

NEW HOPE ELEMENTARY SCHOOL

“SUCCESS, NOTHING LESS!”

2018-2019 STUDENT/PARENT HANDBOOK



HOME OF THE TIGERS

www.nhesd.net

TABLE OF CONTENTS

2018-2019 CALENDAR	
WELCOME LETTER	1
HANDBOOK VERIFICATION	2
OUR DISTRICT MISSION/STUDENT ATTENDANCE MATTERS	3
BOARD OF TRUSTEES/STAFF ROSTER	4
IMPORTANT INFORMATION/VISITORS/VOLUNTEERS	5
SCHOOL INFORMATION	6
DRESS AND GROOMING	10
PROHIBITED ITEMS	13
CALIFORNIA SCHOOL IMMUNIZATION LAW FOR K-12	14
SCHOOL SITE RULES AND REGULATIONS	16
BUS CONDUCT RULES	17
STUDENT DISCIPLINE/CITATION	18
PARENT NOTICE OF RIGHTS AND RESPONSIBILITIES	19
UNIFORM COMPLAINT PROCEDURES	33
MEDICATION AT SCHOOL FORM	47
TECHNOLOGY USE AGREEMENT ACCEPTANCE	48
FERPA RIGHTS	51
BOARD POLICIES	53
HEALTHY SCHOOLS ACT OF 2000	61
PPRA RIGHTS	62
REQUEST FOR ELECTRONIC ACCESS TO PARENT NOTICE	63
CHILD ABUSE REPORTING	64
2018-2019 PARENT CONSENT FORM	66

NEW HOPE ELEMENTARY SCHOOL DISTRICT
2018-19 School Calendar

Approved: 4/10/18

MONTH	FIRST WEEK							SECOND WEEK							THIRD WEEK							FOURTH WEEK							FIFTH WEEK							INSTR DAYS															
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S																
JUL	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31	23	24	25	26	27	30	31	23	24	25	26	27	30	31	23	24	25	26	27	30	31	23	24	25	26	27	30	31	
AUG			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	20	21	22	23	24	27	28	20	21	22	23	24	27	28	20	21	22	23	24	27	28	20	21	22	23	24	27	28	12
SEP	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31		24	25	26	27	28	31		24	25	26	27	28	31		24	25	26	27	28	31		24	25	26	27	28	31		19
OCT	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	22	23	24	25	26	29	30	22	23	24	25	26	29	30	22	23	24	25	26	29	30	22	23	24	25	26	29	30	23
NOV				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	19	20	21	22	23	26	27	19	20	21	22	23	26	27	19	20	21	22	23	26	27	19	20	21	22	23	26	27	16
DEC	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31		24	25	26	27	28	31		24	25	26	27	28	31		24	25	26	27	28	31		24	25	26	27	28	31		10
JAN			1	2	3	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	21	22	23	24	25	28	29	21	22	23	24	25	28	29	21	22	23	24	25	28	29	21	22	23	24	25	28	29	18
FEB					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	18	19	20	21	22	25	26	18	19	20	21	22	25	26	18	19	20	21	22	25	26	18	19	20	21	22	25	26	18
MAR					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	18	19	20	21	22	25	26	18	19	20	21	22	25	26	18	19	20	21	22	25	26	18	19	20	21	22	25	26	21
APR	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	22	23	24	25	26	29	30	22	23	24	25	26	29	30	22	23	24	25	26	29	30	22	23	24	25	26	29	30	16
MAY			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	20	21	22	23	24	27	28	20	21	22	23	24	27	28	20	21	22	23	24	27	28	20	21	22	23	24	27	28	22
JUN	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31		24	25	26	27	28	31		24	25	26	27	28	31		24	25	26	27	28	31		24	25	26	27	28	31		5

LEGAL HOLIDAYS
 July 4 Independence Day
 Sept. 3 Labor Day Observed
 Nov. 12 Veteran's Day
 Nov. 22 Thanksgiving Day
 Dec. 25 Christmas Day
 Jan. 1 New Year's Holiday
 Jan. 21 Martin Luther King Jr. Day Observed
 Feb. 11 Lincoln's Birthday Observed
 Feb. 18 President's Day
 May 27 Memorial Day

Yellow First Day of School - August 1st
Blue Last Day of School - June 7th
PC Minimum Days - dismissal at 1:05 p.m.
Red Parent Conference
Green No School
Red Teacher Workdays/Staff Development/BBSD (No School)

1st-8th Regular Dismissal 2:30 p.m. **Kinder Daily Dismissal 1:05 p.m.**
9th-12th Regular Dismissal 1:05 p.m.
NO After School Program 12/14/18, 4/12/19, 6/7/19

School Starts: August 1st
First Trimester Ends: November 2nd
Parent Conferences: November 13th, 16th
Winter Break December 17th - January 4th
Second Trimester Ends: March 6th
Parent Conferences: March 16th - 22nd
Spring Break April 15th - April 22nd
SBAC Testing: April 23rd - May 17th
Third Trimester Ends & School Ends: June 7th

Breakfast 7:45-8:10 a.m.
 Classes begin 8:15 a.m.



August 16, 2018

Dear Parents and Students,

I want to welcome all of our new and returning families to New Hope Elementary! I hope you are as excited as I am, and ready for a great year filled with curiosity, learning, and fun.

This handbook contains essential information regarding New Hope Elementary, the rules, and important school policies. I hope you will find it a helpful resource throughout the year. Please read and discuss this handbook as a family, and return the verification form (on the following page) by Friday, August 24, 2018.

As a staff, we expect the best for every child and we look forward to partnering with families to help all children excel. Success is not accidental; it is the result of hard work and a focused team effort. Everyone must have a role if we are to achieve our goals and reach our full potential. The staff at New Hope Elementary will provide the quality instruction and education that your child deserves. Parents, you can do your part by making sure that your child is in school every day, by encouraging them with daily conversations about school, and finally by making sure that assignments are completed. Your parent involvement not only shows your child that school is important, but that you are committed to their individual success. As part of our team concept, I would also like to encourage parents to communicate regularly with your child's teacher. Students, your job is to come to school ready to learn, be a good citizen, and expect nothing but the best from yourself. Together we will accomplish amazing feats.

