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California. *(P.C. 290.4)*

Nondiscrimination – The Silver Valley Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual or perceived race or ethnicity, color, ancestry, nationality, national origin, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression or genetic information; or any characteristics; or association with a person or group with one or more of these actual or perceived characteristics identified in E.C. 200 or 220, Gov.

Code 1135, or Penal Code 42255. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact the Deputy Superintendent. *(E.C. 200, BP/AR 1312.3)*

Safe Place to Learn Act – The School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's antidiscrimination, anti–harassment, anti–intimidation, and anti–bullying policies, please contact the Assistant Superintendent of Educational Services and Human Resources. *(E.C. 234 and 234.1)*

School Bus Passenger Safety – Upon registration, parents or guardians of pupils not previously transported in a school bus, shall receive written information on school bus safety. This applies to kindergarten and grades 1 to 12. *(E.C. 39831.5)*

School Safety Plan – Each Silver Valley School District school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school. Each school shall report on the status of its school safety plan, including a description of its key elements in the annual School Accountability Report Card (SARC). As part of our program to promote safety and deter the presence of weapons, the district uses random metal detector scans. Anyone may be scanned by metal detectors for guns, knives, or other illegal weapons when on campus or attending athletic or extracurricular events. *(E.C. 32280, 35294.6; Administrative Regulation No. 5145.12)*

Tobacco–Free Schools – The Governing Board recognizes the health hazards associated with the use of tobacco products, including the breathing of second–hand smoke, and desires to provide a healthy environment for students and staff. The use of tobacco products is prohibited at all times on district grounds. This prohibition applies to all employees, students, visitors and other persons at any activity or athletic event on property owned, leased or rented by or from the district. *(B.P. 3513.3)*

Vehicle Searches – Schools are authorized to search all vehicles on school property without cause so long as warnings that such searches may take place are posted and visible. *(V.C. 21113)*

Visitors to School Campus – Requires district to post at every entrance to each school and school grounds a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, and the route to take to that location. *(P.C. 627.6)*

SPECIAL EDUCATION

Assessment/ Due Process – The process of assessing students to receive special education services begins with our Student Study Team (SST) meetings. Students may require intervention accommodations in the regular classroom setting to help them achieve. The goal is to provide support in the regular education class where students learn best. However, sometimes students may need more intense interventions. The SST team will make the referral to the District School Psychologists and an Assessment Plan will be sent home for the parent to sign and return in order to begin. Parents will be notified that upon completion of the assessment for special education, an individualized educational plan team meeting will be held. It should be noted that your involvement is necessary and will be actively sought by the district. Decisions that affect your child's educational services or supports will not be made without your consent. The purpose of the meeting will be to discuss the assessment, the educational recommendations and the documentation of determination of eligibility. If the parent disagrees with an assessment obtained by the public agency, the parent has the right to obtain, at public expense, an independent educational assessment of the pupil from qualified specialists as defined by regulations of the board. However, the public education agency may initiate a fair hearing which may result in the parents having to pay for such an assessment. Parents, disabled students and the public education agency all have due process rights when there is a proposal to change, refusal to change or refusal to consent to an assessment by either parties. All parties concerned have a right to a mediation conference. The pupil has the right to be present if the parents' desire or if the student has already reached the age of 18. The parents or guardians may request the hearing to be open to the public. *(E.D. 56329, 56301, 56308)*

Child Find – It is the policy of the Desert Mountain SELPA that all students with disabilities, birth through 21, be actively sought identified, assessed and served appropriately, including children with disabilities who are homeless or wards of the state. Contact your local school to get help when an "exceptional need" is suspected. *(E.C. 56300-563030)*

IDEA (Individuals with Disabilities in Education Act) – Every individual identified through assessment to have a disability who is eligible to receive Special Education instruction and/or related services shall receive such education or services in the least restrictive environment, at no cost to the parents or student. No pupil may be required to participate in any special class or program unless the parent is first apprised of the facts which make participation in the special program necessary or desirable and parent consents in writing to the placement and services offered in the individual educational plan. Once a student is identified and placed on an IEP, meetings will be held at minimum once per year. This meeting is called an annual IEP. At the annual IEP supports, services and goals will be discussed and updated. Once every three years a triennial meeting is held. At this meeting a new assessment will be conducted and reviewed and ongoing qualification for services will be discussed as well as students ongoing supports and services. *(E. C.56040, 56301, 56346, 56506)*

Identification and Education Under Section 504 – Individuals with physical or mental impairments that substantially limits one or more major life activities are eligible to receive services and aids designed to meet their needs and access their education to the extent the needs of non-disabled students are met. The district has designated a person who is responsible for implementing requirements of Section 504 plans and establishing screening and evaluation procedures to use when a pupil is suspected of having a disability that limits their ability to attend or function at school. The district is required to notify eligible pupils and their parents of the school's duty under Section 504 plans and to provide parent notice of procedural safeguards as specified. The designated district person responsible for this program is the Special Education Coordinator. *(29 USC 794, 34 CFR 104.32)*

Note – It should be noted that both IEPs (Individualized Educational Plans) and 504 plans are covered under Federal law and are legal documents. Should you move out of our district, your student's IEPs and 504 plans will go with them. If you have questions or concerns about the implementation of your student's IEP or 504 plan, or if you wish to discuss your student's IEP or 504 plan with school personnel, you are entitled to request an IEP or 504 plan meeting at any time. If you have questions about your legal rights and procedural safeguards, you are welcome to contact your school's principal or the District's Special Education Coordinator for more information.

STUDENT RECORDS

Definitions – Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records.

Attendance includes, but is not limited to, attendance in person or by paper correspondence, video conference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program.

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of the employee's duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record.

Student records do not include:

1. Directory information
2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee
3. Records of the law enforcement unit of the district, subject to 34 CFR 99.8
4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student
5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive.

Mandatory interim student records are those records which the schools are directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive.

