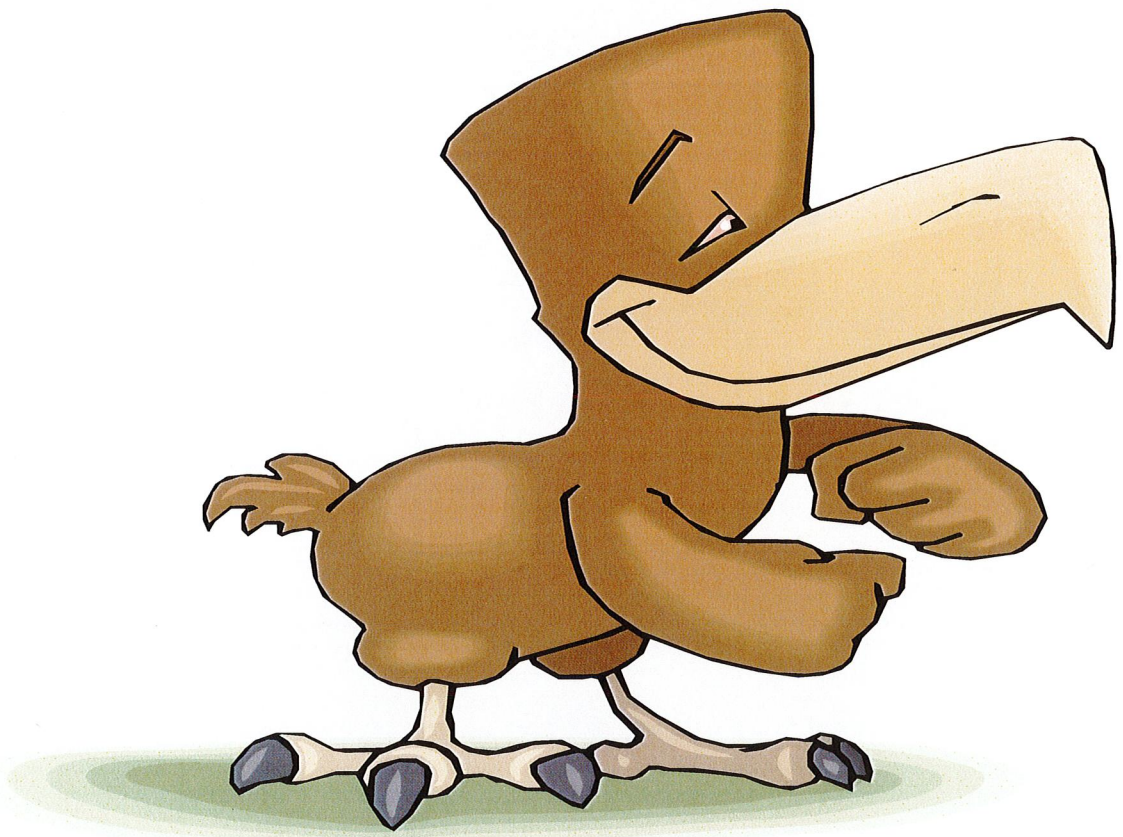


Alta Vista Elementary School

**Student/Parent Handbook
Manual de Padre/Estudiante
2020/2021**



**2293 East Crabtree Avenue
Porterville, CA 93257
(559) 782-5700
www.altavistaesd.org**

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ALTA VISTA ELEMENTARY SCHOOL DISTRICT
2020/2021
School Begins 8/27/2020

Board Approved:
August 12, 2020

AUGUST				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER				
M	T	W	T	F
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14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER				
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19	20	21	22	23
26	27	28	29	30

NOVEMBER				
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23	24	25	26	27
30				

DECEMBER				
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JANUARY				
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18	19	20	21	22
25	26	27	28	29







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

MARCH				
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8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL				
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MAY				
M	T	W	T	F
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31				

JUNE				
M	T	W	T	F
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7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

 School In Session	 Teacher work days/Training
 Winter/Spring Break - School Holidays	 End of Trimester
 Parent/Teacher Conference & Minimum Days	 Wednesday 1:30pm Dismissal

DATES TO NOTE:

Oct. 13 - 15: Parent-Teacher Conferences - Min. Day, 12:30 Dismissal

November 19, 2020: First Trimester Ends (60 Days)

February 10 - 11: Parent-Teacher Conferences - Min. Day, 12:30 Dismissal

March 8, 2021: Second Trimester Ends (60 Days)

Mar-May, 2021: Grades 3-8 CAASPP Test Window Dates TBD

May 5: Parent-Teacher Conferences - Min. Day, 12:30 Dismissal

June 9, 2021: 8th Grade Promotion - 6:00 pm

June 10, 2021: Kindergarten Graduation - 9:00 am

June 10, 2021: Third Trimester Ends (60 Days)

Minimum Days: October 13 - 15, Nov 24, Dec 18, February 10 - 11, March 12, May 5 & June 10 all 12:30 p.m dismissal

1:30pm Dismissal: Wednesdays only

Student Days: 180 Total Teacher Work Days: 194
(195 for new teachers)

HOLIDAYS and NO SCHOOL DAYS

September 7, 2020 Labor Day Holiday

November 11, 2020 Veterans Day Holiday

November 25, 2020 No School

November 26 - 27, 2020 Thanksgiving Holiday

December 21 - January 1 Winter Break

January 18, 2021 Martin Luther King Holiday

February 12, 2021 Lincoln's Birthday Holiday

February 15, 2021 Presidents' Day Holiday

March 15 - 19, 2021 Spring Break

April 2 & 5, 2021 Easter Holiday

May 31, 2021 Memorial Day Holiday

SCHOOL SCHEDULE

2020-2021 (Full-Day In-Person Learning)

TRANSITIONAL KINDERGARTEN (TK)/KINDERGARTEN

BELL SCHEDULE

7:45 A.M.	Cafeteria Opens
8:05 A.M.	FRONT GATE - All students lined up in front of classroom
8:10 - 8:25 A.M.	Instruction / Breakfast in the Classroom
8:25 - 10:00 A.M.	Instruction
10:00 -10:20 A.M.	Recess
10:20 - 11:00 A.M.	Instruction
11:00 - 11:35 A.M.	Lunch
11:35 - 1:00 P.M.	Instruction
1:00 - 1:20 P.M.	Recess
1:20 - 2:15 P.M.	Instruction

WEDNESDAY SHORTENED DAY DISMISSAL BELL

1:30 P.M. Kindergarten Dismissal

MINIMUM DAY DISMISSAL BELL

12:30 P.M. Kindergarten Dismissal

SCHOOL SCHEDULE

2020-2021 (Full-Day In-Person Learning)

GRADES 1 AND 2

BELL SCHEDULE

7:45 A.M.	Cafeteria Opens
8:05 A.M.	Front Gate - All students lined up in front of classroom
8:10 - 8:25 A.M.	Instruction / Breakfast in the Classroom
8:25 - 9:30 A.M.	Instruction
9:30 -9:50 A.M.	Recess
9:50 - 11:20 A.M.	Instruction
11:20 - 11:55 P.M.	Lunch
11:55 - 3:05 P.M.	Instruction

WEDNESDAY SHORTENED DAY DISMISSAL BELL

1:30 P.M. GRADES 1 AND 2 Dismissal

MINIMUM DAY DISMISSAL BELL

12:30 P.M. GRADES 1 AND 2 Dismissal

SCHOOL SCHEDULE

2020-2021 (Full-Day In-Person Learning)

GRADES 3 AND 4

BELL SCHEDULE

7:45 A.M.	Cafeteria Opens
8:05 A.M.	FRONT GATE - All students lined up in front of classroom
8:10 - 8:25 A.M.	Instruction / Breakfast in the Classroom
8:25 - 9:30 A.M.	Instruction
9:30 - 9:50 A.M.	Recess
9:50 - 11:40 A.M.	Instruction
11:40 - 12:15 P.M.	Lunch
12:15 - 3:05 P.M.	Instruction

WEDNESDAY SHORTENED DAY DISMISSAL BELL

1:30 P.M. GRADES 3 AND 4 Dismissal

MINIMUM DAY DISMISSAL BELL

12:30 P.M. GRADES 3 AND 4 Dismissal

SCHOOL SCHEDULE

2020-2021 (Full-Day In-Person Learning)

GRADES 5 AND 6

BELL SCHEDULE

7:45 A.M.	Cafeteria Opens
8:05 A.M.	FRONT GATE - All students lined up in front of classroom
8:10 - 8:25 A.M.	Instruction / Breakfast in the Classroom
8:25 - 10:10 A.M.	Instruction
10:10 - 10:30 A.M.	Recess
10:30 - 12:00 A.M.	Instruction
12:00 – 12:35 P.M.	Lunch
12:35 – 3:05 P.M.	Instruction

WEDNESDAY SHORTENED DAY DISMISSAL BELL

1:30 P.M. GRADES 5 AND 6 Dismissal

MINIMUM DAY DISMISSAL BELL

12:30 P.M. GRADES 5 AND 6 Dismissal

SCHOOL SCHEDULE

2020-2021 (Full-Day In-Person Learning)

GRADES 7 AND 8

BELL SCHEDULE

7:45 A.M.	Cafeteria Opens
8:05 A.M.	FRONT GATE - All students lined up in front of classroom
8:10 - 8:25 A.M.	Instruction / Breakfast in the Classroom
8:25 -9:18 A.M.	Instruction
9:18 – 9:20 A.M.	Passing
9:20 - 10:10 A.M.	Instruction
10:10 – 10:30 A.M.	Recess
10:30 – 10:32 A.M.	Passing
10:32 – 11:25 P.M.	Instruction
11:25 – 11:27 P.M.	Passing
11:27 – 12:20 P.M.	Instruction
12:20 – 12:55 P.M.	Lunch
12:55 – 12:57 A.M.	Passing
12:57 – 1:48 P.M.	Instruction
1:48 – 1:50 P.M.	Passing
1:50 – 2:20 P.M.	Instruction
2:20 –2:22 P.M.	Passing
2:22 – 3:05 P.M.	Instruction

WEDNESDAY SHORTENED DAY DISMISSAL BELL

1:30 P.M. GRADES 7AND 8 Dismissal

MINIMUM DAY DISMISSAL BELL

12:30 P.M. GRADES 7AND 8 Dismissal

BOARD MEETINGS

Currently, the Alta Vista Board of Trustees holds most of its regular board meetings on the second **Wednesday** of each month at 5:30 p.m (public session begins at 6:00 p.m.). This may be subject to change pending the results of the Board reorganization meeting

Agendas for each meeting are posted in the parking lot of the school and at the District Office. Parents and members of the community are welcome to attend the board meetings. Special Board meetings are sometimes held and agendas are posted 24 hours prior to the meeting. Should you wish further information, please call the District Office.

STUDENT REGISTRATION

The School Office will be open prior to the first day to register new students. When registering a child, a parent/guardian needs to bring immunization records, and any information from the previous school. If you have any questions prior to arriving at the school, please contact the office.

Parents/guardians of each school-age child will be required to fill out a Pupil Registration Form. Students may only be released during the school day to those adults who are named on the Pupil Registration form. All other adults must have **written** permission from parent/guardian.

Registration of Kindergarten Students: Children entering kindergarten must be five years old on or before September first of the current school year, and have all immunizations completed. In order to register your child in kindergarten, you need to bring the following documentation:

1. Birth Certificate or Baptismal record (proof of birth date).
2. Immunization record up-to-date:
 - a) Polio - 3 doses, but 1 more dose if last dose was given before 4th birthday.
 - b) DPT - 4 doses, but 1 more dose if last dose was given before 4th birthday.
 - c) MMR - 2 doses received after 1st birthday.
 - d) Mantoux Skin Test (PPD) - must have been received not more than 1 year prior to school entry and documentation noting that it was read.
 - e) Hepatitis B is completed.
 - f) Varicella (chickenpox) two (2) dose requirement went into effect July 1, 2001.
3. Dental Assessment

State law requires a physical examination for a child eighteen months before, or ninety days after his/her entry into the first grade.

Students entering 7th grade in public and private schools need to have a **TDap booster** is required at 7th grade entry as well. The School will ask to see your child's Immunization Record as proof of immunization.

Effective the 2011-2012 school year, students entering 7th and 8th grade will need proof of receiving the Tdap booster shot prior to the first day of school.

Under state law (SB 277), parents may no longer cite personal beliefs to exempt their children from vaccines required for school. Most families will not be affected by the new law because their children have received all required vaccinations.

As you register kindergartners for the 2018-19 school year, please be aware that students cannot be enrolled for the fall without having had the immunizations required by law.

Please be aware that a CONDITIONAL enrollment may be initiated for kindergarten students who have the first in the series of vaccines required by law but are NOT YET DUE for the subsequent vaccine.

Schools are mandated by law to run an Infinite Campus report every 30 days to follow conditionally admitted students until all their vaccines are completed. At the time the child is found to be delinquent on the subsequent vaccines, the school shall grant no longer than 10 days for the family to comply, or the child will be excluded from school {CCR Title 17, Sec 6055}. If student receives Special Education services through an IEP and the family does not comply, an IEP meeting shall be held to determine how the district and family can work together.