I am glad that we are all a part of this educational community, and I am confident that each child will have a great educational experience as a result of this. Should you have any further questions, please do not hesitate to call and schedule an appointment with me.

Sincerely,

Janet Stemler
Superintendent/Principal

Handbook Verification

Your signature below indicates you have read and discussed with your child(ren) New Hope Elementary School's policies, rules and regulations. Please have all your children sign this page.

Student Name(s) and Grade(s):

1. _____

2. _____

3. _____

Student Signature(s):

1. _____

2. _____

3. _____

Parent/Guardian Signature _____

Date: _____

Return this page to your child's teacher by Friday August 24, 2018.

OUR DISTRICT MISSION

It is the mission of the New Hope School District to provide our students with a broad, engaging and comprehensive educational experience. We will promote and encourage responsible behavior, respect for self and others, and guide our students on their journey toward being tolerant, productive and educated members of their communities.

We believe that all children in this district...

- will meet or exceed our high expectations of achievement and conduct.
- will have extended learning opportunities.
- will be exposed to successful adults in the community.
- will be encouraged to reach their potential (educationally, socially, and emotionally).
- will have a wonderful opportunity to grow and learn to take responsibility for their own choices.
- will feel safe, secure, supported and empowered.
- will know what it takes to reach their individual goals.
- will have equal access to educational opportunities.

STUDENT ATTENDANCE MATTERS!

Your child's attendance at school has a direct impact on his/her academic success. To help get the word out about the importance of regular school attendance, New Hope Elementary School uses the motto: "On Time, All the Time!"

Our school challenge is to increase our average daily attendance (ADA). California pays school districts based on attendance, not enrollment. Each day a student is absent – excused or not – represents a loss of approximately \$37. Increasing the district's ADA by just 1 percent would result in additional \$9000 – money that can be spent in the classroom! Plus, students that are absent fall behind their peers in learning. It is difficult to make-up the hours of teaching they have missed.

Here are things that we can help partner to increase our student attendance:

- Make sure students are engaged in the classroom, so that they want to be here;
- Give students opportunities to become connected to others through school activities;
- Encourage students to keep up on their schoolwork, so they don't become overwhelmed or disinterested in school;
- Schedule appointments and obligations outside of the school day if possible;
- If students must attend an appointment during the school day, make sure they come to school at least part of the day;
- Encourage students to get a well-balanced diet, the required amount of sleep, and some exercise.

If you have ideas on how we can improve our attendance, please let us know!

**NEW HOPE SCHOOL DISTRICT
BOARD OF TRUSTEES**

Jose Torres, President
Jane Springmeyer, Vice-President
Leonard Clark, Trustee

School Board Meetings are held at 7:00 p.m. on the 2nd Tuesday of each month in the Cafeteria, 26675 North Sacramento Boulevard, Thornton, California.

ADMINISTRATION
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- DIRECTOR/BUS DRIVER
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CAFETERIA - KEESHA WEAVER KWeaver@GHSD.k12.ca.us

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INEZ ROWLES
MARIA MARTIN

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PARENT/TEACHER CLUB - REBECA GALLO & BERTA PONCE

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IMPORTANT INFORMATION

School begins on Thursday, August 16, 2018, at 8:15 a.m. Breakfast is served at 7:45 a.m.

CLASS SCHEDULES

KINDER	Regular Day	8:15 a.m. – 1:05 p.m.
	Minimum Day	8:15 a.m. – 1:05 p.m.
GRADES 1-8	Regular Day	8:15 a.m. – 2:30 p.m.
	Minimum Day	8:15 a.m. – 1:05 p.m.

MINI DAYS

Aug 22, 29	Feb 6, 13, 20, 27
Sept 12, 19, 26	Mar 6, 13, 15, 18-22, 27
Oct 3, 10, 17, 24, 31	Apr 3, 10, 24
Nov 7, 13-16	May 20-31
Dec 5, 12, 14	June 3-7
Jan 16, 23, 30	

PARENT CONFERENCES

Nov 13-16
Mar 18-22

TRIMESTERS

First Trimester Ends	November 2, 2018
Second Trimester Ends	March 8, 2019
Third Trimester Ends	June 7, 2019

VISITORS....VOLUNTEERS....GUESTS

IN ORDER TO MAINTAIN A SAFE, SECURE CAMPUS, ALL SCHOOL/CLASSROOM VISITORS, VOLUNTEERS, AND GUESTS MUST FIRST REPORT TO THE OFFICE TO SIGN-IN AND RECEIVE AN IDENTIFICATION PASS.

SCHOOL INFORMATION

- BUS SCHEDULE:** The bus schedule will be in coordination with Galt High School in the mornings. **The pickup time for all bus riders will remain the same as last year.** Please have your child at the pickup area on time. Please review the bus rules with your children. Safety is a primary concern while riding the bus.
- ARRIVAL TIME/
TARDINESS:** **Breakfast will be served at 7:45 a.m. School begins at 8:15 a.m.** Students will be considered tardy after 8:20 a.m. and must come to the office for a pass.
- BREAKFAST/
LUNCH:** **Breakfast and lunch will be served daily to those students who wish to eat.**
- GOING TO AND
FROM SCHOOL:** For the welfare and safety of your child, please instruct your child not to play or loiter coming to or going from school. All children are instructed to go home at the end of the school day. If your child is to remain at school you will be notified. Review with your child the desired school route you wish them to walk to and from school. Emphasize the use of crossing at the corners and walking with a friend.
- ABSENCES:** **State law requires that parents inform the school when a student is absent.** Please call the office each morning that your child(ren) will be absent. Absences more than 3 days in a row will require a Doctor's note. California law states that absences are excused only if the child is ill or there is an excuse which meets the requirements of the California Education Code section 48205. Education Code section 48260 defines a truant as a pupil who has missed more than 30 minutes on three days without a valid excuse in one school year. Our goal is to have all children present in school every day and on time. Our district's policy is that we may require verification of absences due to illness or quarantine, if your child has missed school for three consecutive days. Please be aware that going "out of town" when school is in session with your child is an unexcused absence.
- TRIP/ ILLNESS/
PERSONAL:** As parent/guardian you may put your child/ren on Independent Study if they will be out of school 5 days or more. Independent Study will help them keep up with their classroom assignments and get credit for any work done. Please notify the school office at least one week in advance. Your child's teacher will prepare assignments for your child to complete and hand in upon his/her return. Your child will only get credit for completed work.