Permitted student records are those records having clear importance only to the current educational process of the student.

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic.
Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record.

Personally identifiable information includes, but is not limited to:

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age.

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent.

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose official duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require access to information contained in student records.

School officials and employees are officials or employees, including teachers, whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require access to student records.

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced by the district. Contractor or consultant shall not include a volunteer or other party.

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons.

County placing agency means the county social service department or county probation department.

Persons Granted Absolute Access – In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent
2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to the student's records and grant consent for the release of records
3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law

Access for Limited Purpose/Legitimate Educational Interest – The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a dependent child as defined under 26 USC 152
2. Students who are age 16 or older or who have completed the 10th grade
3. School officials and employees, consistent with the definition provided in the section "Definitions" above
4. Members of a school attendance review board (SARB) appointed pursuant to Education Code 48321 who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student
5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer
   Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at the last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record.
6. The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when required, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA.

No later than January 1 each year, the Superintendent or designee shall notify each student in grade 11, and the student's parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission by October 1 unless the student opts out within a period of time specified in the notice, which shall not be less than 30 days.
Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number.

7. Federal, state, and local officials, as needed for an audit or evaluation of, or compliance with, a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35
8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above
9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena
   Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order.
10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition
11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws
12. Any probation officer, district attorney, or counsel of record for a student who is a minor for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701
    When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law.
13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681
    In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours.
14. A foster family agency with jurisdiction over a currently enrolled or former student; short-term residential treatment program staff responsible for the education or case management of a student; or a caregiver who has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined
    Such individuals shall have access to the student's current or most recent records of grades, transcripts, attendance, discipline, online communication on platforms established by schools for students and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the district
15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a
16. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school
17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility in accordance with state or tribal law for the care and protection of a student, provided that the individual is authorized by the agency or organization to receive the records and the information requested is directly related to providing assistance to address the student's educational needs
18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245
    When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above.
19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals
    In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district in California or any other state or to a California private school.

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act.

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released.

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made.

Discretionary Access – At the discretion of the Superintendent or designee, information may be released from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake
   When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made.
   Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.
2. Accrediting associations in order to carry out their accrediting functions
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that:
   a. The study is conducted in a manner that does not permit personal identification of students or parents/guardians by individuals other than representatives of the organization who have legitimate interests in the information.
   b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
   c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34
5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made
6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract with the district, excluding volunteers or other parties
7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or the student's parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid
8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the limits set by 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.
Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act.

De-identification of Records – When authorized by law for any program audit, educational research, or other purpose, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to

releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information.

Process for Providing Access to Records – Student records shall be maintained in a central file at the school attended by the student or, when records are maintained at different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians and adult students shall be notified of the location of student records if not centrally located.

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons.

The custodian of records shall develop reasonable methods, including physical, technological, and administrative policy controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests.

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When required by law, a student's parent/guardian or an adult student shall provide written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian or adult student, the district shall provide a copy of the records disclosed.

If the parent/guardian or adult student refuses to provide written consent for the release of student information, the Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.

Within five business days following the date of request, the authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours.

Qualified certificated personnel shall be available to interpret records when requested.

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection.

Access Log – A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate educational interest of the requester.

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection.

The custodian of records shall also make an entry in the log regarding any request for record(s) that was denied and the reason for the denial.

The log shall include requests for access to records by:

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest
6. Law enforcement personnel seeking to enforce immigration laws

The log shall be open to inspection only by the parent/guardian, adult student, dependent adult student, custodian of records, and certain state or federal officials specified in Education Code 49064.

Duplication of Student Records

To provide copies of any student record, the district may charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record.

Changes to Student Records – Only a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record.

No additions or change shall be made to a student's record after high school graduation or permanent departure, other than routine updating, unless required by law or with prior consent of the parent/guardian or adult student. When a former student submits a state-issued driver's license, birth certificate, passport, social security card, court order, or other government-issued documentation demonstrating that the former student's legal name and/or gender has changed, the district shall update the former student's records to reflect the updated legal name and/or gender. Upon request by the former student, the district shall reissue any documents conferred upon the former student, including, but not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents. The district is not required to modify records that the former student has not requested for modification or reissuance.

If the former student's name or gender is changed and the requested records are reissued, a new document shall be added to the former student's file that includes all of the following information:

1. The date of the request
2. The date the requested records were reissued to the former student
3. A list of the records that were requested by and reissued to the former student
4. The type of documentation, if any, provided by the former student to demonstrate a legal change to the student's name and/or gender
5. The name of the employee who completed the request
6. The current and former names and/or genders of the student

Any former student who submits a request to change the legal name or gender on the student's records but is unable to provide any government-issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code 49070 and AR 5125.3 - Challenging Student Records.

Retention and Destruction of Student Records – j All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data.

The following mandatory permanent student records shall be kept indefinitely:

1. Legal name of student
2. Date and place of birth and method of verifying birth date
3. Sex of student
4. Name and address of parent/guardian of minor student
    a. Address of minor student if different from the above
    b. Annual verification of parent/guardian's name and address and student's residence
5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given towards graduation
7. Verification of or exemption from required immunizations
8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include:

1. Expulsion orders and the causes therefor
2. A log identifying persons or organizations who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry
4. Information on participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge
5. Language training records
6. Progress slips/notices required by Education Code 49066 and 49067
7. Parental restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or prohibition of student participation in specific programs
10. Results of standardized tests administered within the past three years
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program and their usefulness ceases, including:

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data
4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction.

Transfer of Student Records – When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of rights regarding student records, including a parent/guardian's right to review, challenge, and receive a copy of student records.

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in the student's suspension or expulsion.

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school.

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days.

All student records shall be updated before they are transferred.

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian.

If the district is withholding grades, diploma, or transcripts from the student because of damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

Notification of Parents/Guardians – Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices in that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with disabilities.