Also please download the California Department of Public Health's Parents' Guide to Immunizations that includes a chart of vaccine entry requirements by age and grade. A link to this document can be found at www.altavistaesd.org

MEAL PROGRAM - BREAKFAST & LUNCH

Alta Vista ESD participates in the National School Lunch and/or school Breakfast Program. The District qualifies, under Provision 2, to function as a non-pricing District.

Please see school schedule for times scheduled for breakfast and lunch. All students are encouraged to take advantage of our meal program.

Students who wish to have a second milk may purchase it for \$.25.

ATTENDANCE

ATTENDANCE POLICY

Attendance, whether at school or on the job, is critical to success. Alta Vista monitors attendance and may SARB parents and students for excessive absences.

STUDENT ABSENCES

State law requires verification of causes for student absences. Therefore, when your child is absent from school, please send a note stating the reason for such absence on the day he/she returns to school. The best method is to send a note to school, but you may call the school during school day.

The state laws of California require attendance of every person under 18 years of age. The provisions of the California Education Code, Section 48260 state: (Education Code 48410) Any pupil subject to compulsory full-time education or the compulsory continuation education who is absent from school without a valid excuse more than three days or tardies in excess of 30 minutes on each or more than three days in one school year is a truant and shall be reported to the administration of the school district. **Leaving class early without authorized permission is also considered to be evidence of irregular attendance.** The administration will determine whether absences are excused, unexcused, or warranted.

Parents are obligated by law to compel the attendance of their child in school. Failure of a Pupil's parent or guardian to comply with school attendance laws could result in legal action. (Education Code 48260.5)

STUDENT TARDIES

The school is interested in helping parents insure that their children receive a proper education. In order to do this, students must arrive at school and to each class, on time, daily. Tardiness not only interferes with a student's education, it disrupts the class, causing a disturbance to the instruction of other students.

Tardiness is defined as unexcused lateness arriving to school or class at the beginning of the Instructional day, which begins at 8:10 a.m... If a student is removed from school at least 30 minutes, without a valid excuse, before dismissal, that is also considered tardiness.

If a student is consistently tardy one or more of the following steps may be taken:

1. Loss of recess time in order to make up lost time.
2. Parents contacted by the Principal or office.
3. Detention assigned.
4. Saturday School assigned

SCHOOL ATTENDANCE REVIEW BOARD

A pupil who has been reported as a truant three or more times (tardy in excess of thirty minutes more than nine days) shall be deemed a habitual truant. A student/parent conference with the Superintendent/Principal or designee is mandatory. If the pupil continues to be truant, the parent/guardian and the pupil may be requested to attend a meeting with the School Attendance Review Board to discuss possible legal consequences of the pupil's truancy. (Education Code 48260)

The goal of the local SARB is to assist the student and/or parents in the resolution of the attendance problems. If the student or parent(s) does not comply with the agreed upon recommendations, as specified on the performance contract, the local SARB will make a decision as to whether or not community services can resolve the problem. Should the local SARB determine community services cannot resolve the problem, they may request legal action in the form of:

1. A petition filed with the juvenile court,
2. A complaint filed with the District Attorney, or
3. A complaint filed with the County Social Services Department.

STUDENT APPOINTMENTS

We realize that on occasion parents may need to schedule doctor or other medical appointments during school hours. It is appreciated when parents work around school hours for such appointments. Due to our intervention and core classes, it is essential for students to participate in daily instruction.

DISMISSAL FROM SCHOOL

Once a student arrives at school, he/she is not permitted to leave school, or the school grounds, before regular dismissal without prior written consent of the parent or guardian. Notes for early

dismissals of students for the purpose of dental appointments, etc., are required. **Parents/guardians must sign students out through the office in all cases of early departure. Please remain in the office until the student arrives.**

If parents/guardians allow any other person (including grandparents or siblings) to check out their child, **the parent/guardian must notify the office in writing.** You may leave a note in the office for the school year stating **who** may check out your child.

GUARDIANSHIP/CHILD CUSTODY

It is the parent/guardian's responsibility to provide the school with all legal documents regarding guardianship, child custody rights, school visitations, rights, etc., and any other rights related to school activities.

STUDENT TRANSFER REQUESTS

Parents/guardians may apply for transfers to a school outside of the District boundaries through an Inter-District Transfer Request. Consideration will be given to requested transfers for the following reasons:

1. To meet the child care needs of the student. Once a student has been admitted to a District school on the basis of child care needs, continued attendance may be denied only when based on restrictions specified in Education Code 48204, subdivision (f), paragraphs (1) to (6).
2. For special circumstances which substantially affect the welfare of the family and/or the child.
3. For employment of parent/guardian within the attendance boundaries of the District of request. Once a student has been admitted to a District school on the basis of employment, continued attendance may be denied only when based on restrictions specified in Education Code 48204, subdivision (f), paragraphs (1) to (6). See AR 5109)

Inter-District agreements to Alta Vista School may be revoked for the following reasons:

1. Excessive absences – missing 15% or more school days during the school year.
2. Excessive truancy – 3 unexcused absences or 3 unexcused tardies.
3. Continual misconduct at school
4. Continual dress code violations
5. Overcrowded classrooms – enrollment is too high at a grade level to accommodate new students or students currently on an inter-district transfer request. (i.e. – We prefer to keep our primary classes to 20 students).
6. Safety of students – if it is determined that the walking or bicycle route or distance may be detrimental to the physical well-being of the student.

PROMOTION CEREMONY REQUIREMENTS

Due to the move to educating students in the Distance Learning format, caused by the COVID-19 pandemic, Promotion Ceremony Requirements have not been finalized at this time. Parents/guardians will be notified once these requirements have been determined.

STUDENT INSTRUCTION AND STUDENT ACTIVITIES

PERFORMANCE AND CONTENT STANDARDS

Copies of performance and content standards for Language Arts and Mathematics are available through the School Office upon request. These standards establish expectations for the average child in each grade level in each of the above areas.

SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

This report card can be viewed on the school's website at www.altavistaesd.org, or a copy is available in the School Office.

STUDENT INTERNET USAGE

Alta Vista has computers available to our students in classrooms and the lab. Your child will have use of the internet. Alta Vista School District has taken steps to prevent the access of unacceptable materials through our computer system. One safeguard includes the use of a filtering program to help stop objectionable material. In addition, all student access will be in the presence of an adult, either a teacher or an aide. As a parent/guardian, you are responsible to review the Student User Agreement with your child. No student will be allowed access without written permission from their parent/guardian. (see Attachment #5).

PROMOTION AND RETENTION

Student promotion from one grade level to another is demonstrated by growth in learning and by meeting grade – level standards of achievement.

Teachers identify students who should be retained or who are at risk of being retained using the following criteria:

Grades 1 – 3

Identified primarily on the basis of their level of proficiency in meeting grade-level standards of student achievement.

Grades 4 – 8

Identified by their proficiency in meeting grade-level standards of student achievement.

With the parent/guardian consent, students who are at risk of being retained may be required to participate in a supplemental program.

HOMEWORK POLICY

Students may be expected to do homework on a regular basis, as determined by the classroom teacher. Homework consists of tasks that are assigned to the student to be completed on his/her own time. The tasks will be related to classroom learning objectives, and will be work the student is capable of doing without direct teacher assistance.

The purpose of homework is to:

- Reinforce and further develop skills already introduced/taught in the classroom.

- Provide practice time for repetitive work, thus freeing class time for direct instruction.
- Develop good study habits and enhance self-discipline and student responsibility.

Consequences for not completing homework may include, but are not limited to, the following:

- Poor Grades.
- Lost recesses or classroom privileges.
- Detention.
- Parent contact by teacher.
- Student conference with teacher and parent.
- Decision by administration on further efforts/consequences; including denial of school activities, sports, dances, etc.

Guidelines for Parent/Guardians: To help their children, parent/guardians should:

1. Provide a suitable place for study, free from distraction such as television or radio.
2. Encourage the student, but insist that the student do his/her own work.
3. Participate eagerly in assignment until it is complete.
4. Check to see if the homework assignment is completed.
5. Conference with the student's teacher if the assignments seem to cause the student continuing problems.
6. Request make-up class work and homework assignments if the student is absent from school for three or more days.
 - a. Make-up work will be available the day after the school receives the request.
 - b. Make-up work must be returned within one week after the student absence.

STUDENT "MAKEUP" WORK

EC 48205, effective January 1, 1999:

Pupils absent from school for any excusable reason, shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. As the teacher of any class from which a pupil is absent shall determine, the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

STUDENT RECORDS

Parents/guardians of currently enrolled, or former students, have right of access to any and all student records related to their children which are maintained by the school. These rights include

a) review and inspection, b) interpretation by certificated personnel, and c) written request to question the content and have information removed. (California Education Code, Section 49069 and 49070)

Should you have any questions regarding the specific procedures, please contact the school.

The school will not release your child's records to anyone without written consent, or under judicial order except in the following cases:

1. School officials or teachers within the district who have a legitimate educational reason for having the records.
2. State or federal officials who are required to have this information by federal and/or state law.
3. When information is needed to protect the health and/or safety of your child or another child.

4. School district to which your child will transfer.

The school may release to **responsible persons or agencies** all or part of the following information without written consent.

Student name	Participation in school activities/sports
Place of birth	Outstanding school accomplishments
Date of birth	Phone Number
Address	Date of attendance

The Superintendent/designee shall determine which person(s) or agency(ies) qualify as “responsible”.

CONFERENCES WITH TEACHERS

Conferences with teachers are scheduled for parents at the regular progress reporting time of each Trimester.. Additional conferences may be scheduled by the teacher or parent as the need arises at a mutually convenient time.

MORNING DISMISSAL TO CLASSROOMS

Student safety and consideration of teacher preparation time are of extreme importance. All students are to remain within the Cafeteria. or on the north (parking lot) side of the cafeteria (if accompanied by a responsible adult) until the front hallway gate is unlocked. This will occur at the sounding of the 8:05 a.m. morning bell.

SCHOOL/CLASSROOM VISITS

Parents are encouraged and welcome to visit their child’s school. For the safety and protection of all students, visitors are required to report to the School Office to register and receive a Visitor’s pass before entering the school campus. To ensure minimum interruption of the regular classroom program, visits during school hours are to be **first arranged** with the teacher and administration. If a conference is desired, an appointment is to be arranged with the teacher during non-instructional time. Any person whose conduct willfully disrupts class work or extracurricular activities or causes a disturbance on school grounds may be guilty of a misdemeanor and subject to penalties provided by law. (Board Policy 1250, Penal Code 627.2, 627.7, Education Code 32210, 32211, 32212)

SCHOOL-FAMILY COMPACT

It is important that families and schools work together to help students to be successful. It is now **required** that parents, students, and teachers review and sign a Student-Family Compact.

STUDENT CLEAN-UP ACTIVITIES

The school believes that pupils should be taught respect and responsibility. This includes the respect and care for the property of others. Our school offers activities for students that involve the care of school property. Such activities may include outdoor beautification and campus betterment, or helping to clean up in the cafeteria. Students are not required to participate in such activities if parents object. Parents are requested to notify the school in writing if they object to having their children participate in such activities.

CLASSROOM VIDEO USAGE

At times, videos may be used in the classroom to enhance instruction, and as a positive reward. These videos may be rated G or PG. Student viewing of PG videos is dependent of the receipt of the Video Release Form (see Attachment #7).

ATHLETIC CODE AND POLICY

Intermediate and Middle School students may choose to participate in after school sports. Student participation is contingent upon receipt of the Athletic Code and Policy, and the adherence to the Athletic Code of Conduct (see Attachment #9).

EXTRACURRICULAR ELIGIBILITY REQUIREMENTS

In order to be eligible to participate in any extracurricular activity (e.g. dances, athletics, etc...) students must ensure all fees have been paid, lost athletic/musical items have been returned or paid for, possess a minimum 2.0 GPA, not had a change of placement in the general education setting, or be placed on any restrictions due to disciplinary reasons.

ALTA VISTA BULLYING PLEDGE

It is essential that all students feel safe and remain free from the pressure of experiencing “bullying”. In an effort to create the best educational environment possible, please review the Alta Vista Bullying Pledge with your student(s) (see Attachment #11).

ALTA VISTA VIDEO/PICTURE PARTICIPATION

Students participate in various activities throughout the school year, many of which will include the taking of video/still photos. The video/photos taken may be viewed by other students, parents, and the public. Student inclusion in a video/photo is (for non-District use) dependent on the receipt of the Video Release Form (see Attachment #12).

SAN JOAQUIN AIR POLLUTION CONTROL DISTRICT PARTICIPATION

Alta Vista ESD, along with the San Joaquin Air Pollution District, is an active participant in notifying staff/students of the daily projected air quality forecast. This is accomplished by flying a flag of the corresponding day’s forecast. It is essential that all parents/guardians notify the school if their student(s) have any breathing concerns, and/or is receiving any form of breathing assistance by means of an assistive device, or medication. Please contact the School Office for further details.

USE OF PREPACKAGED FOOD/DRINKS ON CAMPUS

If food and/or drinks are brought to the school, please ensure they are prepackaged, and sealed. This will allow staff to review the list of ingredients before students are served, as there are students who may have specific food allergies.