**STUDENT
GROOMING AND
DRESS:**

The primary responsibility for dress and grooming rests with the parents of our students. The school's responsibility is not to permit dress and grooming which is disruptive to the educational process or to the health and safety of our students. Students may not wear clothes to school which are obscene or in poor taste, or which advertise tobacco, alcohol, or dangerous drugs. By law we are required to teach the harmful effects of tobacco, alcohol, and drugs. It is also important for students to wear shoes in which they can play actively and safely. High heels or backless shoes are not appropriate for full school participation.

BICYCLES/ SKATES:

Bicycle racks are located in front of the school by the Kindergarten playground. **All bikes MUST be locked at school.** A simple lock may prevent the loss of a bicycle. Children should not lend their bicycles to friends for any reason. New Hope is not responsible for lost or stolen bicycles. For safety reasons we ask that children do not ride their friends on the bike. Please walk all bikes while on school grounds. **Skates, roller blades, skate boards, scooters, etc. are not allowed on school grounds.**

PERSONAL:

Cell phones, radios, hand held video games and other electronic devices are not allowed in class and should not be brought on campus. Unless a teacher requests a child to bring an object to school, all toys, and electronic equipment should remain at home. Too often children are upset because other children use their things.

PROGRESS REPORT:

Progress reports are sent home three (3) times a year. Progress reports are not report cards. They serve to show how well your child is progressing. You will receive your child's progress report in October, February and May. If you wish to arrange a conference with your child's teacher after receiving this report, please call the school office.

REPORT CARDS:

Report cards are sent home three (3) times a year. They will be distributed during conferences or at the end of the first two trimesters and given to the student at the end of the school year.

**2018/2019
CALENDAR:**

The 2018/2019 school year calendar is located in the front of this handbook.

**SCHOOL
ACCOUNTABILITY
REPORT CARD:**

Available in the school office by request and on the district's website; www.nhesd.net

**VOLUNTEERS/
VISITORS:**

You are welcome to visit your child at any time: Please sign in at the front office. If you wish to volunteer in the classroom on a regular basis, you must provide proof of a current tuberculosis screening, Megan's Law and fingerprint clearance. Forms are available in the front office. There is a fee for fingerprint clearance.

**PHONE MESSAGES/
USE OF PHONE:**

We are **unable** to send messages to students during class time, except when there is an **emergency**. All students should leave home with an understanding of what they are to do during or after school. We do our best not to interrupt instruction. Students can call home only for an emergency. Students cannot call home for homework, etc., unless a teacher has requested that he/she do so.

Report Card Grades and Honor Roll Determination:

Grade Book weights to establish report card scores:

For grades K-4, students' level of progress for each grading period shall be reported as follows:

90-100% = 4 - Proficient
80-89% = 3 - Progressing
65-79% = 2 - Limited
64-0% = 1 - Minimal

The average of the scores that are received on daily work and tests throughout the trimester would correlate to the following:

For grades 5-8, grades for academic performance shall be reported for each grading period as follows:

A	(90-100%)	Outstanding Achievement	4.0 grade points
B	(80-89%)	Above Average Achievement	3.0 grade points
C	(70-79%)	Average Achievement	2.0 grade points
D	(60-69%)	Below Average Achievement	1.0 grade points
F	(0-59%)	Little or No Achievement	0 grade points
I		Incomplete	0 grade points

An Incomplete shall be given only when a student's work is not finished by the end of the grading period because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F.

Report Card Scores for Honor Roll Determination

Superintendent's Honor Roll:

All 4's or A's in all academic and behavior/effort areas for the trimester.

(No N's in behavioral/effort areas in K-3)

Teacher's Honor Roll:

All 3's or B's and above in all academic and behavior/effort areas.

(No N's in behavioral/effort areas in K-3)

(3.0-3.9 average with no 2's in any area)

Honorable Mention:

Teacher Discretion for students that have shown a significant improvement in academic areas due to their outstanding effort, positive attitude and citizenship.

DRESS AND GROOMING CODE FOR STUDENTS

Parents or guardians of students have the primary responsibility for establishing and implementing appropriate standards of dress and grooming. New Hope Elementary School believes that it is the responsibility of the school to:

- Exercise legal and ethical responsibility for establishing a classroom and campus atmosphere, which creates the appropriate environment for learning and teaching;
- Establish and maintain appropriate standards of dress and grooming that support a positive, wholesome and safe learning environment;
- Enhance/support classroom and campus deportment by providing guidance and direction in manners, decency, dress and grooming as elements of good citizenship;
- Acknowledge reasonable expression of individual taste or expression in clothing and grooming styles, but restrict dress or grooming which is distracting, dangerous, profane, insightful/offensive to individuals or groups or simply inappropriate for an elementary school setting;
- Support and encourage dress and grooming practices that will enable students to be successful in the professional world of work or education.

1. Shoes must be worn at all times. Bedroom slippers are prohibited. Sandals, especially, backless sandals are dangerous during recess and PE. Flat shoes are required.

2. Clothing, jewelry and body markings must be free of writing, pictures or any other insignia, which are crude, vulgar, profane or sexually suggestive, or which advocate or depict: violence, racial, ethnic or religious prejudice, the use of alcohol, tobacco products or drugs, slang, or remarks that are considered sarcastic, rude, disrespectful or otherwise inappropriate for school age children.