The notice shall include:

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school
12. Any other rights and requirements set forth in Education Code 49060-49085, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g
13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

In addition, the annual parental notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released without parental consent or a court order.

TECHNOLOGY

Board Policy 6163.4 – STUDENT USE OF TECHNOLOGY – The Governing Board intends that technological resources provided by the district be used in a safe, and responsible manner in support of the instructional

program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this Board policy and the district's Student Use of Technology Agreement.
District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (Wi–Fi), the Internet, email, USB drives, wireless access points (routers), table computers, smartphones and smart devices, telephones, cellular telephone, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district–owned or personally owned equipment or devices.

Before a student is authorized to use the district's technology, the student and his/her parent/guardian shall sign and return the Acceptable Use of Technology Agreement. In that agreement, the parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures, or user mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred.

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology.

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies and this Acceptable Use of Technology Agreement. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with E. C. 49073.6 and BP/AR 5125 – Student Records.

Whenever a student is found to have violated Board policy or the district's Student Acceptable Use of Technology Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

Internet Safety – The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced.

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors.

The district's Student Acceptable Use of Technology Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs;
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so–called "hacking";

3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member or other person with the intent to threaten, intimidate, harass, or ridicule that person.

The Superintendent or designee shall provide age–appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Administrative Regulations 6163.4 – STUDENT USE OF TECHNOLOGY – The Silver Valley Unified School District intends that technological resources provided by the SVUSD Technology Services Department be used in a responsible and proper manner in support of the instructional program and for the advancement of all K–12 student learning.

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. All parent/guardians of K–12 students and all SVUSD employees shall receive a copy of this administrative regulation, the accompanying Board policy, and the district's Responsible User Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers, administrators, and/or library media specialists shall prescreen technological resources and online sites that will be used for instructional purposes to ensure that they are appropriate for the intended purpose and the age of the students.

The District Educational Technology Department is available as a resource for school sites. The principal or designee(s) agrees to include the Educational Technology Department in their site's technology needs and plans.

On–Line/Internet Services: User Obligations and Responsibilities – Students are authorized to use district equipment to access the Internet or other on–line services in accordance with Board policy and Administrative Regulations, and the district's Acceptable Use Agreement. Students further agree to follow the below guidelines and policies when conducting any school–related electronic communication, including, but not limited to, texts, emails and communications on third–party platforms, such a Google Docs, Google Classroom, Edmodo, and social media sites.

1. The student using the district's equipment and accessing the Internet via SVUSD circuits is responsible for the proper use of that equipment and access at all times. Students shall keep personal data, including passwords and user names, home addresses and telephone numbers private.
2. Students shall use the district's system safely and responsibly for educational purposes. This includes appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response, even while transmitting electronic information off–site.
3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

   Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. *(Penal Code 313)*
4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.

   Personal information includes the student's name, address, telephone number, Social Security number, or other individually personally identifiable information.
5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy, or administrative regulations.
6. Students shall not use the school site's electronic, computer, network, or any other district owned devices for commercial or other for–profit activities.
7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.

9. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other Internet user, inside or outside the district, including so–called "hacking."
10. They shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.
11. Students shall report any security problem or misuse of the services to the teacher or principal.
12. Students shall be provided access to the school site's systems and resources as instruction necessitates, per the requirements of the E. C.

The district reserves the right to monitor use of the district's systems for improper use without advance notice or consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the district for the purpose of ensuring proper use.

Whenever a student is found to have violated Board policy, administrative regulation, or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

Electronic Signaling Device/Cell Phones – Students may be permitted to have in their possession a cellular phone or other personal electronic devices in school, on school property, at after–school activities, and at school related functions. However, cellular phones or other personal electronic devices are only permitted to be used at the discretion of the teacher and/or Administrator for instructional purposes. If a disruption occurs or a student uses any cellular phone or personal electronic device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If a school employee finds it necessary to confiscate a device, he/she shall return it at the end of the class period or school day.

A student who violates this policy may be prohibited from possessing a cellular phone or personal electronic device at school or school–related events and/or may be subject to discipline in accordance with Board policy and administrative regulation.

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 purposes related to the student's health. *(B.P. 5131, E.C. 48901.5)*

Electronic Listening or Recording Device – The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action. *(E.C. 51512)*

Internet Access – The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem–solving abilities. Every effort shall be made to provide equal access to technology throughout the district's schools and classes. The Board intends that the internet and other on–line resources provided by the district be used to support the instructional program and further student learning.

The Superintendent or designee shall establish administrative regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the internet which may be obscene or pornographic and preclude other misuses of the system. In addition, these regulations shall establish the fact that users have no expectation of privacy and that district staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate.

Because the internet contains an unregulated collection of resources, the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, before using the district's on–line resources, each student and his/her parent/guardian shall sign and return a Responsible User Agreement. This agreement shall specify user obligations and responsibilities and shall indemnify the district for any damages. The parent/guardian shall agree to not hold the district responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes or negligence or any costs incurred by users. *(E.C. 51870.5, B.P. 6163.4)*

Internet Safety – The Silver Valley Unified School District prides itself on providing a safe learning environment for its students. An emerging national concern is the inappropriate use of the Internet by students. This problem has the potential to be harmful, and we ask your support in assisting us with this challenge.

Across the nation, schools have seen an increase in negative student behavior as a result of messages written using electronic technology, "texting" and posting to popular social networking Web sites have become the norm. Many sites contain instant messaging components that allow students to chat and share pictures with other people and encourage posting of statements that ordinarily would not be said in a face–to–face conversation.

The popularity and access to these "social" websites are wide–spread. Even though there are age limits imposed on such sites, it is well known that kids have "ways" around them and children, as young as eight or younger, have access to these kinds of websites. SVUSD encourages you, as parents, to be more involved in your child's internet activities and to encourage conversations with your child about internet usage.