SEVENTH GRADE END-OF-YEAR ACTIVITIES REQUIREMENTS

Due to the COVID-19 pandemic, we will not be having a Seventh grade End-of-Year Activity

CHARACTER DEVELOPMENT/STUDENT DISCIPLINE

CHARACTER DEVELOPMENT

Effective character development is based on core values rooted in our democratic society, in particular, RESPECT, RESPONSIBILITY, TRUSTWORTHINESS, CARING, FAIRNESS AND CITIZENSHIP. The character and conduct of our staff and students reflect the character and conduct of our school community. It is our obligation to cultivate these values in ourselves and to help others grow in these values.

SIX PILLARS OF CHARACTER

<u>PILLARS</u>	<u>STANDARDS DEMONSTRATING CHARACTER</u>	<u>ACTIONS LACKING CHARACTER</u>
Respect	<ul style="list-style-type: none">*Treat others with respect*Follow the Golden Rule*Be tolerant of differences*Use good manners*Be considerate of the feelings of others*Deal peacefully with anger	<ul style="list-style-type: none">*Being disrespectful*Using bad language*Threatening or hurting others
Responsibility	<ul style="list-style-type: none">*Do what you are supposed to do*Persevere: keep on trying*Always do your best*Use self-control*Think before you act*Be accountable for your choices	<ul style="list-style-type: none">*Breaking school rules*Giving up*Losing self-control*Blaming others
Trustworthiness	<ul style="list-style-type: none">*Be honest*Be reliable - do what you say you'll do*Have the courage to do the right thing*Build a good reputation	<ul style="list-style-type: none">*Being dishonest*Cheating or stealing
Caring	<ul style="list-style-type: none">*Be kind*Be compassionate and show you care*Express gratitude*Forgive others*Help people in need	<ul style="list-style-type: none">*Being unkind*Holding grudges*Not being helpful
Fairness	<ul style="list-style-type: none">*Play by the rules*Take turns and share*Be open-minded; listen to others	<ul style="list-style-type: none">*Taking advantage of others*Blaming others carelessly
Citizenship	<ul style="list-style-type: none">*Do your share to make your school and community better*Cooperate*Be a good neighbor*Obey laws and rules*Respect authority*Protect the environment	<ul style="list-style-type: none">*Being uncooperative*Breaking laws and rules*Disrespecting authority*Littering

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

Along with our existing character education, Alta Vista ESD is proud to introduce our WINGS Behavioral Expectation matrix. These positive actions will be referred to for all students. The matrix can be found on the next page. We encourage parents and students to review these basic expectations together.

School Rules

- Be on time, and be prepared to work.
- Show respect for school property and the property of others.
- Show courtesy and respect for yourselves and others.

Student Duties and Responsibilities

1. Pursue the required course of study in a diligent manner, that is:
 - a. Listen attentively to teachers and to other students.
 - b. Complete assigned work on time.
 - c. Be regular and punctual in attendance.
 - d. Show willingness to work toward constant self-improvement.
 - e. Learn to criticize fairly and accept criticism.
2. Respect the property of others, including the school, at all times.
3. Acknowledge respectfully the authority of school personnel.
4. Display proper conduct to and from school, on the school grounds, on school buses and at school-related activities.
5. Comply with the rules and regulations of the District.

Student Discipline

All students have the right to attend schools that are safe, peaceful, and free from disruption. Students shall be provided with student discipline rules and regulations at the beginning of each school year, or at the time of their enrollment. Parents have the right to obtain a complete set of the District's Board Policies and Administrative Regulations governing student discipline.

A student may be suspended from school or expelled for acts in violation of Education Code 48900 or Education Code 48915 if the act occurs at school, or is related to a school activity that occurs at any time, including but not limited to: 1) while on school grounds; 2) while going to or coming from school; 3) during the lunch period; or 4) during, or while going to or coming from, a school-sponsored activity.

The following violations listed under Level A, Level B, Level C-1 and Level C-2 contain brief descriptions of acts in violation of Education Code 48900 and Education Code 48915. For complete details of the Education Code pertaining to student discipline and due process, you may contact the office.

Any student who completes a single trimester period without receiving a Major Referral will begin the next trimester with a "clean slate". In other words, any Minor Referral received in the previous trimester will not be counted against them in the next trimester. *Example: A student who receives two Minor Referrals in trimester one, and who does not receive a Major Referral for ANY reason, will begin the second trimester with a Minor Referral count of zero. The Minor Referrals earned in the first trimester do not carry over to the second.*

Any student who receives a Major Referral will be dealt with according to the Alta Vista Elementary Discipline Steps (see Attachment #10).

Alta Vista Behavioral Expectations

Use your WINGS

SET OF EXPECTATIONS	Arrival/Dismissal	Cafeteria	Hallway	Restroom	Main Office/Library/BSC	Playground
We are Trustworthy	<ul style="list-style-type: none"> Report to designated area (home, class, Choices, cafeteria) in a timely manner 	<ul style="list-style-type: none"> Eat your own food Keep hands off other's trays 	<ul style="list-style-type: none"> Report to destination in a timely manner 	<ul style="list-style-type: none"> Use at appropriate time Return in a timely manner 	<ul style="list-style-type: none"> Report to designated area Return in a timely manner 	<ul style="list-style-type: none"> Return playground equipment to designated area
Interact Responsibly	<ul style="list-style-type: none"> Always be on time and prepared Follow adult directions 	<ul style="list-style-type: none"> Clean up after yourself Put trash in trash cans 	<ul style="list-style-type: none"> Observe personal space of others Use appropriate language 	<ul style="list-style-type: none"> Put trash in trash cans Toilet paper in toilet and flush 2 pumps 2 towels 2 minutes 	<ul style="list-style-type: none"> Know your purpose and task 	<ul style="list-style-type: none"> Behave responsibly Freeze when whistle is blown Be prepared to return to class Use the restroom and get drinks during recess
Never Stop Caring	<ul style="list-style-type: none"> Display kindness and concern for others Report inappropriate behaviors 	<ul style="list-style-type: none"> Use appropriate table manners 	<ul style="list-style-type: none"> Always care for your peers Encourage each other to make good choices 	<ul style="list-style-type: none"> Report inappropriate behaviors and concerns to adults 	<ul style="list-style-type: none"> Display kindness and concern for others 	<ul style="list-style-type: none"> Report inappropriate behaviors and concerns to adults Include others in playground activities
Give Respect	<ul style="list-style-type: none"> Follow dress code Use positive language and actions Be polite and friendly 	<ul style="list-style-type: none"> Use kind words Respect others personal space 	<ul style="list-style-type: none"> Use a quiet voice Remember other classes are in session 	<ul style="list-style-type: none"> Be private and allow others to have privacy Leave no trace of your visit Use inside (quiet) voice 	<ul style="list-style-type: none"> Enter quietly Focus on task Use polite manners 	<ul style="list-style-type: none"> Respect others personal space
Stay Safe	<ul style="list-style-type: none"> Use crosswalk and designated walking areas Report safety concerns Keep hands, feet, and all objects to self 	<ul style="list-style-type: none"> Wait quietly in line Keep hands and feet to yourself 	<ul style="list-style-type: none"> Walk on the white line at all times 	<ul style="list-style-type: none"> Wash hands Keep water in sink 	<ul style="list-style-type: none"> Walk to and from destination using white lines 	<ul style="list-style-type: none"> Use equipment in assigned areas Use correct equipment for activities (football for football, etc.)

Any student who receives a Major Referral within thirty (30) days of the last day of school may lose the privilege of participating in any end-of year extracurricular activity.

Any student placed on a “Behavior Contract” who receives a Major Referral during the specified time (not resulting in Independent Studies placement) will have his/her exit date extended by five (5) school days. Also, any student placed on this Contract will meet with administration prior to release from the Contract. The administration reserves the right to extend the time on the Contract if it believes the student is not ready to be released from the terms of the Contract.

Level A Violations

- Third classroom warning (“Minor Referral”)
- Willful disobedience
- Disruptive behavior
- Pushing, hitting, kicking, bullying
- Lying, cheating
- Profanity/inappropriate language
- Dress code violation

Consequences of Level A violations: The parent/guardian will be notified of each Major Referral issued. The method of transmittal will be by mail, phone call, and/or personal transmittal. The method of transmittal shall be documented on the student’s behavior record. Students receiving any Major Referral, at a minimum, will be ineligible for the next scheduled dance. In addition, student athletes will not be allowed to participate in the next scheduled athletic event. A parent/teacher/administrator conference (Student Success Team) may be scheduled upon receipt of the fifth (5th) Level A Major Referral.

Level B Violations (may require police intervention)

- Possessed an unsafe object
- Possessed or used tobacco, etc.
- Defied authority/disrupted school activities.
- Attempted or threatened to cause physical injury to another student.
- Attempted to cause damage to school property or private property.
- Threatened sexual harassment (Grades 4-8).
- Threatened an act of hate violence (Grades 4-8).
- Intentionally engaged in harassment, threats, or intimidation against pupils (Grades 4-8).
- Committed hazing, bullying

Consequences of Level B Violations: A student who receives a Level B Major Referral may be suspended for one (1) to five (5) days based on the severity of the violation, and at the discretion of the Superintendent/designee. Pursuant to California Education Code Section 48900, these violations may result in a recommendation for expulsion. A pre-expulsion conference will be scheduled with the Superintendent/designee for all students recommended for expulsion.

Level C-1 Violations (may require police intervention)

- Damaged school property or private property
- Willfully used force/violence against another person
- Committed an obscene act or persistent vulgarity
- Willfully used force/violence against another person

- Caused physical injury to another student
- Attempted or threatened to cause physical injury to a school official/adult
- Possessed, used, furnished, sold or under the influence of a controlled substance, alcoholic beverage or intoxicant
- Possessed, offered, arranged or negotiated to sell any drug paraphernalia
- Stole or attempted to steal school property or private property
- Knowingly received stolen school property or private property
- Offered, arranged, or negotiated to sell a liquid or look-alike substance representing a controlled substance, alcoholic beverage or intoxicant
- Possessed an imitation firearm
- Attempted to commit extortion or robbery
- Made a terroristic threat against school officials or school property

Consequences of Level C-1 Violations: A student who receives a Level C-1 Major Referral may be suspended for one (1) to five (5) days based on the severity of the violation, and at the discretion of the Superintendent/designee. Pursuant to California Education Code, these violations may result in a recommendation for expulsion. A pre-expulsion conference will be scheduled with the Superintendent/designee for all students recommended for expulsion.

Level C-2 Violations: (may require police intervention)

- Caused serious physical injury to another person.
- Committed assault or battery against a school official.
- Possessed a knife, explosive, or other dangerous object.
- Unlawfully sold or purchased any controlled substance..
- Committed robbery or extortion.
- Possessed a firearm.
- Brandished a knife at another person.
- Committed sexual assault or battery
- Committed act of hate violence
- Committed sexual harassment

Consequences of Level C-2 Violations: A student who receives a Level C-2 Major Referral may be suspended for one (1) to five (5) days based on the severity of the violation, and at the discretion of the Superintendent/designee. A pre-expulsion conference will be scheduled with the Superintendent/designee for all students recommended for expulsion.

Pursuant to California Education Code, the Superintendent/designee shall recommend the student's expulsion for Level C-2 violations unless he/she finds, and reports in writing, that expulsion is inappropriate due to the particular circumstances. If expulsion is recommended, the student shall be suspended from school pending the expulsion hearing if the Superintendent or designee has determined, following a meeting with the student and the student's parent/guardian, that the student's presence at the school would cause a continuing danger to persons or property or an ongoing threat of disrupting the instructional process.

Classroom Disciplinary Measures

The disciplinary measures listed below may be used to help students modify behavior:

1. Isolation of the student within the class, in other than the regular classroom, or on the school yard.
2. Student's name written on the board, check marks, use of Minor Referral system, etc.; loss of special classroom privileges; and/or loss of regular recess activities.

3. Detention may be assigned for up to one half-hour at school beyond the regular school hours, with parent notification, or at school during recess to make up time lost or wasted or work not done.
4. Loss of privileges, such as participation in sports, drama, musical events, field trips, or bus transportation, may result as a consequence for unsatisfactory behavior.
5. Community service may be assigned, with parent notification, during non-school hours on school grounds, except when suspension or expulsion is required by law. Such service shall be supervised, and may include, but is not limited to, outdoor beautification, campus betterment, and teacher or peer assistance program.
6. Transfer of a student to another classroom.
7. In-school suspension may be assigned to students for minor acts of misconduct.
8. Suspension from school may be assigned as a temporary denial of the privilege of attending school, and any school-related activity.
9. Expulsion from school is a long-term denial of the privilege of attending school, or any school-related activity, for violation of Education Code 48900 or 48915 (pursuant to due process regulations).

Student Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from, or in, the educational setting. Sexual harassment by, or against, any student is subject to disciplinary action up to and including termination if the individual who engaged in the harassment is an employee of the District, and up to and including expulsion if he/she is a student of the District (see Sexual Harassment Policy).

- 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 another individual's body, or overly personal conversation.
- 4) Sexual jokes, stories, drawings, pictures, or gestures.
- 5) Spreading sexual rumors.
- 6) Assault, touching, impeding, or blocking movement in a sexual manner
- 7) Continuing to express sexual interest after being informed that the interest is unwelcome.
- 8) Making reprisal, threats of reprisal, or implied threats of reprisal following a report of harassment.
- 9) Displaying sexually suggestive objects in the educational environment

Alcohol and Other Drugs-The Superintendent/designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students.