3. Students are not allowed to wear hats indoors. Exceptions to this may occur in physical education where wearing a hat is considered appropriate attire for the educational activity.

4. Students will not be permitted to wear hair rollers, shower caps, hair rags, hair nets or other such grooming items to school.

5. No sagging pants are permitted. "Saggy" pants are more than one size larger than the waist and cannot stay up without a belt. Pants and bib overalls are to be properly fastened.

6. All clothing shall be within the bounds of decency and good taste as appropriate for school. Clothing that is disruptive to the learning environment will not be permitted. Shorts or skirts must be at least mid-thigh length.

(a) Clothing shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the shoulder or low-cut tops, short/crop tops, muscle shirts, bare midriffs, muscle shirts with revealing arm holes, micro-mini skirts and short-shorts are prohibited.

7. Any apparel, jewelry, accessory, notebook, personal belonging, or manner of grooming which by virtue of its color, arrangement, trademark, or other attribute, which advocates drug or alcohol use, violence or disruptive behavior, is prohibited. Contents within the notebook that advocate or depict:

- (a) Drugs and alcohol use
- (b) Violence, gang affiliation and/or racist/hate messages.
- (c) Sexual innuendos

Will be confiscated by staff and returned only to parent.

8. Any clothing or combination of clothing and/or accessories deemed or identified, as gang apparel by the local law enforcement gang task force will not be permitted.

Consequences for violation of the dress code will be as follows:

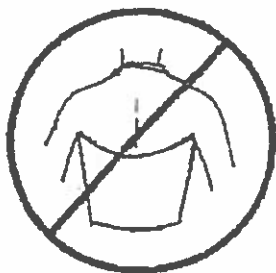
1st Offense: Warning/change of clothing. Note will be sent to Principal for informational purposes.

2nd Offense: Change of clothing and one hour after school detention.

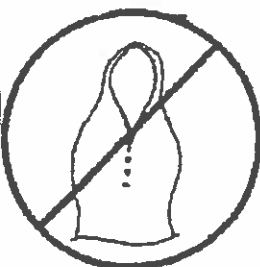
3rd Offense: Change of clothing and In School Suspension for one full day.

4th Offense: 3-5 days home suspension.

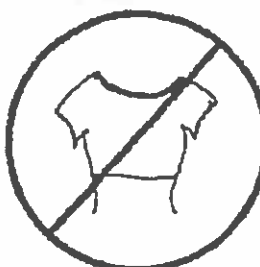
**NEW HOPE ELEMENTARY SCHOOL
Prohibited Clothing**



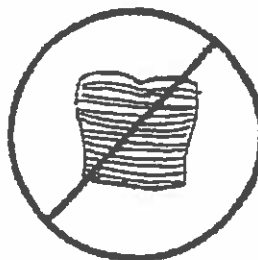
No Backless Tops



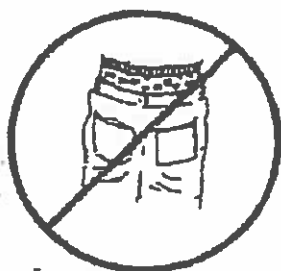
No Halter Tops



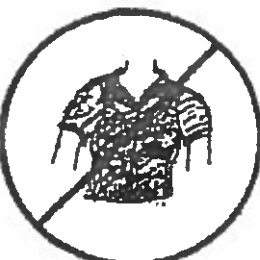
No Midriffs



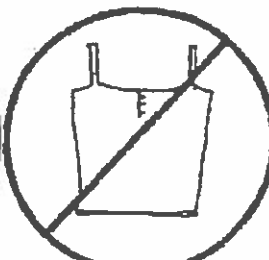
No Tube Tops



No Sagging Pants



**No See - Through
Tops**



**No Spaghetti
Straps**



**No Muscle Shirts
or Undershirts**

School Spirit t-shirts and sweatshirts with the New Hope Tiger emblem may also be worn at any time. These items will be offered for sale in the Fall and Spring. Students who belong to clubs such as the Girl/Boy Scouts may wear their uniforms on meeting days. Throughout the school year, there will be special theme or event days, such as Halloween, School Spirit Days, etc., when students will be allowed free dress. Students are to adhere to the California Education Code and the New Hope School Student Conduct Code regarding inappropriate dress. Clothing that is determined to be unsafe or a source of distraction or interruption will not be permitted to be worn.

Examples of inappropriate clothing include:

Clothing that is more than one size too big or too small.

Clothing exposing the torso or thigh (tube tops, half-shirts, mini-skirts, short-shorts or bathing suits).

Clothing or buttons containing obscene, alcohol, drug or gang-related slogans, words or pictures or sexually suggestive statements.

Outerwear (jackets, hats or caps) with insignias, advertising, company or sports team names or emblems.

Shoes that are backless (flip-flops, sandals, etc.) or have heels more than one-inch high.

Approved 8/9/2011

Any clothing or combination of clothing and/or accessories deemed or identified, as gang apparel by the local law enforcement gang task force will not be permitted.