The Internet is used by many different people, for good and bad. Just as in real life, it is advised to be weary of strangers and people you do not know. Child predators, "cyber bullies," and con artists are just some of the dangers that can be encountered while using the Internet. Some students use the Internet to participate in online bullying or to threaten harm to other students. This so–called "cyber bullying," occurs with children of all ages. Students who are bullied online sometimes do not report these occurrences for fear that they will be barred from using the Internet or other reasons.

Outside of our schools, there have been instances of adults posing as youths and gaining access to youth chat rooms. In some cases, these contacts have led to tragedy. Some unsuspecting children post enough personal information that predators are able to locate students' home or school addresses, thereby becoming easy targets for predators.

The Silver Valley Unified School District has blocked the use of these social networking and web sites from our school computers. We will continue to block objectionable material as we deem appropriate. Parents should be aware of what their children are writing on the Internet and what others are posting in reply. The websites are public domain, and anything posted there can be seen by anyone who has Internet access.

We encourage you to talk with your son or daughter about the potential danger of the Internet. Ask if they have an account with Facebook, Twitter, or similar web sites. If your child is using such a site with your permission, you may want to review his or her profile to ensure that no personal and identifiable information has been posted.

We also encourage you to establish rules and guidelines to ensure the safety of your child while on the Internet. Some Web sites offer parental or family guidance for Internet safety; for example, SafeKids.com, located online at http://www.safekids.com, and the National Children's Advocacy Center; www.nationalcac.org.

The Silver Valley Unified School District will continue to provide Internet security within our schools. It is important that parents also monitor Internet use at home. Thank you for your support and cooperation in keeping our students safe.

Responsible User Agreement

General Principles

- Current technologies and information resources offer access to computers and people throughout the world. Potentially, they can provide students and staff with access to electronic mail, libraries, information and news from a variety of sources, software of all types, and discussion groups on a wide variety of topics.
- Along with the tremendous potential value of these services, there also are serious concerns about them due to the open, free–form nature of the Internet and many of the on–line services where inappropriate language, attitudes and behavioral expressions may be openly stated.
- The following provisions specify the expectations for all students, staff members, and authorized volunteers using computing and telecommunications resources of the Silver Valley Unified School District.
- This document constitutes a user agreement for use of all district electronic information sources; it delineates acceptable use of those resources.

Electronic Information Resources User Agreement – The district provides electronic tools and information services for students, staff members and authorized volunteers who qualify as a result of participation in an orientation and/or training course. The goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication. The district makes every effort to protect students, staff and volunteers from any misuses or abuses as a result of their experiences with an information service. However, users must act responsibly to make this occur. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information services and the district's electronic information resources.

Read this document carefully. Your signatures (and those of your parent/guardian if you are under 18 years of age) are required before you will be allowed to access any electronic services using district resources.

If any user violates the following provisions, access to the use of electronic information resources may be denied and you may be subject to disciplinary and/or legal action.

Terms and Conditions of Access

Personal Responsibility – As a user of the district's electronic information resources, I accept personal

responsibility for my use of the district's electronic information resources. I also accept responsibility for reporting any misuse of those electronic information resources to the site administrator. Misuse is commonly viewed as any activity, which is harmful to the equipment, or message(s) sent or received that indicate of suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below. If there is any question whether the transmission or receipt of electronic information could be considered "misuse" it is the responsibility of the user to first consult the site administrator(s). The determination by the district administrator(s) in such a case will be conclusive. I understand that all the rules of conduct described in this document apply when I am using any district electronic information sources. It is my responsibility to abide by them.

Acceptable Use – I am personally responsible for the following provisions at all times when using district equipment.

- The use of other organization's or company's networks or computing resources must comply with rules appropriate to that network as well as the guidelines of the district.
- Transmission of any material in violation of any local, state or federal law or any organizations or company's rules and/or procedures is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- The use of district electronic information resources for commercial activities, to produce advertisements, or political lobbying is prohibited.
- Users should never allow others to use their account or password, nor should they use another person's account or password.
- I am aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws or the provisions of organizations or companies and that I can be prosecuted for violating those laws.
- 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 are limited to health–related purposes.

Students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers, beepers, and cellular/digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, personal digital assistants (PDA's), compact disc players, portable game consoles, cameras, digital scanners, and laptop computers, provided such are not used for illegal or unethical activities such as cheating on assignments or tests.

Possession of Cellular Phones and Other Electronic Signaling Devices – No persons 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 are limited to health–related purposes.

Persons may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers, beepers, and cellular/digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, personal digital assistants (PDA's), compact disc players, portable game consoles, cameras, digital scanners, and laptop computers, provided such are not used for illegal or unethical activities such as cheating on assignments or tests.

Permitted devices shall:

- Be turned off during class time and at any other time directed by a district employee
- Not disrupt the educational program or school activity

If a disruption occurs, or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If a school employee finds it necessary to confiscate a device, he/she may either return it at the end of the class period or school day or keep it until the principal or designee has consulted with the student's parent/guardian. In accordance with the Board's policy and administrative regulation on search and seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures. A student who violates this policy may be prohibited from possessing a mobile communications device at school or school–related events and/or may be subject to discipline in accordance with Board policy and administrative regulation. Neither the school nor the District shall be held responsible for lost or stolen electronic devices.

Privileges – The use of electronic information resources and information systems is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges. The site administrator and/or District Technology Committee will determine what is appropriate use and that determination shall be conclusive. The system administrators will close an account at any time deemed necessary. The administration, staff, or faculty of the district may request that the administrators deny, revoke, or suspend specific user accounts. The administration, staff, or faculty of the district may request that access privileges to district electronic information resources be denied, revoked, or suspended for specific users.

Network Etiquette and Confidential Information – Users are expected to abide by the generally accepted rules of etiquette. These rules include, but are not limited to, the following:

- BE POLITE. Never send, or encourage others to send, abusive messages.