Electronic Devices

All personal electronic devices (i.e. MP3 players, electronic gaming systems, cell phones, etc...) are to be turned off, and stored away during school hours, unless specific permission has been granted by an Alta Vista staff member. It is understood there will be times students may need to bring cell phones to school. Taking pictures or video is not allowed at anytime on campus, unless specific permission has been granted by an Alta Vista staff member.

Any violation of this policy will be dealt with in the following manner:

- 1st Violation* The student will meet with administration. A verbal warning will be noted in the discipline file. The device will be confiscated until retrieved by the student at the end of the school day.
- 2nd Violation* The student will meet with administration. The device will be confiscated until retrieved by the designated parent/guardian. A phone call will be placed to the designated parent/guardian.
- 3rd Violation* The student will meet with administration. The device will be confiscated until retrieved by the designated parent/guardian. A phone call will be placed to the designated parent/guardian. The student will lose the privilege of bringing the device to school. The student will also be given a Major Referral, and placed at the appropriate spot on the Alta Vista Discipline Step.

Alta Vista Elementary School assumes no responsibility in the care and storage of any electronic device.

An exception shall be made only when the Superintendent/Principal or designee has determined that the device is essential for the student's health. Any device so allowed shall be used only for health purposes. (Education Code 48901.5)

STUDENT HEALTH AND WELFARE

CHILD SAFETY TIPS TO PARENTS

The Governing Board places a high priority on the safety of students. In cooperation with local law enforcement agencies, the following Child Safety Tips are suggested to parents:

1. Maintain current child ID, including photograph, and fingerprints. Maintain current addresses and phone numbers of your children's friends.
2. Know where your children are at all times. Teach them to go places with at least one other person - versus alone.
3. When sending a child to a relative or friend's house, always have them call as soon as they arrive.
4. If children see a stranger or a strange car in the neighborhood, go inside and tell a parent or guardian.
5. Tell your children when in public places, never talk about where you live or family members live because a stranger may be listening and use this information against the child.
6. Let the child know that if a stranger grabs them or touches them, the child should, kick, scream, elbow; anything to get away. They have the right to say "No" and run away from a situation that doesn't feel right.
7. Teach them not to engage in dialogues with adults they do not know.
8. Do not open the door to strangers; get an adult to answer the door.
9. Use an answering machine to screen calls or use some type of code rings when children are at home without adult supervision.
10. Teach children to be aware of all strangers around them.
11. Teach your children how to dial 911 and to learn to use a pay phone without money.

CIVIL DEFENSE PLANS

All elementary schools have a fire drill every month. In a fire drill, pupils and staff leave the building at the sound of the fire alarm signal. Lock down drills will be planned once each trimester. The teacher must immediately place students in a safe area of the room, lock the door, and close any window coverings.

BICYCLE SAFETY

All students must obey bicycle safety rules. It is most important that parents review bicycle safety rules with their children before they allow them to ride their bikes to school. The major safety rules are:

1. Ride on the right hand side of the street (with auto traffic).
2. One rider per bicycle.
3. Ride in a straight line where the street will permit (not weaving back and forth).
4. Signal and look carefully before turning.
5. Keep both hands free to control the bicycle.
6. Walk the bicycle across dangerous cross streets.
7. Watch where you are going.
8. **Wear a bicycle safety helmet (State law).**

It is recommended that students younger than third grade not ride bicycles to school.

BICYCLE LOCKS

Bicycles must be locked while at school. The school is not responsible for theft or damage, but will make a reasonable effort to locate bicycle racks in areas which can be observed, and to cooperate with parents in teaching respect for personal property to all students.

PEDESTRIAN SAFETY RULES

Please help reinforce the following safety rules with your children:

1. Keep away from parked cars.
2. Wear white after dark.
3. Be extra alert in bad weather.
4. Cross only at corners, and/or crosswalks.
5. Watch for turning cars.
6. Look both ways before crossing.
7. Obey signs and signals.
8. Walk on the left facing traffic.
9. Play away from traffic.

SAFE ROUTE TO SCHOOLS

Alta Vista ESD supports Safe Routes to School programs and activities because active transportation can:

1. Increase physical activity levels for students.
2. Improve student health.
3. Decrease automobile congestion and related danger of injury to students.
4. Reduce air pollution and related greenhouse gas emissions.
5. Improve attendance rates and student achievement.

WALK TO SCHOOL DAY AND OTHER PROMOTIONAL ACTIVITIES

Alta Vista ESD supports events that encourage students to engage in active transportation to and from school and that promote active, healthy lifestyles for the community at large. Events may include Walk to School Days, Bike to School Days, and School Walk-a-Thons.

ROLES OF DISTRICT, PARENTS/GUARDIANS, AND STUDENTS

The roles of Alta Vista ESD, families, and students regarding travel to and from school are as follows:

- a.** District. The role of Alta Vista ESD is to encourage safe travel to and from school, and particularly to encourage active transportation. Notwithstanding certain exceptions, Alta Vista ESD assumes no liability for injuries or other damages, including property damage, that may occur while a student is in transit to and from school.
- b.** Parents and Guardians. The role of parents and guardians is to make informed decisions about which mode of transportation best suits their student in light of (i) the student's personality, age, maturity, physical and cognitive development, and decision-making abilities, and (ii) the street, traffic, crime, and other relevant conditions likely to be encountered by the student when traveling to and from school. Parents and guardians are legally responsible and otherwise accountable for their student's safety and well-being when the student is traveling to and from school.
- c.** Students. The role of students is to be safe and responsible while traveling to and from school, following state and local law and the rules established by their families, and obeying school rules while traveling on school campus. Students should act as good role models for their peers by observing traffic and safety rules, caring for property, and being courteous to others.

AFTER SCHOOL PROGRAM

The school sponsors an after school program for students, grades TK-8, in partnership with the Tulare County Office of Education. Our program is called CHOICES. Registration forms are available in the front office.

EMERGENCIES

In the event of an emergency, every attempt will be made to contact the parents if the student requires immediate medical attention. The Pupil Registration Form/Emergency Card, which was completed and signed by the parents, is on file in the school office. The emergency card should list several persons who might be contacted in case of any emergency, and be continually updated with changes of address and phone number.

ACCIDENTS

If a pupil is injured on the school grounds, and the injury is other than what appears to be quite minor to school staff, the parents will be notified and asked to pick up the child for their own observation or examination by the family physician. Parents will be promptly notified of all injuries not considered minor. If the parents or persons listed on the emergency card cannot be reached, the school will decide what degree of medical care is required. Students may only be released to persons listed on the emergency card. Any other adult must have current written permission from the child's parent. The parent's insurance has primary responsibility for charges for medical, hospital and/or ambulance costs. The school carries secondary insurance. A proper claim form needs to be filed with insurance company.

HEAD LICE - NIT FREE REQUIREMENTS

It is the policy of the school to effectively control the outbreak of lice in school age children. Students who are found to have lice will be allowed to remain in school until the end of the school day. The School Nurse/Health Aide will notify parent/guardian regarding information about recommended treatment procedures. Excluded students may return to school after examination by School Nurse/Health Aide., or by the Principal/designee, shows that all live pests have been removed. The parent/guardian must escort the child to the office and indicate the type of treatment used. (Board policy 5141.33, Administrative Regulation 5141.33)

CHILD ABUSE REPORTING

The State Department of Education has adopted guidelines that a parent or guardian can follow in filing a complaint of child abuse committed against a pupil at a school site. Upon request, the district shall provide a copy of the guidelines to any parent or guardians in the primary language of the parent or guardians. (California Education Code, Section 33308.1)

HIV-STD Positive Prevention Notification

The Alta Vista School District offers a course of study on Sexual Health for 8th graders. This course topic addresses many of the health issues student's face, or will face, in their lifetime.

California Healthy Youth Act AB 329 requires that all California school districts provide "Comprehensive, Accurate and Unbiased" Sex Education once in middle school and once in high school. AB 329 instruction includes:

- Information on HIV Prevention
- Sexually Transmitted Diseases
- Contraceptive Methods
- Development of Healthy Attitudes towards: Sexuality, Body Image, Gender, and Sexual Orientation, Relationships, Marriage and Family.

We will be using ***Positive Prevention PLUS*** materials and/or Flash curriculum for teaching this unit,

It is required that parents or guardians be notified prior to instruction. Parents will be notified two weeks prior to class instruction. All written or audiovisual materials to be used in this instruction will be available for inspection by parent or guardian. School Nurse will be on hand to answer any questions.

If you have concerns regarding your child's participation in this unit please contact Alta Vista School Office.

OVER-THE-COUNTER MEDICATION

All non-prescribed medications (commonly referred to as Over-the-Counter) are not to be brought to school by any student (a note from a Physician is required), unless specific arrangements have been made with the School Nurse/Health Aide These include such items as eye drops, cough drops, aspirin/ibuprofen, etc... Parents may administer medications to their students at the school, provided prior arrangements have been made with the School Nurse/Health Aide. Students who bring such items without first prior arrangements between a parent/guardian and the School will be subject to disciplinary action.

HEALTHY SCHOOLS ACT OF 2000

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. We intend to use the following pesticides at the school this year:

Name of Pesticide	Active Ingredient(s)
Demon Max	Cypermethrin
Demand CS	Lambda-Cyhalothrin
Termidor	Fipronil
Cykiick	Cyfluthrin
P.T.565	Pyrethrins
D-Force H.P.X>	Deltamethrin
Maxforce ant killer bait gel	Fipronil
Suspend Polyzone	Deltamethrin
Maxforce magnum roach bait gel	Fipronil
Suspend CS	Deltamethrin
Gentrol Aerosol	Hydroprene
Gentrol	Hydroprene
Advion WDG	Indoxacarb
Wisdom TC	Bifenthrin
Maxforce Impact roach bait gel	Clothianidin
Niban granular bait	Orthoboric Acid
Nyguard Plus	Pyriproxyfen
Cynoff EC	Cypermethrin
Wasp-Freeze – d-trans allethrin	Phenothrin
Maxforce Complete granular insect bait	Hydramethylnon
Phantom	Chlorfenapyr
Non-Pesticides	
Glueboards for mice/rats	
Lo-line – insect monitor stations	

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's Web site at <http://www.cdpr.ca.gov>.

If you have any questions, please contact the school office at 782-5700.

Parents or guardians may request prior notification of individual pesticide applications at the school site. If you are listed in the registry, you will be notified at least 72 hours before pesticides are applied.

PARENT INVOLVEMENT AND RESPONSIBILITIES

SCHOOL SITE COUNCIL

The School Site Council prepares and monitors our School Improvement Plan. Teachers, administrators, classified staff, students, and parents serve on this council. Please contact the school if you are interested in serving on the School Site Council or wish to attend one of their meetings. Please check with the school office for scheduled meeting dates and times.

PARENT TEACHER ORGANIZATION

The school has a Parent Teacher Organization organized for the purpose of assisting and promoting activities for the educational, social, and physical welfare of pupils in our school district. The Parent Teacher Organization may sponsor a variety of fundraisers such as carnivals, socials, dinners, etc. as planned by the various schools in the District. Please contact the school to find out more about our school's Parent Teacher Organization.

PARENT VOLUNTEERS

We welcome and encourage parents/guardians, and other members of our community, to share their time, knowledge, and abilities with our students. Parent volunteers are a valuable resource that can be used to enrich the educational program and strengthen our school's relationships with homes. The presence of volunteers in the classroom, and on the school grounds also enhances supervision of students and contributes to school safety. If interested in volunteering or being informed of parent involvement activities, please contact your child's teacher, or the school office. All volunteers must complete the **Volunteer Information** form on or before the first day of service, and like employees and students, must act in accordance with District policies and fingerprinting regulations.

All volunteers will be required to provide the following information: Completed **Volunteer Information** sheet, Copy of Drivers License/Identification, Verification of Passage of a TB test, Fingerprint Clearance, and Superintendent/Principal approval.

All requirements must be met **BEFORE** a volunteer will be allowed to work on Campus.

TB - All testing expenses are the responsibility of each volunteer. Please contact the School Office if you have any questions, or would like to obtain a **Volunteer Information** form.

PARENTAL LIABILITY

Any student who willfully damages school property, or fails to return property loaned to him/her when it is requested, shall cause his/her parents to be liable for the cost of repairs of those damages or the cost of replacement of the lost or unreturned item. In addition, any student who willfully damages or school property, or fails to return property loaned to him/her when it is requested, may have his/her grades, diploma and/or transcript withheld. A student may also be required to perform voluntary work in lieu of the payment of monetary damages. (California Education Code, Section 48904)

The District will pursue all avenues necessary to see that all monies due the district are paid in full. This includes filing small claims suits, when necessary, to order an individual to make restitution for any debts owed the district.

MISCELLANEOUS

BICYCLES AND SKATEBOARDS ON SCHOOL PROPERTY AFTER SCHOOL HOURS

The use or operation of bicycles and skateboards, common roller skates, in-line skates, heellies, or scooters is prohibited on school property. Students who fail to abide by the rules and regulations shall be disciplined in accordance with the school discipline regulations.

LOST PERSONAL ITEMS

A school cannot be responsible for personal property brought to school by students. The school is not responsible for personal property left by students at school or personal property lost at school. Items found will be turned into the school office and held until claimed. Student and/or parents must claim lost items within a period of four weeks or such items will be discarded. Students must notify either their teachers or the school office of personal items lost, misplaced or stolen. Articles of personal value or those which are expensive should not be brought to school.