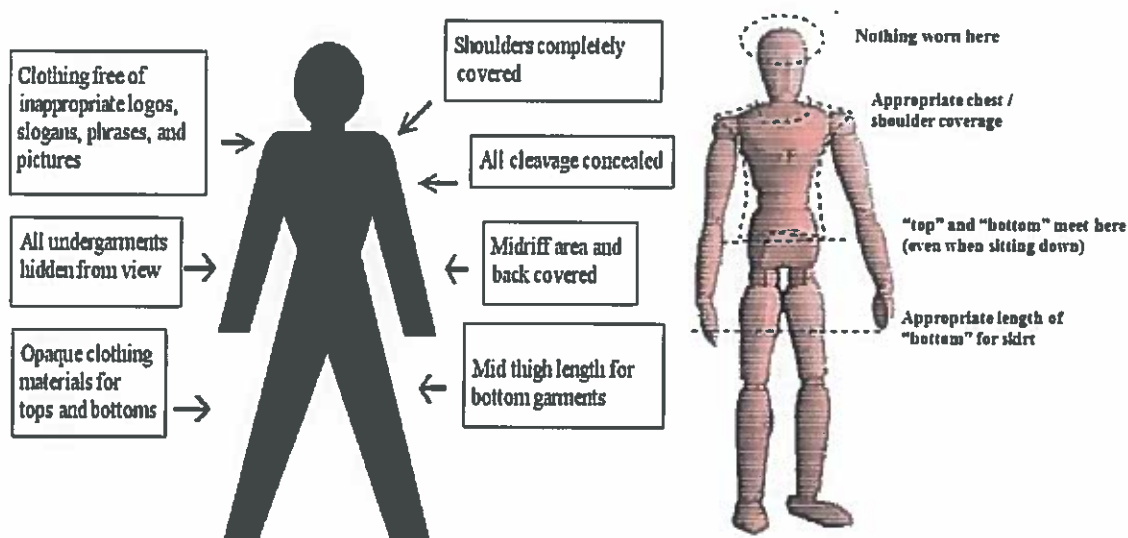
Consequences for violation of the dress code will be as follows:

- 1st Offense:** Warning/change of clothing. Note will be sent to principal for informational purposes.
- 2nd Offense:** Change of clothing and one hour after school detention.
- 3rd Offense:** Change of clothing and in School Suspension for one full day.
- 4th Offense:** Home suspension for one-two days.
- 5th Offense:** 3-5 days home suspension.

Office personnel's time is valuable and classroom instruction is extremely important; therefore, students will not be allowed to call home for a change of clothes. Students will be issued a change of clothes by the office staff and return to class as soon as possible. Students are expected to return to the office after the conclusion of the day to exchange their clothing.

Dress Code

Dress for Success – New Hope Elementary students will maintain their person and clothing in a clean and neat manner, to help foster a successful instructional experience. A student's dress and general appearance should not interfere with teaching or learning. Dress or grooming which are disrespectful, shows an inappropriate attitude, is obscene, derogatory, violent, defamatory, unsafe, or which incites students and creates a disruption to the orderly operation of the school is not allowed.



Language, Symbols, and Messages

Student appearance and apparel must not show or refer to:

- Profanity
- Drugs, alcohol, or tobacco
- Violence
- Suggestive, sexual messages
- Language or symbols that offend, demean, or promote hatred toward an identifiable person or group
- Gang related apparel, symbols, words, or images
- Words or symbols deemed to be inappropriate for the school setting

No hoods or hats



No se deben usar capucnas o gorros/sombreros dentro de la escuela

No sagging
No oversized



La ropa no debe ser muy ancha. No se debe usar la ropa de una talla superior o más pequeña.

Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening or intimidating others will not be allowed.

The dress code shall apply to the school day as well as all school activities after school. Exceptions for medical conditions or religious practice will be granted by the school administration.

The school administration will approve or disapprove any items not addressed in this policy and procedure. All decisions concerning appropriate dress will be determined by the school administration.

NEW HOPE ELEMENTARY SCHOOL

Prohibited Items

No electronic devices or accessories during school hours.

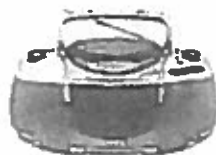
Bring at your own risk. The school assumes no responsibility for lost or stolen electronic devices.



No Cell Phones



No PSP OR Game Devices



No Radios



No Portable CD Players



No Portable DVD Player



No Digital Cameras



No Cameras



No IPOD's or MP3 Players

Cellular Phones and Other Electronic Signaling Devices

The use of cell phones and other electronic signaling devices during school hours is strictly prohibited unless required for medical purposes that have been approved, in writing, by a licensed physician and the use of which is limited to health related purposes. (Education Code section 48901.5) The availability of classroom telephones to provide outside access in case of emergencies eliminates the need for student operated cell phones or other communication devices during school hours. For family communication purposes, students may possess cell phones or other electronic signaling devices but may only use them after school hours. Neither the district or its employees are responsible in any manner for their loss or damage. Cell phones should be off and put away in backpacks during school hours.

1st Offense: Item will be held until parent retrieves item in the office.

2nd Offense: Item will be held until next available parent conference time. (November or March)

3rd Offense: Item will be held until end of school year.

GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY

GRADES TK/K-12



Requirements by Age and Grade Before Entering:

Vaccine	4-6 Years Old Elementary School at Transitional-Kindergarten/ Kindergarten and Above	7-17 Years Old Elementary or Secondary School	7th Grade*
Polio (OPV or IPV)	4 doses (3 doses OK if one was given on or after 4th birthday)	4 doses (3 doses OK if one was given on or after 2nd birthday)	
Diphtheria, Tetanus, and Pertussis	5 doses of DTaP, DTP, or DT (4 doses OK if one was given on or after 4th birthday)	4 doses of DTaP, DTP, DT, Tdap, or Td (3 doses OK if last dose was given on or after 2nd birthday. At least one dose must be Tdap or DTaP/DTP given on or after 7th birthday for all 7th-12th graders.)	1 dose of Tdap (Or DTP/DTaP given on or after the 7th birthday.)
Measles, Mumps, and Rubella (MMR or MMR-V)	2 doses (Both given on or after 1st birthday. Only one dose of mumps and rubella vaccines are required if given separately.)	1 dose (Dose given on or after 1st birthday. Mumps vaccine is not required if given separately.)	2 doses of MMR or any measles-containing vaccine (Both doses given on or after 1st birthday.)
Hepatitis B (Hep B or HBV)	3 doses		
Varicella (chickenpox, VAR, MMR-V, or VZV)	1 dose	1 dose for ages 7-12 years. 2 doses for ages 13-17 years.	

*New admissions to 7th grade should also meet the requirements for ages 7-17 years.

INSTRUCTIONS:

California schools are required to check immunization records for all new student admissions at TK/Kindergarten **through** 12th grade and all students advancing to 7th grade before entry.