- USE APPROPRIATE LANGUAGE. Remember that you are a representative of the school district on a non–private, shared system. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden. The site administrator and/or District Technology Committee will be the sole judges of the presence of vulgarity or obscenity.
- CONFIDENTIAL INFORMATION. Respect the privacy of all individuals. Never reveal your home address or personal phone number or the address or phone number of anyone else. Use school addresses and phone numbers, if they must be provided.
- ELECTRONIC MAIL. Electronic mail (e–mail) is not private. The system operator of any district system (or any system you connect with) has access to all e–mail. Sending or receiving unauthorized encrypted or encoded messages is strictly forbidden. Messages relating to or in support of illegal activities are not permitted.
- DISRUPTIONS. Do not use district electronic information resources in any way that would disrupt use by others.
- OTHER CONSIDERATIONS: If you have any questions about whether an action meets the rules of etiquette or privacy, it is your responsibility to first consult the site administrators. Usage of district resource is not private. Any usage of district resources can be monitored and recorded any may be used as evidence for disciplinary or legal action.

Services – The district makes no warranties of any kind, whether expressed or implied, for any access to electronic information resources or the services they are providing. The district will not be responsible for any damages suffered while using those systems. These damages include loss of data as a result of equipment failure, delays, non–deliveries, mis–deliveries, or service interruptions caused by the systems, your errors or omissions. Use of any information obtained via electronic information resources is at your own risk. The district specifically disclaims any responsibility for the accuracy of information obtained through any electronic information resources.

Security – If you identify a security problem with any district electronic information resources, notify an administrator or a responsible staff member at once. Never demonstrate the problem to any other user. Never use another individual's access account. All use of the district's electronic information resources must be under your own account. Any user identified as a security risk will be denied access to the information system.

Vandalism – Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agency or network which is connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and possible legal action.

Updating – The district electronic information resource's staff may periodically require new registration and account information from you to continue the service. You must notify the district system administrator of any changes in your account information.

STUDENT TRANSPORTATION (FIRST STUDENT)

Introduction – The Silver Valley Unified School District would like to offer the following guidelines for your children, concerning transportation. The following is presented as a help to students, parents, chaperones, coaches, and teachers. Riding the bus is a privilege, there is no state law requiring the District to provide transportation for any student. Our School Board has determined that bus service will be provided. Therefore, in an effort to protect and ensure our children's safety, we need informed cooperation concerning rules and regulations.

General Rules of Conduct – Rules of conduct have been established to aid in the safe and efficient transportation of students. Because it is impossible to develop a set of rules that are all inclusive, breaches of good discipline may occur which are not specifically covered here.
Students are expected to conform to classroom standards of behavior. Instructions of the driver must be followed. The bus driver will be responsible for the discipline of inappropriate student behavior at the bus stop from the time the Driver can identify the student.

Daily Procedures – Students will be picked up at designated stops only. Riders must be at their stops five (5) minutes before bus arrival time. Orderly conduct is required at all stops; this is the parent's responsibility until the student has boarded the bus. Children need to be on the correct side of the road for morning pick–ups as well as out of cars, house etc.

Students will be dropped off at their regular bus stop unless the driver is given prior notice by parent, guardian or proper school authorities. Students must have a note to board or depart at a stop other than their own.

There are great distances and sparsely involved in our busing area. To ensure the safety of kindergarten bus riders, parents are required to pick up their child at the bus stop. Kindergarten riders not met at the bus stops will be returned to their school, after all students are delivered, to await parent pick up.

During the first week of school, younger children (K–3) need name and address tags (please no P.O. Box numbers). Morning bus stops also indicated would aid teachers, principals and drivers to get the children on the right bus

home. Clearly marked numbers on mail boxes or homes would also be very helpful in delivering children to correct bus stops.

Walking to and from School Bus Stops – Help your child to leave home early enough to arrive at the bus stop five minutes prior to scheduled bus arrival time.

Beginning at home, plan your time so you can leave home at the same time every day and get to the bus stop on then proper side of the roadway with 5 minutes to spare without hurrying. When your child rushes to catch the bus, he or she may be careless when crossing the street or when approaching the bus.

Whenever you cross any street going to and from home, to and from the school bus, remember to *STOP, LOOK, and LISTEN* left, right and left again before crossing. DRIVER MUST CROSS STUDENTS. Form lines facing the direction from which the bus will approach the bus stop.

Wait back at least ten (12) feet from the edge of the roadway until the bus has come to a complete stop and the front door has opened.

Be considerate of property near loading areas. Vandalism may result in 5 of bus riding privileges. Wait for your school bus in a safe place. Playing around the bus stop is not safe. You could be hurt.

Do not wear spikes or cleats. Animals, insects, and large objects are not allowed on the bus.

Loading/Unloading Red Light Crossover (All Students) – The following requirements shall apply at school bus stops made to receive or discharge pupils. Students need to be on the same side of the road as the bus stop prior to the arrival of the bus. However, if a student is not on the same side of the bus stop at the time a bus is coming or has already arrived the driver, using a hand–held stop sign must escort him across the street, and the flashing red crossover lights must be activated. The exception would be where there is a traffic controlled signal or on a multi–lane roadway. To ascertain a safe procedure for escorting students:

1. On approach to a school bus stop where pupils are loading or unloading from a school bus, the driver of the school bus shall activate an approved flashing amber light warning system, if the bus is so equipped, beginning 200 feet before the bus stop. The driver shall operate the flashing red signal lights and stop signal arm, as required on the school bus, at all times when the school bus is stopped for the purpose of loading or unloading pupils. The flashing red signal lights, amber warning lights, and stop signal arm system shall not be operated at any place where a traffic officer controls traffic.
2. Have students prepared to either wait across the street for direction or line up inside the bus before boarding or departing the bus.
3. The driver will be the first person off the bus, checking that it is safe to load/unload.
4. Once the red light system is activated, the driver must be sure that it is safe for the pupils to cross the roadway. Students shall not cross until directed to do so with driver.
5. The student should stop and look in both directions, making sure the roadway is still clear and it is safe to cross.
6. All students must cross in front of the bus, between the bus and the driver.
7. Students must stay out of the danger zones (see diagram at Appendix A). Riders also have a responsibility to make the ride and loading/unloading procedures safe.