USE OF SCHOOL TELEPHONE

The telephone located in the school office is for official business only. The student may be given permission to use the classroom phone by the teacher if in the teacher's judgment the call is absolutely necessary. Only in an emergency should the office be contacted to interrupt a student in the classroom to deliver personal messages.

UNIFORM COMPLAINT PROCEDURES

The Governing Board welcomes constructive criticism of school policies, programs, or personnel when it is motivated by a sincere desire to improve the quality of the educational process and to assist the school in performing its tasks more effectively.

The Board encourages the early informal resolution of complaints at the site level whenever possible. Board policies pertaining to complaint procedures are found at the back of this handbook.

SAFE KEEP DIRECTORY

Emergency	911
Police Department	782-7426
Sheriff's Department	782-4700
Highway Patrol	784-7444
Sierra View Hospital	784-1110
Family Health Network Center	781-7242
City Fire Department	782-7426
County Fire Department	784-7628
Center for Missing and Exploited Children	1-800-843-5678
California Missing Children Hotline	1-800-222-3463
Crime Stoppers	784-3673
Crime Bureau Hotline	1-800-835-6422
Child Abuse Hotline	1-800-331-1585
Rape Counseling Service	784-7273 or 782-5115

**Annual Notification to
Parents/Guardians
2020-2021**

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ABSENCES

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

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

- (1) Illness of the student.
- (2) Quarantine under the direction of a county or city health officer.
- (3) Securing medical, dental, optometric, or chiropractic services.
- (4) Attendance at the funeral services of a member of the student's immediate family, so long as the absence is not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside California.
- (5) Jury duty.
- (6) Illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child for which the school staff shall not require a note from a doctor.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the student's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the student's absence is requested in writing by the parent and approved by the principal or a designated representative. Attendance at religious retreats cannot exceed four hours per semester.
- (8) Service as a member of a precinct board for an election.
- (9) Spending time with a member of the student's immediate family, who is an active duty member of the uniformed services, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position; such absences will be granted for a period of time to be determined at the discretion of the Superintendent.
- (10) Attendance of the student's naturalization ceremony to become a United States citizen.
- (11) Obtaining confidential medical services without parental consent.

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

Absences for Religious Purposes (Ed. Code § 46014)

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

ATTENDANCE

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

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

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

Interdistrict Transfers. California law allows two or more school districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted or denied. Districts of residence may not deny a transfer of a student whose parent is active duty military where the district of proposed enrollment approves the application. No district is required to provide transportation to a student who transfers into the district. If either district denies a transfer request, a parent may appeal that decision to the county board of education within 30 calendar days from the date of the final denial. There are specified timelines in the law for the county board of education to make a decision. See Appendix for the District's policy on Interdistrict Transfers

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Notice of Alternative Schools (Ed. Code § 58501)

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

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

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

Transfer of Student Convicted of Violent Felony or Misdemeanor (Ed. Code §§ 48929, 48980)

The District's governing board has adopted Board Policy 5116.2 that allows for the transfer of students who have been convicted of violent felonies and designated misdemeanors to another District school if the offending student and the victim of the crime are enrolled at the same school, if certain requirements are satisfied.

COMPLAINTS

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

The District has established Uniform Complaint Procedures ("UCP") to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees, and the non-

compliance of the District's Local Control and Accountability Plan. See Appendix for the District's UCP.

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

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

The Superintendent shall receive and investigate complaints submitted under the District's UCP and ensure District compliance with the law. For more information concerning the filing of uniform complaints, copies of the Board Policies and Administrative Regulations pertaining to the District's UCP are available free of charge upon request at the school office.

Except for complaints submitted under the District's Williams Uniform Complaint Procedures, a complainant may appeal a decision made under the District's UCP to the California Department of Education by filing a written appeal within 15 days of receiving the decision. The appeal must be accompanied by a copy of the complaint filed with the District and a copy of the District's decision.

A complainant may pursue available civil law remedies outside of the District's UCP. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions, restraining

orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable.

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

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

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

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

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

Lactation Accommodations for Parenting Students (Ed. Code § 222)

A school operated by a school district or a county office of education, the California School for the Deaf, the California School for the Blind, and a charter school must provide reasonable accommodations to a lactating student on a school campus to express milk, breast-feed an infant child, or address other needs related to breastfeeding. Reasonable accommodations under this section include, but are not limited to, all of the following:

- Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child.

- Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk.
- Access to a power source for a breast pump or any other equipment used to express breast milk.
- Access to a place to store expressed breast milk safely.
- A reasonable amount of time to accommodate the need to express breast milk or breast-feed an infant child.

A student may not incur an academic penalty as a result of her use of reasonable lactation accommodations and must be provided an opportunity to make up any work missed due to such use.

A complaint of noncompliance with the requirements of this provision may be filed under the District's Uniform Complaint Procedures. Complainants not satisfied with the District's decision may appeal the decision to the California Department of Education and receive a written decision within 60 days. If the District finds merit in a complaint, or if the Superintendent finds merit in an appeal, the District will provide a remedy to the affected student.

Pregnant and Parenting Student Rights (Ed. Code §§ 221.51, 46015)

The District cannot apply any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. The District cannot exclude or deny any student from any educational program or activity, including class or extracurricular activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.

The District may require any student to obtain the certification of a physician or nurse practitioner that the student is physically and emotionally able to continue participation in the regular education program or activity.

Pregnant or parenting students cannot be required to participate in pregnant minor programs or alternative education programs. Pregnant or parenting students who voluntarily participate in alternative education programs will be given educational programs, activities, and courses equal to those they would have been in if participating in the regular education program.

The District must treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disabling condition.

Pregnant or parenting students are entitled to eight weeks of parental leave, which the student may take before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. The student, if the student is 18 years of age or older, or, if the student is under 18 years of age, the person holding the right to make educational decisions for the student, shall notify the school of the student's intent to exercise this right. Failure to notify the school shall not reduce these rights. A pregnant or parenting student who does not wish to take all or part of the parental leave to which he or she is entitled shall not be required to do so. A pregnant or parenting student is entitled to receive more than eight weeks of parental leave if deemed medically necessary by the student's physician.

When a student takes parental leave, the supervisor of attendance shall ensure that absences from the student's regular school program are excused until the student is able to return to the regular

school program or an alternative education program. During parental leave, the District shall not require a pregnant or parenting student to complete academic work or other school requirements.

A pregnant or parenting student may return to the school and the course of study in which he or she was enrolled before taking parental leave. Upon return to school after taking parental leave, a pregnant or parenting student is entitled to opportunities to make up work missed during his or her leave, including, but not limited to, makeup work plans and reenrollment in courses.

Notwithstanding any other law, a pregnant or parenting student may remain enrolled for a fifth year of instruction in the school in which the student was previously enrolled when it is necessary in order for the student to be able to complete state and any local graduation requirements, unless the District makes a finding that the student is reasonably able to complete the District's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.

A student who chooses not to return to the school in which he or she was enrolled before taking parental leave is entitled to alternative education options offered by the District. A pregnant or parenting student who participates in an alternative education program shall be given educational programs, activities, and courses equal to those he or she would have been in if participating in the regular education program.

A student shall not incur an academic penalty as a result of his or her use of these accommodations. A complaint of noncompliance with these requirements may be filed with the District under its UCP.

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

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

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

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

- Age
- Ancestry
- Color
- Ethnicity
- Ethnic group identification
- Gender, including a person's gender identity and gender expression, which is a person's gender-related appearance and behavior whether or not stereotypically associated with a person's assigned sex at birth
- Genetic information
- Immigration status
- Lack of English skills
- Marital, family, or parental status
- Nationality or national origin
- Physical or mental disability
- Race

- Religion or religious creed, including agnosticism, atheism, and all aspects of religious belief, observance, and practice
- Sex, including discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery from pregnancy
- or childbirth-related conditions, or denial of lactation accommodations for lactating students
- Sexual orientation, including heterosexuality, homosexuality, and bisexuality

Harassment, intimidation, or bullying based upon a person's association with a person or group with one or more of these actual or perceived characteristics is also prohibited. Any questions or concerns about noncompliance can be directed to Dr. Robert M. Hudson, Superintendent, 2293 E. Crabtree Ave. , Porterville, CA, 93257, 559-782-5700. See Parent/Student Handbook for the District's policy on sexual harassment

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against qualified disabilities individuals in federally financed education programs or activities. The District does not discriminate in admission or access to its programs or activities. In the event of a complaint regarding discrimination based upon an actual or perceived mental or physical disability, please contact Dr. Robert M. Hudson, Superintendent, 2293 E. Crabtree Ave. , Porterville, CA, 93257, 559-782-5700.

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

See Parent/Student Handbook for the District's policy on sexual harassment

DISCIPLINE

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

The District's Governing Board has adopted rules and regulations pertaining to student discipline, including Board Policy 5144, 5144.1, and 5144.2, and Administrative Regulations 5144 and 5144.2. Parents may request a copy of such rules and regulations.

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

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

FACILITIES AND SAFETY

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

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

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

All schools are required to provide parents with annual notice of expected pesticide use at schools. See Parent/Student Handbook for a List of Pesticide Products, including name of each pesticide product, active ingredient(s) and the Internet address for further information. Please contact Dr. Robert M. Hudson at the District Office at 559-782-5700 if you wish to receive written notification

at least 72 hours prior to the application of an individual pesticide at your school. Each school will maintain a list of parents who want to be notified before individual pesticide applications are made. Prior to the application of any pesticide, the District will post a warning sign at the area to be treated at least 24 hours prior to the pesticide application and such sign will remain posted for at least 72 hours after the application. In the event of an emergency condition, advance notification and prior sign posting may not be feasible, but a warning sign will be posted immediately upon application of the pesticide.

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

HEALTH & IMMUNIZATIONS

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

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

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

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

Inhaled Asthma Medication (Ed. Code § 49423.1)

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

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

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

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

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

The District does not provide or make available medical and/or hospital services for students injured on school grounds, or while being transported to or from any school activity or event.

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

Student mental health services are available through the Tulare County Office of Education by contacting: Melissa Dimaggio. Please contact the school at 559-782-5700 if needed.

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

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

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

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

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

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

INSTRUCTION

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

See Appendix for the District’s pupil-free staff development day and minimum day schedule. A student’s parent will be notified during the school year of any additional minimum days or pupil-free staff development days no later than one month before the actual date. Please see the Parent/Student Handbook for a copy of the Master Calendar.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

may inspect all instructional materials, including teacher's manuals, films, tapes or other supplementary material to be used in connection with any survey, analysis or evaluation.

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

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

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

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

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

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

RECORDS

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

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

The following position is responsible for maintaining all student records: Cliff Cantrell, Principal

An access log or record of who has requested or received information from a student's records is kept at the same location as of the records. The Education Code and the District's Administrative Regulation 5125 set forth the criteria under which school officials and employees may access, change, or delete information in a student's records.

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

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

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

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

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

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

The District may share student records with school officials and employees who have a legitimate educational interest. "School officials and employees" and "legitimate educational interest" are defined in the attached Administrative Regulation 5125

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

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

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

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

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

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

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

Student Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Attachments

- 1. Sexual Harassment Policy**
- 2. Student Minimum Dress Requirements**
- 3. Student Handbook Acknowledgement Form**
- 4. Uniform Complaint Procedures**
- 5. Internet Usage Policy**
- 6. School/Family Compact**
- 7. Classroom Video Usage Policy**
- 8. Eighth-Grade Promotion Requirements**
- 9. Athletic Code and Policy**
- 10. Alta Vista Discipline Steps**
- 11. Alta Vista Anti-Bullying Pledge**
- 12. Alta Vista Video/Picture Participation**
- 13. Title I School-Level Parental Involvement Policy**
- 14. Williams Complaint Classroom Notice**
- 15. Board Policy: Interdistrict Attendance**
- 16. Board Policy: Open Enrollment Act Transfers**
- 17. Board Policy: Involuntary Student Transfers**

Attachment #1

SEXUAL HARASSMENT POLICY

Sexual harassment of or by any student is prohibited.

1. “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work place or educational setting, under any of the following conditions:
 - a. Submission to the conduct is explicitly or implicitly made a term or condition of a student’s academic status, or progress.
 - b. Submission to, or rejection of, the conduct by the student is used as the basis of academic decisions affecting the student.
 - c. The conduct has the purpose or effect of having a negative impact upon the student’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
 - d. Submission to, or rejection of, the conduct by the student is used as the basis for any decision affecting the student regarding the benefits and services, honors, programs, or activities available at or through the school.
2. Sexual harassment by or against any student is subject to disciplinary action up to and including termination if the individual who engaged in the harassment is a school employee. Examples of sexual harassment include, but are not limited to, any of the following conduct or actions:
 - a. Unwelcome leering, sexual flirtations, or propositions.
 - b. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
 - c. Graphic verbal comments about another individual’s body, or overly personal conversation.
 - d. Sexual jokes, stories, drawings, pictures, or gestures.
 - e. Spreading sexual rumors.
 - f. Touching an individual’s body or clothes in a sexual way.
 - g. Cornering or blocking of normal movements in a sexually domineering or teasing way.
 - h. Displaying sexually suggestive objects in the educational environment.
3. Sexual harassment of students shall be reported in accordance with the school’s complaint procedures.
 - a. The student believed to be the subject of sexual harassment by another student, and/or her/his parent/legal guardian shall meet with the student’s teacher to report the incident(s).
 - b. Any student believed to be the subject of sexual harassment by an adult or any witness thereto shall meet with the school’s Principal to report the incident(s).
 - c. Compliance Officer - The school’s compliance officer for reports of sexual harassment of students is the assistant principal.