1. Notify parents of required immunizations and collect immunization records.
2. Copy the date of each vaccine from the child's immunization record to the California School Immunization Record (Blue Card, CDPH-286) and/or supplemental Tdap sticker [PM 286 S (01/11)] or enter into an approved electronic system that prints a Blue Card.
3. Compare number of doses on the Blue Card to the requirements above.
4. Determine whether child can be admitted.

Continued on next page.



ADMIT A CHILD UNCONDITIONALLY WHO:

- Has all immunizations required for their age or grade, or
- Is entering 1st-6th grade or 8th-12th grade and submits a valid PBE filed at a prior California school for missing shot(s) and immunization records with dates for all required shots not exempted. The PBE must have been filed before January 1, 2016 and is only valid for the current grade span (TK/K through 6th or 7th through 12th grade). For complete details, visit ShotsforSchool.org, or
- Submits a licensed physician's written statement of a permanent medical exemption for missing shot(s) and immunization records with dates for all required shots not exempted.

The immunization requirements do not prohibit pupils from accessing special education and related services required by their individualized education programs.

A CHILD WHO IS MISSING REQUIRED SHOTS MAY BE ADMITTED CONDITIONALLY IF HE/SHE:

- Is missing a dose(s) in a series, but the next dose is not due yet. This means the child has received at least one dose in a series and the deadline for the next dose has **not** passed, according to the table below.
- Has a temporary medical exemption to certain vaccine(s) and has submitted immunization records for vaccines not exempted. The statement must indicate which immunization(s) is postponed and when the exemption expires.

SCHOOLS NEED TO FOLLOW UP AFTER ADMISSION IF:

- Child was admitted conditionally. Notify parents of the deadline for missing doses. Review records every 30 days until all required doses are received.
- Awaiting records for transfers from within California or another state. School may allow admission up to 30 school days before exclusion.

When Missing Doses Can Be Given:

Vaccine	Age (Years)	Missing Dose	Earliest Date After Previous Dose	Deadline After Previous Dose
Polio		2nd	6 weeks	10 weeks
		3rd	6 weeks*	12 months
	4-6	4th	If the 3rd dose was given before the 4th birthday, one more dose is required before admission.	
	7-17	4th	If the 3rd dose was given before the 2nd birthday, one more dose is required before admission.	
DTaP, DTP, or DT	Under 7	2nd or 3rd	4 weeks	8 weeks
		4th	6 months	12 months
		5th	If the 4th dose was given before the 4th birthday, one more dose is required before admission.	
DTaP, DTP, DT, Tdap, or Td	7 & Older	2nd	4 weeks	8 weeks
		3rd	6 months	12 months
		4th	If the 3rd dose was given before the 2nd birthday, one more dose is required before admission.	
MMR		2nd	1 month	3 months
Hep B	4-6	2nd	1 month	2 months
		3rd	2 months after 2nd dose and at least 4 months after 1st dose	6 months after 2nd dose
Varicella	13-17	2nd	4 weeks	3 months

* Current national recommendations for children 4 years and older are to administer the third dose at least 6 months after the second dose.

DO NOT ADMIT A CHILD WHO:

Does not fit one of the previous categories. Refer parents to their physician indicating which doses are needed.

Maintain a list of unimmunized children (exempted or admitted conditionally), so they can be excluded quickly if an outbreak occurs.

NEW HOPE SCHOOL DISTRICT
SCHOOL SITE RULES AND REGULATIONS

Any behavior, even if not specifically mentioned below, which creates a safety concern, distracts from the educational process, or causes disturbances among other students will not be allowed. The District reserves the right to determine and enforce appropriate behavior at school and at school sponsored events.

THE 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 yourself and others.

STUDENT RESPONSIBILITY:

1. Pursue the required course of study in a diligent manner by:
 - Listening attentively to teachers, staff and to each other;
 - Completing assigned work on time;
 - Being on time and attending school daily;
 - Showing a willingness to improve his/her academic and social skills;
 - Being prepared with homework, supplies;
 - Being dressed appropriately and prepared to learn;
2. Respect the property of others, including the school, at all times.
3. Respect school personnel.
4. Display proper conduct to and from school, on the school grounds, on school buses and at school-related activities.
5. Follow the rules and regulations of the District.

STUDENT VIOLATIONS:

1. Disrupting class
2. Not cooperating/refusing to work/being unprepared
3. Refusing to do homework
4. Violating classroom rules

CONSEQUENCES OF VIOLATIONS:

Depending on the nature and severity of the violation, a student may be given one or more of the following consequences:

- Written warning from the teacher
- Written notice mailed to the parent
- Parent contact by phone or in person
- Parent Conference with teacher administrator
- Suspension from class and/or school

NEW HOPE SCHOOL BUS CONDUCT RULES

1. Students are to ride sitting up properly in their seats, with their feet on the floor.
2. Aisles are to be kept clear of feet and possessions.
3. Students are to take, or change to any seat assigned to them by the driver.
4. Students are not to leave their seats to pick up things that have fallen to the floor.
5. No one is to leave their seat while the bus is in motion, and only when given permission by the driver while stopped.
6. There is to be no shoving or scuffling while leaving or boarding the bus.
7. Pupils are to be at the bus stop when the bus arrives.
8. No eating, drinking or gum-chewing on the bus.
9. No perfume or other odorous or messy items to be opened on the bus.
10. No unnecessary noise.
11. Paper and other items are not to be thrown on the floor of the bus.
12. No object of any kind is to be thrown on or from the bus.
13. No spitting on or from the bus.
14. Students are not to shout or make offensive remarks to anyone.
15. Heads, arms, possessions, etc. must never extend outside the bus windows.
16. Passengers are not to bother emergency doors or any of the bus controls.
17. No matches or sharp or dangerous objects on the bus.
18. The school office should be notified in advance if a student will not be on the bus.
19. Permission to leave or board the bus at other than the normal stop is to be given by note to the school office.
20. Students are not to damage or write on any part of the bus.
21. Do not speak to the driver while the bus is in motion unless necessary, or in the case of an emergency.
22. No hitting, kicking, fighting or name calling on the bus.
23. No animals allowed on the bus.
24. After boarding the bus, students should not ask to leave unless it is absolutely necessary.
25. Students will follow all safety rules according to the district and California State Safety Code.
26. Students may lose the privilege of riding on the bus if bus riding rules are not followed accordingly.