Rules of Conduct

A. General

1. Follow directions.
2. Stay in your seat while the bus is in motion.
3. Keep all body parts inside the bus.
4. Cursing, swearing or loud talking is not allowed.
5. No eating, drinking, chewing gum.
6. No littering.
7. No tampering with bus controls, emergency exits or bus equipment.
8. Fighting, horseplay, hitting, pinching or teasing is prohibited.
9. Spitting or throwing objects inside the bus or from open windows is prohibited.
10. Smoking, matches, lighters, and weapons are prohibited on buses.
11. Students must get off at their designated bus stop and must cross the street in the proper manner.
12. Intimidating or threatening the bus driver or other students is prohibited.
13. Endangerment of passengers or safe travel is prohibited.
14. A teacher or coach must accompany Extracurricular or activity trips.
15. Remain quiet at railroad crossings.

B. Loading/Unloading

When you arrive at your school or school bus stop, follow these rules:

1. Stay seated until the bus comes to a full stop. The driver will tell you when to go. Remember to pick up all your items.
2. Let those closest to the front of the bus off first.
3. Line up on the way out of the bus. Always use the front door unless the driver says otherwise.

4. Always use the handrail going up or down the steps. Be especially attentive to drawstrings and other items that may catch while exiting the bus. Protect yourself from slips and trips.
5. Watch your step! Do not jump off the bus.
6. Move away from the bus door quickly. Stay clear of the wheels. Do not go after anything that rolls or falls under or in front of the bus. Wait until the driver can assist you.
7. Never reach back into the bus through the windows.
8. Observe safety procedures and be alert for traffic after leaving the school bus.
9. Go directly home after getting off the bus. Do not talk to strangers and do not accept rides from strangers.

Student Discipline Procedure – Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the school bus***. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.*** District's refusal to provide transportation under these conditions does not excuse parents from their responsibility, by law, of having their children in school each day.

California Administrative Code states in part, "Pupils transported in a school bus shall be under the authority of and directly responsible to the driver of the bus". *(CAC 14263)*

Failure to follow school bus rules shall result in the following:

- 1st Incident – Verbal correction with written notice
- 2nd Incident – Verbal correction with written notice
- 3rd Incident – Verbal correction with written notice and parental notification
- 4th Incident – Written notice with 3 day suspension
- 5th Incident – Written notice with 5 day suspension
- 6th Incident – Written notice with 7 day suspension
- 7th Incident – Written notice with 10 day suspension
- 8th Incident – Written notice with suspension pending
- 9th Incident – Recommendation to suspend for remainder of school year

A flagrant violation or behavior, which represents a threat to the safety of students or driver, may lead to immediate suspension and/or exclusion from all bus privileges.

Field Trips – Bus rules and safety regulations apply to chaperone, coaches, and teachers as well as to students. Prior to departure on a school activity trip, all students shall receive safety and evacuation instructions. Rules applicable to Home–to–School/School–Home transportation also apply to parents and students during Educational and Athletic field trips.

Bus Evacuation Procedures – Evacuation shall be held at least once a year. All pupils in pre–kindergarten, kindergarten, and grades 1 to 8 inclusive, who receive home–to–school transportation, shall receive safety instruction which includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, proper passenger conduct, bus evacuation, and location for emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through the emergency exit door.

A. Bus drivers will familiarize students with emergency procedures that include the following:
1. Students must follow driver's instruction
2. Location of emergency equipment and exits
3. Identification of placement monitors and their responsibilities
4. Seating patterns
5. Maintaining order
6. Departure of bus
7. Safety rules
8. Line leader responsibilities

B. Students' responsibility during emergency are:
1. Following driver's instruction
2. Being familiar with all emergency procedures
3. Practicing safe conduct
4. Staying calm and quiet
5. Demonstrating cooperative behavior

Visibility Restrictions – The Governing Board of a local education agency that provides for the transportation of pupils shall adopt procedures that limit the operation of school buses when atmospheric conditions reduce the

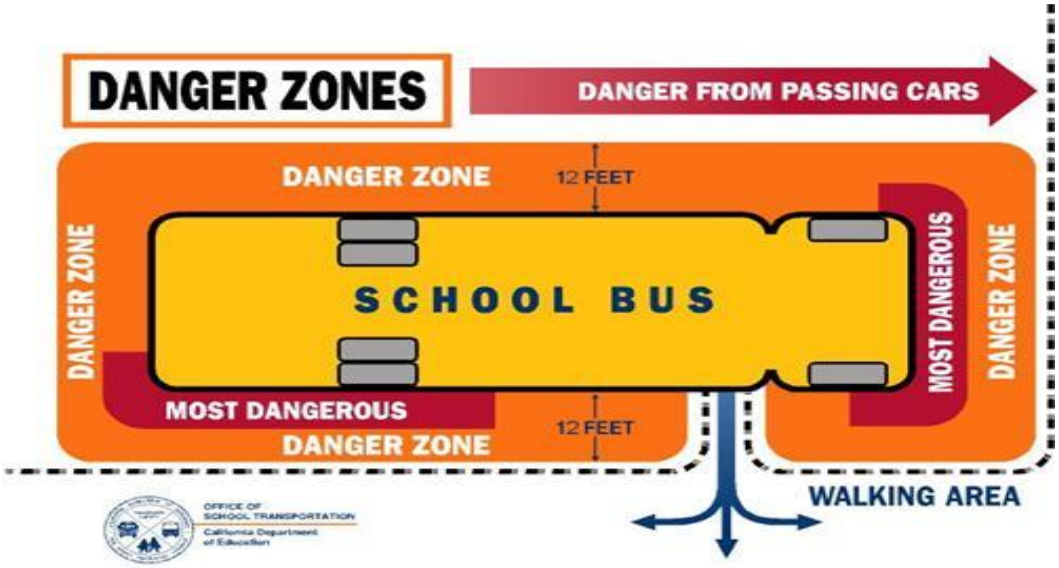
visibility on the roadway to 200 feet or less during regular home–to–school transportation services. Operational policies for school activity trips shall give bus drivers discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility. *(California Vehicle Code Section 34501.6*

Authority of District Boards – The Governing Board of any school district, county superintendent of schools, or equivalent private school entity or official, may adopt and enforce additional requirements governing the transportation of pupils. Such requirements shall not conflict with any law or state administrative regulation. The Governing board of a school district may require school bus drivers to escort high school pupils across the highway.