Attachment #2

STUDENT MINIMUM DRESS REQUIREMENTS

Appropriate Dress	Requirements
	<ul style="list-style-type: none"> ➤ Modesty should be the key to dress. No see-through or spaghetti strap articles may be worn. Straps must measure 2 inches. Undergarments must be covered at all times. Bare midriffs are inappropriate.
SHOES	<ul style="list-style-type: none"> ➤ Shoes must be secured at the ankle and must have no more elevation than a typical tennis shoe. Platform shoes, open-toed shoes, and flip-flops are not allowed.
PANTS	<ul style="list-style-type: none"> ➤ Pants/shorts must fit at the waist and be worn with a belt when appropriate. Pants/shorts must not be more than 2 inches larger than the waist, baggy (sagging), oversized pants are not allowed. Yoga pants (or other form-fitting material), uncovered leggings (covering material must pass the “finger-length test”), and pajamas (unless worn on a specified pajama day) are not allowed. Shorts must be at least mid-thigh. Pants and shorts must be hemmed. Pants/shorts which are designed for the exposure of skin/tights are not allowed. “Ripped” jeans are acceptable, but must have material underneath which covers the skin.
	<ul style="list-style-type: none"> ➤ Dress or grooming that draws undue attention, detracts from the educational process, and/or presents a hazard to the safety of the student or others is not allowed. (To include excessive jewelry, extreme unnatural hair color and styles, mohawks (made by clipping hair to leave a fin standing any direction over the top of one’s head), cosmetics, etc.) Piercings are limited to no more than two (2) per ear, located in the lower lobe. No item (clothing, hats, and jewelry) that could be considered gang-related, obscene, in poor taste, calls for an illegal act, or mentions alcohol/tobacco products may be worn by students.
HATS	<ul style="list-style-type: none"> ➤ No hats, caps, hair nets, or bandanas may be worn or displayed ➤ Exception: Hats may be worn outside only and solely for the purpose of sun protection. Hats shall be made of pliable canvas or soft material with a 3-5 inch brim around the entire circumference of the hat. They may not sport an insignia, other than the school insignia. Hats, by nature of the color, arrangement, trademark or any other attribute, that denote membership in gangs, or which advocate racial, ethnic or religious prejudice, drug use, violence, intimidation or disruptive behavior are prohibited.
Miscellaneous	<ul style="list-style-type: none"> ➤ Tattoos, temporary or permanent, are prohibited ➤ The school reserves the right to restrict certain clothing if it has become a symbol for gangs in the community and/or surrounding areas ➤ In case of questionable dress (not covered in the rules listed above), the school administrators will make the final decision. ➤ Students who violate these requirements may be sent home until the violation has been corrected. ➤ Students who are given an opportunity to correct issues with hairstyles/coloring will have a notation placed in their file. A second occurrence may result in a Major Referral.

Attachment #3

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Dear Parents and Students,

You have just completed reviewing the Alta Vista Student Handbook. We have attempted to cover all the important rules, regulations, and procedures that you will be responsible for this school year.

1. Positive work habits and good behavior will be recognized.
2. Inappropriate or disruptive behavior will result in serious consequences and **will not** be tolerated.
3. Attendance is a high priority at Alta Vista. Students are expected to be on time, and ready to work when they enter the classroom.
4. Academic achievement for all students is our goal. Students who do not work to their potential will be denied participation in extracurricular activities.
5. Students are responsible for their personal appearance, as well as the proper care of all school materials given to them.
6. All students will be treated fairly.
7. Success at Alta Vista will be equal to your effort and desire.

.....

We have read and reviewed the Alta Vista Student Handbook with our child. We also understand the requirements of Alta Vista Elementary.

In signing, we indicate an awareness and understanding of school practices and procedures.

Student's Signature: _____

Date: _____

Teachers Name: _____

Date: _____

Parent's Signature: _____

Date: _____

(Please sign and return this bottom section to the school)

Attachment #4

California Department of Education

Sample Uniform Complaint Procedures (UCP) Annual Notice

September 2020 *REVISED*

ALTA VISTA ELEMENTARY SCHOOL DISTRICT

Uniform Complaint Procedures (UCP) Annual Notice 2020-2021

The Alta Vista Elementary School District annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of our Uniform Complaint Procedures (UCP) process.

The UCP Annual Notice is available on our website.

We are primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.

Attachment #4

- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

Filing a UCP Complaint

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

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Responsibilities of the Alta Vista Elementary School District

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district.

Attachment #4

We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE).

We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our UCP procedures shall be available free of charge.

For UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California *Health and Safety Code* (HSC) [Only for LEAs that operate a State Preschool Exempt from Licensing, add the following statements]

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California *Health and Safety Code* (HSC) a notice shall be posted in each California state preschool program classroom in each school in our agency.

The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California *Code of Regulations* (5 CCR) that apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

Contact Information

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints

Dr. Robert M. Hudson
Superintendent
2293 E. Crabtree Ave., Porterville, CA, 93257
559-782-5700
rhudson@altavistaesd.org

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in the Alta Vista Elementary School District

Attachment #5

ALTA VISTA ELEMENTARY SCHOOL DISTRICT STUDENT-TECHNOLOGY ACCEPTABLE USE AGREEMENT

The purpose of this Acceptable Use Agreement (“Agreement”) is to ensure a safe and appropriate environment for all students. This Agreement notifies parents and students about the acceptable ways in which District Technology may be used. The District (“District”) recognizes and supports advances in technology and provides an array of technology resources for students to use to enhance learning and education. While these technologies provide a valuable resource to students, it is important that students’ use of technology be appropriate for school purposes.

Pursuant to Board Policy 6163.4, only Users of District Technology who submit a signature acknowledging receipt and agreement to the terms of use outlined in this Agreement are authorized to use District Technology.

Terms of Use

Acceptable Use: District students are only permitted to use District Technology for purposes which are safe (pose no risk to students, employees or assets), legal, ethical, do not conflict with the mission of the District, and are compliant with all other District policies. Usage that meets these requirements is deemed “proper” and “acceptable” unless specifically excluded by this policy or other District policies. The District reserves the right to restrict online destinations through software or other means.

Additionally, the District expressly prohibits:

1. Using District Technology for commercial gain;
2. Accessing District Technology for the purpose of gaming or engaging in any illegal activity;
3. Transmission of confidential information to unauthorized recipients;
4. Inappropriate and unprofessional behavior online such as use of threats, intimidation, bullying or “flaming”;
5. Viewing, downloading, or transmission of pornographic material;
6. Using District Technology for the creation or distribution of chain emails, any disruptive or offensive messages, offensive comments about race, gender, disabilities, age, sexual orientation, religious beliefs/practices, political beliefs, or material that is in violation of workplace harassment or workplace violence laws or policies;
7. Significant consumption of District Technology for non-school related activities (such as video, audio or downloading large files) or excessive time spent using District Technology for non-school purposes (e.g. shopping, personal social networking, or sports related sites);
8. Knowingly or carelessly performing an act that will interfere with or disrupt the normal operation of computers, terminals, peripherals, or networks, whether within or outside of District Technology (e.g., deleting programs or changing icon names) is prohibited;
9. Infringe on copyright, license, trademark, patent, or other intellectual property rights; or
10. Disabling any and all antivirus software running on District Technology or “hacking” with District Technology. Any such activity, including related internet searches will result in a Major Referral.

Accountability: Users are prohibited from anonymous usage of District Technology. In practice, this means users must sign in with their uniquely assigned District User ID before accessing/ using District Technology. Similarly, “spoofing” or otherwise modifying or obscuring a user’s IP Address, or any other user’s IP Address, is prohibited.

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Circumventing user authentication or security of any host, network, or account is also prohibited.

Disclaimer: The District cannot be held accountable for the information that is retrieved via the network. The District will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by the District Systems, System Administrators or your own errors or omissions. Use of any information obtained is at your own risk. The District makes no warranties (expressed or implied) with respect to: (a) the content of any advice or information received by a student, or any costs or charges incurred as a result of seeing or accepting any information; or (b) any costs, liability, or damages caused by the way the student chooses to use his or her access to the network.

Password Policy: Passwords must not be shared with anyone and must be treated as confidential information. Passwords must be changed as often as required by the District's IT department. All Users are responsible for managing their use of District Technology and are accountable for their actions relating to security. Allowing the use of your account by another user is also strictly prohibited. All passwords created for or used on any District Technology are the sole property of the District. The creation or use of a password by a student on District Technology does not create a reasonable expectation of privacy.

Responsibility: Users are responsible for their own use of District Technology and are advised to exercise common sense and follow this Agreement in regards to what constitutes appropriate use of District Technology in the absence of specific guidance.

Revocation of Authorized Possession: The District reserves the right, at any time, for any reason or no reason, to revoke a User's permission to access, use, or possess District Technology.

Restriction of Use: The District reserves the right, at any time, for any reason or no reason, to limit the manner in which a User may use District Technology in addition to the terms and restrictions already contained in this Agreement.

Third-Party Technology: Connecting unauthorized equipment to the District Technology, including the unauthorized installation of any software (including shareware and freeware), is prohibited.

Personally Owned Devices: If a student uses a personally owned device to access District Technology or conduct District business, he/she shall abide by all applicable Board policies, administrative regulations, and this Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting: If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of District Technology, he/she shall immediately report such information to the Superintendent or designee.

Consequences for Violation: Violations of the law, Board policy, or this Agreement may result in revocation of a student's access to District Technology and/or restriction of his/her use of District Technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this Agreement may be reported to law enforcement agencies as deemed appropriate.

Attachment #5

Enforcement

Record of Activity: User activity with District Technology may be logged by System Administrators. Usage may be monitored or researched in the event of suspected improper District Technology usage or policy violations.

Blocked or Restricted Access: User access to specific Internet resources, or categories of Internet resources, deemed inappropriate or non-compliant with this policy may be blocked or restricted. A particular website that is deemed “Acceptable” for use may still be judged a risk to the District (e.g. it could be hosting malware), in which case it may also be subject to blocking or restriction.

No Expectation of Privacy: Users have no expectation of privacy regarding their use of District Technology. Log files, audit trails and other data about user activities with District Technology may be used for forensic training or research purposes, or as evidence in a legal or disciplinary matter. Users are on notice that District Technology is subject to search and seizure in order to facilitate maintenance, inspections, updates, upgrades, and audits, all of which necessarily occur both frequently and without notice so that the District can maintain the integrity of District Technology. All data viewed or stored is subject to audit, review, disclosure and discovery. Such data may be subject to disclosure pursuant to the Public Records Act (California Government Code section 6250 et seq.). Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by District Technology for sending or receiving private or confidential electronic communications. System Administrators have access to all email and will monitor messages. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities and/or District personnel.

The District reserves the right to monitor and record all use of District Technology, including, but not limited to, access to the Internet or social media, communications sent or received from District Technology, or other uses within the jurisdiction of the District. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of District Technology (such as web searches or emails) cannot be erased or deleted. The District reserves the right to review any usage and make a case-by-case determination whether the User’s duties require access to and/or use of District Technology which may not conform to the terms of this policy.

Specific Consent to Search and Seizure of District Technology: The undersigned consents to the search and seizure of any District Technology in the undersigned’s possession by the District, the District’s authorized representative, a System Administrator, or any Peace Officer at any time of the day or night and by any means. This consent is unlimited and shall apply to any District Technology that is in the possession of the undersigned, whenever the possession occurs, and regardless of whether the possession is authorized. The undersigned waives any rights that may apply to searches of District Technology under SB 178 as set forth in Penal Code sections 1546 through 1546.4.

Definitions

Blogging

An online journal that is frequently updated and intended for general public consumption.

E-mail

The electronic transmission of information through a mail protocol such as SMTP or IMAP. Typical e-mail clients include Microsoft Outlook.

Attachment #5

Chain e-mail

E-mail sent to successive people. Typically, the body of the note has directions to the reader to send out multiple copies of the note so that good luck or money will follow.

Flaming

The use of abusive, threatening, intimidating, or overly aggressive language in an Internet communication.

Hacking

Gaining or attempting to gain unauthorized access to any computer systems, or gaining or attempting to gain unauthorized access to District Technology.

District Technology

All technology owned or provided by the District to authorized users, including Internet/Intranet/Extranet-related systems, computer hardware, software, Wi-Fi, electronic devices such as tablet computers, USB drives, cameras, smart phones and cell phones, telephone and data networks (including intranet and Internet access), operating systems, storage media, wireless access points (routers), wearable technology, PDA's, network accounts, web browsing, blogging, social networking, and file transfer protocols, email systems, electronically stored data, websites, web applications or mobile applications, 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.

Instant Messaging

A type of communications service that enables the creation of a kind of private chat room with another individual in order to communicate in real time over the Internet.