Bus transportation is a privilege. A student will first be warned verbally that they are not obeying the rules. The second offense the same day will result in a notice being sent home. A student who has more than two (2) notices sent home will be refused bus transportation for three (3) days. Further violations will result in loss of bus transportation for a longer period of time. Parents must arrange for transportation of their child to and from school during this time.

**NEW HOPE SCHOOL DISTRICT
STUDENT DISCIPLINE/STUDENT CITATION**

STUDENT: _____ GR: _____ TEACHER: _____

CITED BY: _____ DATE OF INCIDENT: _____

TIME: _____ PLACE: _____

DESCRIBE INCIDENT: _____

GUILT ADMITTED: YES ___ NO ___ TO WHOM: _____

ADULT WITNESS: _____

CONSEQUENCES:

SIGNATURES: _____
PRINCIPAL/DESIGNEE STUDENT

DATE ISSUED: _____ PARENT NOTIFIED BY: TELEPHONE PERSONAL MAIL STUDENT DELIVERY

LEVEL A VIOLATIONS (48900)

- ___ WILLFUL DISOBEDIENCE
- ___ DISRUPTIVE BEHAVIOR
- ___ PUSHING/HITTING KICKING
- ___ LYING/CHEATING/PROFANITY

- ___ OFF LIMITS
- ___ OTHER

- ___ REGULAR EDUCATION STUDENT

- ___ SPECIAL EDUCATION STUDENT

LEVEL B VIOLATIONS (48900)

(MAY REQUIRE POLICE INTERVENTION AND/OR SUSPENSION/EXPULSION)

- ___ POSSESSED UNSAFE OBJECT
- ___ POSSESSED IMITATION FIREARM
- ___ POSSESSED/USED TOBACCO/DRUGS/ALCOHOL
- ___ DEFIANCE OF AUTHORITY/DISRUPTION
- ___ CAUSED OR ATTEMPTED/THREATENED TO CAUSE PHYSICAL INJURY
- ___ ENGAGED IN HAZING OR BULLYING
- ___ COMMITTED SEXUAL HARASSMENT
- ___ COMMITTED OR ATTEMPTED TO COMMIT SEXUAL ASSAULT OR BATTERY
- ___ COMMITTED OBSCENE ACT OR HABITUAL PROFANITY/VULGARITY
- ___ COMMITTED HARASSMENT/THREATS
- ___ CAUSED OR ATTEMPTED TO CAUSE DAMAGE TO OR STEAL SCHOOL/PRIVATE PROPERTY
- ___ COMMITTED ACT OF HATE VIOLENCE
- ___ COMMITTED WITNESS INTIMIDATION

WHITE: STUDENT DISCIPLINE FILE

YELLOW: PARENT/GUARDIAN

PINK: TEACHER

PARENT NOTICE OF RIGHTS AND RESPONSIBILITIES

State law requires that parents or guardians be notified of their rights and responsibilities in certain matters pertaining to their children's education.

1. **Absence for Religious Exercises and Instruction:** Pupils may be excused, with written permission from a parent or guardian, in order to participate in religious exercises or receive moral and religious instruction away from school property. Every pupil so excused must attend at least the minimum school day. No pupil shall be excused from school for such purpose on more than four days per school month. (Ed. Code, § 46014)
2. **Comprehensive Sexual Health Education and HIV/AIDS Prevention Education:** A parent or guardian has the right to excuse their child from comprehensive sexual health education and HIV prevention education. A parent or guardian who wishes to exercise this right must state their request in writing. (Ed. Code, § 51938) A parent or guardian 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 with a copy of the California Healthy Youth Act (Education Code section 51930 et. seq).

Parents or guardians shall be notified in writing if the District plans to administer an anonymous, voluntary and confidential test, questionnaire or survey containing age-appropriate questions about the pupils' attitudes concerning or practices related to sex in grades 7 to 12 and given the opportunity to review the test, questionnaire or survey. A Parent or guardian has the right to excuse their child from the test, questionnaire, or survey by stating their request in writing. (Ed. Code, § 51938)

Every child'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.

3. **Excuse from Instruction in Health:** Upon written request of a parent, a pupil may be excused from any part of instruction in health which conflicts with the parent(s)' religious training or beliefs (including personal moral convictions). (Ed. Code, § 51240)
4. **Administration of Medication:** Medication prescribed by a physician for a child may be administered during the school day by a registered nurse or other designated school personnel, or self-administered by the child if the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent consents in writing and provides detailed written instructions from a physician, or a physician assistant as specified by law. Forms for administering medication may be obtained from the school secretary. (Ed. Code, §§ 49423, 49423.1, 49423.5, 49480)

5. **Students on Medication:** Parents are to notify the principal if their child is on a continuing medication regimen. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the principal or school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. (Ed. Code, § 49480)
6. **Immunizations:** The District shall exclude from school any pupil who has not been immunized properly, unless the pupil is exempted from the immunization requirement pursuant to Health and Safety Code section 120370. The immunization exemption based on personal beliefs has been eliminated. (Health & Safety Code, § 120325). A student who, prior to January 1, 2016, submitted a letter or affidavit on file at the District, stating beliefs opposed to immunization, is permitted to enroll in that institution until the student enrolls in the next grade span. Grade span means: 1) birth to preschool; 2) kindergarten and grades 1 through 6, inclusive, including transitional kindergarten; and 3) grades 7 through 12, inclusive. On or after July 1, 2016, the District shall exclude from school for the first time or deny admittance or deny advancement to any student to the 7th grade unless the student has been immunized for his or her age as required by law. (Health & Safety Code, § 120335). A student may still be exempted from the immunization requirement based on medical condition or circumstances. A parent or guardian must file with the District a statement from a licensed physician saying that the immunization is not considered safe and is not recommended based upon the nature or duration of the medical condition or circumstances, including, but not limited to, the family medical history. (Health & Safety Code, § 120370)