The Danger Zone is the space which extends 12 feet out from the bus in all directions. The school bus driver cannot see children in the zone, especially around the wheels. It is very dangerous to be in this area.
Why is it called the "Danger Zone"? – If the bus driver cannot see you, he may hit you. It has happened before to others who have been injured or killed. You must be very careful whenever you get on or off the bus.

Important rules for your child that must be followed for "Danger Zone" avoidance:
1. Do not cross between two or more parked buses.
2. Never try to get anything that is dropped around the bus. Tell the driver or a teacher.
3. Tell the bus driver if you have to cross the street after being dropped off. California has special laws for this.

****See Appendix A graphic**



Appendix A

Danger Zones – Observe and discuss with your child the school bus "Danger Zones". What is the Danger Zone?

Board Policy 6153 – School Sponsored Trips – The Governing Board recognizes that school–sponsored trips are an important component of a student's development and supplement and enrich the classroom learning experience. School–sponsored trips may be conducted in connection with the district's course of study or school–related social, educational, cultural, athletic, school band activities, or other extracurricular or co–curricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study.

Requests for school–sponsored trips involving out–of–state, out–of–country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other school–sponsored trips shall be approved in advance by the Principal and Superintendent or designee.

The principal shall establish a process for approving a staff member's request to conduct a school–sponsored trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need.

District funds shall not be used to pay student expenses for out–of–state or out–of–country field trips or excursions. However, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds.

Administrative Regulations 6153 – School Sponsored Trips

Supervision – Students on school–sponsored trips are under the jurisdiction of the district and shall be subject to district and school rules and regulations.

The Superintendent or designee shall ensure that adequate supervision is provided on all school–sponsored trips and that there is an appropriate ratio of adults to students present on the trip. The ratio of adults to students on school–sponsored trips shall be:

Grades K–03:	1 per 10 students
Grades 04–08:	1 per 15 students
Grades 09–12:	1 per 20 students

If the trip involves water activities, these ratios should be revised to ensure closer supervision of elementary grade students.

Parent/Guardian Permission – Before a student can participate in a school–sponsored trip, the teacher shall obtain parent/guardian permission for the trip. The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out–of–state field trips or excursions and all parent/guardians of students taking out–of–state field trips or excursions shall sign a statement waiving such claims.

Safety Issues

1. While conducting a trip, the teacher, employee or agent of the school shall have the school's first aid kit in his/her possession or immediately available.
2. Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition, a teacher, employee or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites, shall participate in the trip.
3. If the Superintendent or designee receives threat level warnings from the Homeland Security Advisory System pertaining to the destination of a school–sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff.
4. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the district as an additional insured, for not less than $500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.
5. Before trips of more than one day, the principal or designee may hold a meeting for staff, chaperones, parents/guardians and students to discuss safety and the importance of safety–related rules for the trip.

Trip Approval

1. Teachers planning a trip shall complete the Field Trip Information Request at least 45 days prior to the date desired. The request must be approved by the Superintendent prior to the trip. When trip is out of state or overnight, the form must be approved by the Governing Board prior to the trip. Hence, schedule of regularly scheduled Board meetings must be considered when processing a request.
2. To effectively plan trips, all known trips should be considered for approval at the beginning of the school year.
3. Mode of transportation must be specified on the Field Trip Information Request Form and appropriate offices contacted to make transportation requests:
    a. If a school bus is desired, a completed Field Trip Information Request Form is sufficient. Contact First Student to secure transportation in advance.
    b. If a district vehicle is desired, contact MOT at least 15 working days in advanced to obtain DMV clearance and secure transportation in advance. Further, completion of Vehicle Request Form is required for issuance of district vehicle. Completion of the Vehicle Request Form is in addition to the Field Trip Information Request Form. If a volunteer/chaperone requests to drive a district owned vehicle, the volunteer must be DOJ (Department of Justice clearance for criminal background) cleared through the Human Resources Department prior to the trip.
    c. If a privately owned vehicle is desired, contact the Business Department (see AR 3541.1, Transportation for School–Related Trips). Completion of a School Registration Form with Driver Instructions is required and shall be submitted to the Business Department prior to the trip.

Whenever practical, an alternate date should also be listed. The purpose of the trip and its relation to the course of study shall be stated in the request.

4. The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reasons.
5. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.
6. Principals shall approve no activities which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risks.

Obeying school transportation rules will keep buses safe for everyone.

UNIFORM COMPLAINT PROCEDURES

The District has established Uniform Complaint Procedures to resolve alleged acts of discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics, which apply to all state and federally funded programs. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with State and/or federal laws in adult education, consolidated categorical aid programs, migrant education, charging of student fees, for participation in educational activities in public schools, vocational education, child care and development programs, child nutrition programs and special education programs. A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the Superintendent who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal with 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a State or Federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact the Superintendent's Office for additional information or assistance.