Internet Resources

Websites, instant messaging applications, file transfer, file sharing, and any and all other Internet applications and activities using either standard or proprietary network protocols. Examples of websites that pose a risk to the District, or are counter to its mission, are malware repositories, sites advocating violence against civil society or against persons based on race, religion, ethnicity, sex, sexual orientation, color, creed or any other protected categories, sites offering gambling activities or that are pornographic in nature.

IP Address

Unique network address assigned to each computing device connected to a network to allow it to communicate with other devices on the network or Internet.

Malware

Malware is any software, application, program, email or other data or executable code which is designed to cause harm to a network or computer or violate any law, statute, policy or regulation in any way. Examples of harmful activity or intent are theft of personal information or intellectual property by phishing or other means, hacking, violation of copyright law (distributing or copying written material without proper authorization), propagation of Spam e-mails, harassment, extortion, denial of service and facilitating access to illegal content (pornography, gambling, etc.). Accessing or storing malware is expressly prohibited unless authorized for research or forensic purposes by appropriately authorized and designated employees.

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Network

Any and all network and telecommunications equipment, whether wired or wireless, controlled or owned by the District which facilitate connecting to the Internet.

Phishing

Attempting to fraudulently acquire sensitive information by masquerading as a trusted entity in an electronic communication.

Sensitive information

Classified as Protected Health Information (PHI), Confidential Information or Internal Information.

Spam

Spam is unsolicited nuisance Internet E-mail which sometimes contains malicious attachments or links to websites with harmful or objectionable content.

Spoofing

IP Address spoofing is the act of replacing IP address information in an IP packet with falsified network address information. Each IP packet contains the originating and destination IP addresses. By replacing the true originating IP address with a falsified address a hacker can obscure their network address and hence, the source of a network attack, making traceability of illegal or illegitimate internet activity extremely difficult.

System Administrator

District employees whose responsibilities include District Technology, site, or network administration. System Administrators perform functions including, but not limited to, installing hardware and software, managing a computer or network, auditing District Technology, and keeping District Technology operational.

Unauthorized Disclosure

The intentional or unintentional act of revealing restricted information to people, both inside and/or outside the District, who do not have a need to know that information.

User or Users

Individual(s) whether students or employees, full or part-time, active or inactive, including interns, contractors, consultants, vendors, etc. who have used District Technology, with or without the District's permission.

User ID

Uniquely assigned Username or other identifier used by a student to access the District network and systems.

Attachment #5

Student Acknowledgment

I have received, read, understand, and agree to abide by this Agreement and other applicable laws and District policies and regulations governing the use of District Technology. I understand that there is no expectation of privacy when using District Technology. I hereby release the District and its personnel from any and all claims and damages arising from my use of District Technology or from the failure of any technology protection measures employed by the District. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Name (Please print) _____ Grade: _____

School: _____

Signature: _____ Date: _____

Parent or Legal Guardian Acknowledgment

If the student is under 18 years of age, a parent/guardian must also read and sign the Agreement.

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Agreement. By signing this Agreement, I give permission for my child to use District Technology and/or to access the school's computer network and the Internet. I understand that, despite the District's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, District, and District personnel against all claims, damages, and costs that may result from my child's use of District Technology or the failure of any technology protection measures used by the District. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

Name: (Please print) _____ Date: _____

Signature: _____

Disclaimer: As the information contained herein is necessarily general, its application to a particular set of facts and circumstances may vary. For this reason, this document does not constitute legal advice. We recommend that you consult with your counsel prior to acting on the information contained herein.

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Attachment #6

Alta Vista Elementary School Family Compact

It is important that families and schools work together to help students achieve high academic standards. We, at Alta Vista Elementary School, work to provide a supportive and successful climate for all students. Through a process that includes teacher, families and students, the following are agreed upon roles and responsibilities that we, as partners, will carry out to support student success in school.

Staff Pledge:

I agree to carryout the following responsibilities to the best of my ability:

1. Endeavor to motivate my students to learn.
2. Have high expectations and help every child to develop a love of learning.
3. Teach classes through interesting and challenging lessons that promote student achievement.
4. Communicate regularly with families about student progress.
5. Provide a warm, safe and caring learning environment.
6. Provide meaningful homework assignments to reinforce and extend learning.
7. Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and community.
8. Actively participate in making school an accessible and welcoming place for families, which help each student achieve the school's highest academic standards.
9. Respect the school, students, staff, and families.

Students Pledge:

I agree to carryout the following responsibilities to the best of my ability:

1. Come to school ready to learn and work hard.
2. Bring necessary materials, completed assignments and homework.
3. Know and follow school and class rules.
4. Communicate regularly with my parents and teachers about school experiences so they can help me be successful in school.
5. Participate in the classroom.
6. Respect the school, classmates, and staff.

Family/Parent Pledge:

Learn to carryout the following responsibilities to the best of my ability:

1. Provide a quiet time, place for homework, and monitor TV viewing time.
2. Read to my child or encourage my child to read every day.
3. Ensure that my child attends school everyday and is on time.
4. Regularly monitor my child's progress in school.
5. Participate at school and attend parent teacher conferences.
6. Communicate the importance of education and learning to my child.
7. Respect the school staff, students and families

Signatures:

Parent/Guardian _____ Date _____

Student _____ Date _____

Teacher _____ Date _____

Attachment #7
Alta Vista Elementary School
Classroom Video Usage Notification

Throughout the school year, there may be times when videos are utilized in the classroom for the purposes of instructional enhancement or as a reward for positive behavior. These videos may be rated G or PG by the Motion Picture Association of America. Student viewing of PG videos is dependent upon receipt of this Classroom Video Usage Notification. Only those students who have the signature of a parent/guardian may view any PG video.

If you have any questions, you may either call the School office or contact your student's classroom teacher.

Thank you for your assistance.

- I WILL allow my student to view PG rated videos.

- I WILL NOT allow my student to view PG rated videos.

Parent's Signature

Student Name

Date: _____

Attachment #8

ALTA VISTA 8th Grade
PROMOTION & ACTIVITIES REQUIREMENTS

Due to the move to educating students in the Distance Learning format, caused by the COVID-19 pandemic, Promotion Ceremony Requirements have not been finalized at this time. Parents/guardians will be notified once these requirements have been determined.

Attachment #9
Alta Vista Elementary School
Athletic Code and Policy

1. A team member will consider it a privilege to wear the uniform of his/her team and will accept the responsibility that accompanies it by being a gentlemen or lady on the playing field, on the campus, and the community at large.
2. A team member will play hard and fair and will treat visiting players as guests.
3. A team member will respect the judgment of officials at all times regardless of personal feelings.
4. A team member will obey the coach, team captain, and athletic director at all times without hesitation and will cooperate with the team.
5. A team member in the event of losing a game will congratulate the opposing team and after a victory, will be considerate and modest toward the team that did not win.
6. A team member who does not participate in P.E. will not be allowed to practice or participate in after school sports during the same day.
7. Team members will report to practice regularly and promptly and except for sudden illness will give the coach advance notice of intended absence or late arrival.
8. All students associated with athletics/ cheerleading must maintain a 2.00 grade point average during each grading period.
9. A team member who quits without an emergency reason will become ineligible to play on any other team for the remainder of the season and the following season.
10. A team member will be responsible for replacing all lost, stolen, or damaged school equipment/uniform that was issued to him or her. Parents and team members acknowledge the amount per sport can be up to \$200.00.
11. A team member wishing to go home from a game with a parent or anyone other than a parent must have written permission from a parent/legal guardian. This must be given to the coach of the current sport.
12. You are expected to act in a proper manner while traveling to and from all contests. Loud and boisterous behavior is not acceptable. This could result in loss of bus privileges.
13. Infraction of any of the rules above will result in the coach assigning one of the following penalties:
 - a. Suspended temporarily or permanently from the team.
 - b. Suspended from participating in a game. Practice is still required.
14. I allow my student to participate in both practices/games on identified "Red" air quality days. Parent Initial: _____
15. **As a team member there are no guarantees that you will participate in every game.**

I/we have read, understand, and accept this code and give my permission for my son/daughter to travel to all related scheduled events and will assume full responsibility for my child's safety in case of an accident, willful disobedience, or failure to follow school regulations.

 (Student's Signature)

 (Parent's Signature)

 (Date)

Medical Emergency Consent Form

I/we, the undersigned parent(s) of _____, a minor, do hereby authorize the Alta Vista Elementary School District as agent for the undersigned in our absence, to transport in an emergency, to consent to x-ray examination, anesthetic, medical or surgical diagnosis or treatment; hospital care which is deemed advisable by, and is to be rendered under the general or special supervision and upon such diagnosis or treatment if rendered at the office of said physician or at the duly licensed medical facility.

It is understood this authorization is given in advance of any diagnosis, treatment, or hospital care required, but is given to provide authority and power on the part of our aforesaid agent to give specific consent in any medical emergency to any and all such diagnosis, treatment or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California.

 (Parent's Signature)

 (Date)

Attachment #10

ALTA VISTA DISCIPLINE STEPS

All students are expected to practice the Alta Vista Student Pledge and model Character Counts traits, as well as follow rules set forth in the Student Handbook, at all times. If you do not conduct yourself in a manner consistent with the Student Pledge and Student Handbook, here is what will happen (serious offenses will go directly to Step 3, or Step 4). These “Steps” are subject to the discretion of the Superintendent/Principal/designee.

- Step 1:**
- *You will be assigned one (1) period of detention, when conducted
 - *You will lose the ability to attend the next regularly scheduled dance.
 - *You will lose the ability to participate in the next regularly scheduled athletic event.
 - *You will have a conference with the Principal/designee at the earliest opportunity (preferably within 2 days of the incident).
 - *Your parent/guardian will be called by the classroom teacher, or an interpreter (as needed).

****If you go ten (10) consecutive school days after the date of the Major Referral with no more Major Referrals, you will be removed from the Discipline Track (a clean start).**

- Step 2:**
- *You will be assigned one (1) period of detention, when conducted
 - *You will lose the ability to attend the next regularly scheduled dance.
 - *You will lose the ability to participate in the next regularly scheduled athletic event.
 - *You will have a meeting with a Behavior Intervention Technician (based on availability).
 - *You will have a conference with the Principal/designee at the earliest opportunity (preferably within 2 days of the incident).
 - *Your parent/guardian will be called by the classroom teacher, or an interpreter (as needed).

****If you go fifteen (15) consecutive school days after the date of the Major Referral with no more Major Referrals, you will move back to STEP 1.**

- Step 3:**
- *You will be assigned one (1) period of detention, when conducted
 - *You will lose the ability to attend the next regularly scheduled dance.
 - *You will lose the ability to participate in the next regularly scheduled athletic event.
 - *You will have a conference with the Principal/designee at the earliest opportunity (preferably within 2 days of the incident).
 - *Your parent/guardian will be called by the classroom teacher, or an interpreter (as needed).
 - *A Student Success Team meeting may be convened to discuss behavioral academic issues.
 - *If it is determined that you have violated Educational Code sections 48900, 48900.2, 48900.3, 48900.4, or 48900.7, you may be suspended from school for one (1) to five (5). If suspended, you will receive a written notice of suspension.
 - *If suspended, you will lose the ability to participate in all extracurricular activities for a period of thirty (30) school days, to begin upon return to school: which includes, but is not limited to, the next regularly scheduled dance and athletic event.
 - *You may be placed in an Alternate Day Class for one (1) to (3) days.

****If you go twenty (20) consecutive school days after the date of the Major Referral with no more Major Referrals, you will move back to STEP 2.**

- Step 4:**
- *You will have a conference with the Principal/designee at the earliest opportunity (preferably within 2 days of the incident).
 - *Your parent/guardian will be called by the classroom teacher, or an interpreter (as needed).
 - *A Student Success Team meeting may be convened to discuss behavioral academic issues.
 - *If it is determined that you have violated Educational Code sections 48900, 48900.2, 48900.3, 48900.4, or 48900.7, you may be suspended from school for one (1) to five (5). If suspended, you will receive a written notice of suspension.
 - *If suspended, you will lose the ability to participate in all extracurricular activities for a period of thirty (30) school days, to begin upon return to school: which includes, but is not limited to, the next regularly scheduled dance and athletic event.
 - *You may be placed in an Alternate Day Class for one (1) to (3) days

Attachment #10

- *If placed in an Alternate Day Class, you will lose the ability to participate in all extracurricular activities for a period of thirty (30) school days, to begin upon return to school: which includes, but is not limited to, the next regularly scheduled dance and athletic event.
- *If it is determined that you have committed an offense listed in Educational Code section 48915 subdivision c, you shall be recommended for expulsion, which includes an expulsion hearing.
- *If it is determined that you have violated Educational Code sections 48900, 48900.2, 48900.3, 48900.4, or 48900.7, you may be recommended for expulsion.
- *You may be placed on a "Behavior Contract" (in keeping with the spirit of progressive discipline, this will be initiated after a suspension has been served), and may lose the ability to participate in any Promotion Activities (if in the 8th grade), or the 7th grade End-of-Year Trip.

****If you go twenty-five (25) consecutive school days after the date of the Major Referral with no more Major Referrals, you may move back to STEP 3.**

Attachment #11

Alta Vista Anti-Bullying Pledge

It is understood that all students should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids", "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, we agree to the following:

- 1. Students and parents should keep themselves informed and aware of school bullying policies.**
- 2. Students and parents should work in partnership with the school to encourage positive behavior, value differences, and promote sensitivity to others.**
- 3. Students and parents should regularly discuss their feelings about school, work, friendships, and relationships.**
- 4. Parents/guardians should inform staff of changes in their student's behavior or circumstances at home that may change a child's behavior at school.**
- 5. Students and parents should alert staff if any bullying has occurred.**

Student's Signature

Parent's Signature

Date

Attachment #12

**Alta Vista Elementary School
Video/Picture Participation**

During the school year, our students participate in various school projects which involve photos/videotaping. These times are exciting opportunities for the students and their classrooms.

Students sometimes assist in the production of programs, and see the results, and themselves, on television/social media/internet websites. These videos/photos may also be viewed by other students, parents, and the public.

Please mark the appropriate box below concerning the participation of your student in video presentations and photos.

I WILL allow my student to participate in videos/photos.

I WILL NOT allow my student to participate in videos/photos.

Parent Name

Student Name

Date

Attachment #13

Title I School-Level Parental Involvement Policy Alta Vista

Alta Vista has developed a written Title I parental involvement policy with input from Title I parents. It has distributed the policy to parents of Title I students. The Title I School Parent Student Compact is distributed with registration information. The policy describes the means for carrying out the following Title I parental involvement requirements 20 USC 6318 Section 1118(a)-(f) inclusive.

Involvement of Parents in the Title I Program

To involve parents in the Title I program at Alta Vista, the following practices have been established:

The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.

This meeting is part of the Back to School meeting.

Additional meetings are held in coordination with ELAC meetings.

The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.

The meeting occurs at Back to School and in coordination with ELAC, but other times can be arranged upon request.

The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review*, and improvement of the school's Title I programs and the Title I parental involvement policy.**

Parents are invited to offer their feedback on the school's programs.

In addition, the Title I policy is reviewed by the School Site Council.

The school provides parents of Title I students with timely information about Title I programs.

The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.

This occurs on Back to School Night as an overview in each classroom. In addition, individual information is given parents by mailing each student's CAASPP scores and by parent conferences.

If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.

This occurs at parent conferences, student study team meetings, ELAC, and other meetings.

School-Parent Compact

Alta Vista distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

The school's responsibility to provide high-quality curriculum and instruction

The ways parents will be responsible for supporting their children's learning

Attachment #13

The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities

Briefly describe how the school developed the policy with Title I parent input and how the school distributes the policy to Title I parents.

Building Capacity for Involvement

Alta Vista engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.

This specifically occurs at Back to School Night and Parent Teacher Conferences.

The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement.

The school offers Parent Involvement Nights for all grade-levels.

With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners.

This occurs during staff professional development.

The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.

The school offers Parent Involvement Nights for all grade-levels.

The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.

All information is distributed in English and Spanish.

The school provides support for parental involvement activities requested by Title I parents.

School personnel meet with parent groups to explain CAASPP scores, local benchmark assessments.

Accessibility

Alta Vista provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

Attachment #14

California Department of Education Williams Complaint Classroom Notice

May 2020

ALTA VISTA ELEMENTARY SCHOOL DISTRICT

Notice to Parents, Guardians, Pupils, and Teachers

2020-2021

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

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

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

4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site.

You may also download a copy of the Sample Williams Complaint Form in English and in other languages from the California Department of Education Web site.

Attachment #15

The Board of Trustees recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

(cf. [5111.1](#) - District Residency)

(cf. [5116.1](#) - Intradistrict Open Enrollment)

(cf. [5118](#) - Open Enrollment Act Transfers)

Interdistrict Attendance Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code [46600](#))

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code [46600](#))

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Transportation

The district shall not provide transportation beyond any school attendance area. Upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for an interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available.

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48317 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48900 Grounds for suspension or expulsion; definition of bullying

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional occupational center/program, enrollment of students, interdistrict attendance

CALIFORNIA CONSTITUTION

Article 1, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin

Attachment #15

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192 Cal.App.4th 234

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

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

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

Policy ALTA VISTA ELEMENTARY SCHOOL DISTRICT

adopted: November 8, 2017 Porterville, California

Attachment #15

ALTA VISTA ELEMENTARY SCHOOL DISTRICT

REQUEST FOR INTER-DISTRICT RELEASE TO ANOTHER SCHOOL DISTRICT

TO: Alta Vista Elementary School District

SCHOOL YEAR: _____

Parent/Guardian Name: _____

Home Address: _____

Today's Date: _____

Telephone No: _____

I would like to request an inter-district attendance agreement for the student (s) listed below:

- 1. _____ Grade _____ To Attend _____
- 2. _____ Grade _____ To Attend _____
- 3. _____ Grade _____ To Attend _____
- 4. _____ Grade _____ To Attend _____

Reason for request for transfer (**this section must be filled out**): _____

Signature of Parent/Guardian: _____

Date: _____

If the governing board of either district neglects or refuses to enter into such agreement within 30 days after the person having custody of any pupil has requested the board to do so:

- a) The person may appeal to the county board of education.
- b) The county board of education shall, within 30 days after the filling of the appeal, determine whether the pupil should be permitted to attend in the district in which he desires to attend, for what period of time, and whether or not there shall be a tuition charge.

Parents should start the proceedings in the district in which they reside. All communications should be in writing and should be dated. This agreement is good only one school year. Each year the permit needs to be renewed.

Attachment #16

The Board of Trustees desires to offer enrollment options in order to provide children with opportunities for academic achievement that meet their diverse needs. Such options shall also be provided to children who reside within another district's boundaries in accordance with law, Board policy, and administrative regulation.

Whenever the district school is identified by the Superintendent of Public Instruction as a school on the Open Enrollment List, a student may transfer to another school as long as the school to which he/she is transferring has a higher Academic Performance Index. (Education Code [48354](#), [48356](#))

The Board may deny a transfer out of or into the district upon a determination by the Board that the transfer would negatively impact a court-ordered or voluntary desegregation plan in accordance with Education Code [48355](#).

Standards for Rejection of Transfer Applications

Pursuant to Education Code [48356](#), the Board has adopted the following standards for acceptance and rejection of transfer applications submitted by a parent/guardian of a student attending a school in another district on the Open Enrollment List. The Superintendent or designee shall apply these standards in accordance with Board policy and administrative regulation and shall ensure that the standards are applied uniformly and consistently.

As applicable, the Superintendent or designee may deny a transfer application under any of the following circumstances:

1. Upon a determination that approval of the transfer application would negatively impact the capacity of a program, class, or grade level, including:

a. The school, classroom, or program exceeding the maximum student-teacher ratio specified in the district's collective bargaining agreement

b. The school, classroom, or program exceeding the physical capacity of the facility pursuant to the district's facilities master plan or other facility planning document

c. The class or grade level exceeding capacity pursuant items #a-#c above in subsequent years as the student advances to other grade levels at the school

(cf. [6151](#) - Class Size)

(cf. [7110](#) - Facilities Master Plan)

2. Upon a determination that approval of the transfer application would have an adverse financial impact on the district, including:

a. The hiring of additional certificated or classified staff

b. The operation of additional classrooms or instructional facilities

c. Expenses incurred by the district that would not be covered by the apportionment of funds received from the state resulting in a reduction of the resources available to resident students

Appeal Process for Denials of Transfer Applications

A parent/guardian may appeal the district's denial of a transfer application to the Board by filing a written request of appeal with the Superintendent or designee within 10 days of the receipt of the written notification of denial. In addition, a parent/guardian who believes he/she has been subject to discrimination may file an appeal using the district's Uniform Complaint Procedures.

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

Attachment #16

The Board shall schedule an appeal hearing as soon as practicable at a regular or special meeting of the Board. At the hearing, the parent/guardian shall have the right to present oral or written evidence, rebut district evidence, and question any district witnesses. Unless the parent/guardian requests that the hearing be held in open session, the hearing shall be held in closed session in order to protect the privacy of students in accordance with law.

(cf. [9321](#) - Closed Session Purposes and Agendas)

The Board shall make its decision by the next regularly scheduled meeting and shall send its decision to all concerned parties. The Board's decision shall be final.

Legal Reference:

EDUCATION CODE

[200](#) Prohibition of discrimination

[35160.5](#) District policies, rules, and regulations

[46600-46611](#) Interdistrict attendance agreements

[48200](#) Compulsory attendance

[48204](#) Residency requirements for school attendance

[48300-48316](#) Student attendance alternatives, school district of choice program

[48350-48361](#) Open Enrollment Act

[48915](#) Expulsion; particular circumstances

[48915.1](#) Expelled individuals: enrollment in another district

[52317](#) Regional Occupational Center/Program, enrollment of students, interdistrict attendance

FAMILY CODE

[6500-6552](#) Caregivers

UNITED STATES CODE, TITLE 20

[6316](#) Transfers from program improvement schools

CODE OF REGULATIONS, TITLE 5

[4700-4703](#) Open Enrollment Act

CODE OF FEDERAL REGULATIONS, TITLE 34

[200.36](#) Dissemination of information

[200.37](#) Notice of program improvement status, option to transfer

[200.39](#) Program improvement, transfer option

[200.42](#) Corrective action, transfer option

[200.43](#) Restructuring, transfer option

[200.44](#) Public school choice, program improvement schools

Attachment #16

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

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

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

Policy ALTA VISTA ELEMENTARY SCHOOL DISTRICT

adopted: January 8, 2014 Porterville, California

Attachment #17

The Board of Trustees desires to enroll students in the school of their choice, but recognizes that circumstances sometimes necessitate the involuntary transfer of some students to another school or program in the district. The Superintendent or designee shall develop procedures to facilitate the transition of such students into their new school of enrollment.

(cf. [5113.1](#) - Chronic Absence and Truancy)

(cf. [5116.1](#) - Intradistrict Open Enrollment)

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

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

(cf. [6173.3](#) - Education for Juvenile Court School Students)

As applicable, when determining the best placement for a student who is subject to involuntary transfer, the Superintendent or designee shall review all educational options for which the student is eligible, the student's academic progress and needs, the enrollment capacity at district schools, and the availability of support services and other resources.

Whenever a student is involuntarily transferred, the Superintendent or designee shall provide timely written notification to the student and his/her parent/guardian and an opportunity for the student and parent/guardian to meet with the Superintendent or designee to discuss the transfer.

Students Convicted of Violent Felony or Misdemeanor

A student may be transferred to another district school if he/she is convicted of a violent felony, as defined in Penal Code [667.5\(c\)](#), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted. (Education Code [48929](#))

Before transferring such a student, the Superintendent or designee shall attempt to resolve the conflict using restorative justice, counseling, or other such services. He/she shall also notify the student and his/her parents/guardians of the right to request a meeting with the principal or designee. (Education Code [48929](#))

(cf. [5138](#) - Conflict Resolution/Peer Mediation)

(cf. [5144](#) - Discipline)

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

Participation of the victim in any conflict resolution program shall be voluntary, and he/she shall not be subjected to any disciplinary action for his/her refusal to participate in conflict resolution.

The principal or designee shall submit to the Superintendent or designee a recommendation as to whether or not the student should be transferred. If the Superintendent or designee determines that a transfer

would be in the best interest of the students involved, he/she shall submit such recommendation to the Board for approval.

The Board shall deliberate in closed session to maintain the confidentiality of student information, unless the parent/guardian or adult student submits a written request that the matter be addressed in open session and doing so would not violate the privacy rights of any other student. The Board's decision shall be final.

(cf. [9321](#) - Closed Session Purposes and Agendas)

The decision to transfer a student shall be subject to periodic review by the Superintendent or designee.

The Superintendent or designee shall annually notify parents/guardians of the district's policy authorizing the transfer of a student pursuant to Education Code [48929](#). (Education Code [48980](#))

Attachment #17

(cf. [5145.6](#) - Parental Notifications)

Other Involuntary Transfers

Students may be involuntarily transferred under either of the following circumstances:

1. If a high school student commits an act enumerated in Education Code [48900](#) or is habitually truant or irregular in school attendance, he/she may be transferred to a continuation school. (Education Code [48432.5](#))

(cf. [6184](#) - Continuation Education)

2. If a student is expelled from school for any reason, is probation-referred pursuant to Welfare and Institutions Code [300](#) or [602](#), or is referred by a school attendance review board or another formal district process, he/she may be transferred to a community day school. (Education Code [48662](#))

(cf. [6173](#) - Education for Homeless Children)

(cf. [6173.1](#) - Education for Foster Youth)

(cf. [6185](#) - Community Day School)

Legal Reference:

EDUCATION CODE

35146 Closed sessions; student matters

48430-48438 Continuation classes, especially:

48432.5 Involuntary transfer to continuation school

48660-48666 Community day schools, especially:

48662 Involuntary transfer to community day school

48900 Grounds for suspension and expulsion

48929 Transfer of student convicted of violent felony or misdemeanor

48980 Notice at beginning of term

PENAL CODE

667.5 Violent felony, definition

29805 Misdemeanors involving firearms

WELFARE AND INSTITUTIONS CODE

300 Minors subject to jurisdiction

602 Minors violating laws defining crime; ward of court

Management Resources:

WEB SITES

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

Attachment #17

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

Policy ALTA VISTA ELEMENTARY SCHOOL DISTRICT

adopted: January 11, 2017 Porterville, California