Board Policy 1312.3 - Uniform Complaint Procedures – The Governing Board recognizes that the District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to the UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and to resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing adult education programs**,** After School Education and Safety programs, agricultural vocational education, American Indian education centers and early childhood education program assessments, bilingual education, peer assistance and review programs for teachers, career technical and technical education and training programs, child care and development programs, child nutrition programs, compensatory education, consolidated categorical aid programs, Economic Impact Aid, English learner programs, federal education programs in Title I-VII, migrant education, Regional Occupational Centers and Programs, school safety plans, special education programs, State Preschool Programs, Tobacco-Use Prevention Education programs, and any other district-implemented program which is listed in E. C. 64000(a).
2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; or any other characteristic identified in E. C. 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics
3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student
4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in education activities
5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan

6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements
7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, a former juvenile court school student, or a child of a military family as defined in E. C. 49701 who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements
8. Any complaint alleging district noncompliance with the requirements of E. C. 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions
9. Any complaint alleging district noncompliance with the physical education instructional minutes' requirement for students in elementary school
10. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
11. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is agreeable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and mis-assignments shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures.

Administrative Regulations 1312.3 - Uniform Complaint Procedures

Community Relations

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

Compliance Officers

The district designates the individual identified below as the employee responsible for coordinating the district's

response to complaints and for complying with state and federal civil rights laws. The individual also serves as the compliance officer specified in AR 5145.3–Nondiscrimination/Harassment as the responsible employee to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual shall receive and coordinate the investigation of complaints and shall ensure district compliance with law:

Assistant Superintendent, Administrative Services
35320 Daggett-Yermo Road
Yermo, CA 92398
760-254-2916 ext. 1182

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

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

Notifications – The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms.

The Superintendent or designee shall annually provide written notification of the district's UPC to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. The notification shall include information regarding the prohibition of discrimination, harassment, intimidation, and bullying; unlawful student fees; local control and accountability plan (LCAP) requirements; and requirements related to the educational rights of foster youth, homeless students, and former juvenile court school students to students, and children of military families.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal anti-discrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
    a. The district has the primarily responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
    b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
    c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
    d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.
   If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation confirms that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.
f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes and integral fundamental part of the district's educational program, including curricular and extracurricular activities.
g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students and other stakeholders in the development and/or review of the LCAP.
h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.
i. A foster youth, homeless student, or former juvenile court school student who transfers in to a district high school or between district high schools as applicable shall be notified of the district's responsibility to:
   (1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed
   (2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic nonsectarian school or agency
   (3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to E. C. 51225.1
j. The complainant has a right to appeal the district's decision to CDE by filing a written appeal within 15 calendar days of receiving the district decision.
   In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.
k. The appeal to CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
l. Copies of the district's UCP are available free of charge.

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to E. C. 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

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

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

District Responsibilities – All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

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

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

Filing of Complaints – The complaint shall be presented to the compliance officer who shall maintain a log of

complaints received, providing each with a code number and a date stamp.
All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to the UCP") may be filed by any individual, public agency, or organization.
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred.
3. A complaint alleging unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying), may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when he/she is not the complainant, requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation – Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.
Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying) the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

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

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

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

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

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the districts investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant.

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

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

Report of Findings – Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant, and respondent if there is one, a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint.

Final Written Decision – The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent.

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

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

For all complaints, the decision shall include:

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

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

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

a. The manner in which the misconduct affected one or more students' education
b. The type, frequency, and duration of the misconduct
c. The relationship between the alleged victim(s) and offender(s)
d. The number of persons engaged in the conduct and at whom the conduct was directed
e. The size of the school, location of the incidents, and context in which they occurred
f. Other incidents at the school involving different individuals

10. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education 49013 and 5 CCR 4600

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

a. The corrective actions imposed on the respondent
b. Individual remedies offered or provided to the complainant or another person who has the subject of the complaint, but this information should not be shared with the respondent.
c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

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

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

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

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

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

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

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

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

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

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

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is

found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education.

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint.

Appeals to the California Department of Education – Any complainant who is dissatisfied with the district's final written decision of a complaint regarding any specified federal or state educational program subject to the UCP may file an appeal in writing with CDE 15 calendar days of receiving the district's decision.

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint.

Upon notification by CDE that the complainant or respondent has appealed the district's decision, the Superintendent or designee shall forward the following documents to CDE:

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

VOLUNTEERS

Volunteers – The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our schools enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. By their presence in the classroom and on school grounds, volunteers may also enhance supervision of students and contribute to school safety.

Facilities project volunteers may work on short–term facility projects pursuant to Governing Board policy.

The District has the right to limit and/or eliminate the services of any parent volunteer.

All volunteers in the classroom, on the playground, on field trips or any other school related venture must be on the district–approved list located in the school office. All volunteers must have a volunteer application, fingerprint clearance and current tuberculosis clearance on file in the district office.

Volunteer Procedure – The Volunteer will obtain and fill out an application from the School office and attach a current TB test or a TB Risk and Assessment form, signed by their physician, which is no more than 4 years old. Volunteers can obtain the Risk and Assessment form from any school office. If the volunteer is planning to volunteer for more than one site, they must have the Principal sign from each site. Once we receive the completed application packet, we will call the volunteer and schedule an appointment for fingerprinting at the District Office. Volunteer fingerprinting is done at the expense of the district. We must have the complete application packet before we can schedule an appointment for fingerprints.

If an approved volunteer would like to continue to volunteer subsequent years, they need only fill out an application (as long as their TB or Risk Assessment is current). A volunteer will stay on the Department of Justice listing until the district purges them from the system.

If you would like more information regarding volunteers, please contact the Silver Valley Unified School District Human Resources Department at (760) 254–2916 ext. 1182, or your child's school office.



Alternative Education Center
"Home of the Scorpions!"



Fort Irwin Middle School
"Home of the Wildcats!"



Lewis Elementary School
"Home of the Coyotes!"



Newberry Springs Elementary School
"Home of the Bobcats!"



Silver Valley High School
"Home of the Trojans!"



Tiefort View Intermediate School
"Home of the Timberwolves!"



Yermo School
"Home of the Eagles