A parent or guardian may consent in writing for a physician, surgeon, or health care practitioner acting under the direction of a supervising physician and surgeon to administer an immunizing agent to a pupil at school. (Ed. Code, §§ 48216, 48980(a), 49403, Health & Safety Code, §§ 120325, 120335)

7. **Physical Exams and Testing:** The District is required to conduct certain physical examinations and vision, hearing and scoliosis testing of students unless the parent has a current written objection on file. However, the child may be sent home if he or she is believed to be suffering from a recognized contagious or infectious disease. (Ed. Code, §§ 49451, 49452, 49452.5 and 49455; Health & Safety Code, § 124085)
8. **Confidential Medical Services:** For students in grades 7 through 12, the District may release a student for the purpose of obtaining confidential medical services without obtaining the consent of the student's parent or guardian. (Ed. Code, § 46010.1)
9. **Medical Coverage for Injuries:** Medical and hospital services for pupils injured at school or school-sponsored events, or while being transported, may be insured at parent's expense. No pupil shall be compelled to accept such services without his or her consent or, if the pupil is a minor, without the consent of a parent or guardian. (Ed. Code, § 49472)

10. **Medical and Hospital Services Not Provided:** The District does not provide medical and hospital services for students injured while participating in athletic activities. However, all members of school athletic teams must have accidental injury insurance that covers medical and hospital expenses. (Ed. Code, §§ 32221.5, 49471)
11. **Services for Students with Exceptional Needs or a Disability:** State and federal law require that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Students classified as individuals with exceptional needs for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the local director of special education for specific information. (Ed. Code, § 56040 et seq.) In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. §104.32) The District official listed below is responsible for handling requests for services under Section 504 and may be reached at the following address and telephone:

Janet Stemler, Superintendent
26675 N. Sacramento Boulevard
P.O. Box 238
Thornton, CA 95686-2370
(209) 794-2376

12. **No Academic Penalty for Excused Absence:** No pupil may have his or her grade reduced or lose academic credit for any absence or absences which are excused for the reasons specified below when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (Ed. Code, §§ 48205, 48980(j))

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

- (1) Due to the pupil's illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.

- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Elections Code.
- (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

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

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

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

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

13. **Equal Opportunity:** Equal opportunities for both sexes in all educational programs and activities run by the District is a commitment made by the District to all students. (Title IX of the Education Amendments of 1972.) Inquiries on all matters, including

complaints, regarding the implementation of Title IX in the District may be referred to the District official listed below at the following address and telephone:

Janet Stemler, Superintendent
26675 N. Sacramento Boulevard
P.O. Box 238
Thornton, CA 95686-2370
(209) 794-2376

14. **Complaints (Special Education):** Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. Parents may submit a description of the manner in which the parent believes special education programs for handicapped do not comply with state or federal law or regulations to:

Janet Stemler, Superintendent
26675 N. Sacramento Boulevard
P.O. Box 238
Thornton, CA 95686-2370
(209) 794-2376

15. **Release of Student Information:** The District does not release information or records concerning a child to noneducational organizations or individuals without parent consent except by court order, receipt of a lawfully issued subpoena, or when otherwise allowed by law. The following categories of directory information may be made available to various persons, agencies or institutions unless the parent or guardian notifies the District in writing not to release such information:

Name, address, telephone, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous educational institution attended. (Ed. Code, §§ 49060 et seq., 49073, 20 U.S.C. § 1232g, 34 C.F.R. § 99.7) In accordance with state and federal law, the District may also make available photographs, videos, and class rosters.

Directory information will not be released regarding a pupil identified as a homeless child or youth unless a parent, or pupil accorded parental rights, has provided written consent that directory information may be released. (Ed. Code, § 49073(c), 20 U.S.C. § 1232g, 42 U.S.C. § 11434a(2))

16. **Information Obtained from Social Media:** A school district that considers a program to gather or maintain in its records any information obtained through social media of any enrolled student shall notify students and their parents or guardians about the proposed program and provide an opportunity for public comment at a regularly scheduled public

meeting of the Governing board of the school district. The notification shall include, but is not limited to, an explanation of the process by which a student or a student's parent or guardian may access the student's records to examine the information gathered or maintained, and an explanation of the process by which a student or student's parent or guardian may request the removal of information or make corrections to information gathered or maintained. (Ed. Code, § 49073.6)

17. **Inspection of Student Records:** State law requires that the District notify parents of the following rights which pertain to student records. (Ed. Code, §§ 49063, 49069, 34 C.F.R. § 99.7)

a. A parent or guardian has the right to inspect and review student records relating directly to his or her child during school hours or obtain a copy of such records within five (5) business days of his/her request.

b. Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at his/her child's school. The principal of each school is ultimately responsible for maintenance of student records.

c. A parent with legal custody has a right to challenge information contained in his/her child's records. Any determination to expunge a student's record is made after a review of said record(s) by site administrators and certificated staff. Following an inspection and review of student records, the parent may challenge the content of the student's record. The right to challenge becomes the sole right of the student when the student becomes eighteen (18) years of age.

A parent may file a written request with the Superintendent of the District to remove any information recorded in the written records concerning the child which is alleged to be:

- (1) Inaccurate.
- (2) An unsubstantiated personal conclusion or inference.
- (3) A conclusion or inference outside of the observer's area of competence.
- (4) Not based on the personal observation of a named person with the time and place of the observation noted.
- (5) Misleading.
- (6) In violation of the privacy or other rights of the pupil.

Within thirty (30) days, the Superintendent or designee shall meet with the parent/guardian and the certificated employee who recorded the information, if any, and if the person is still employed with the District, and sustain or deny the allegations. If the

allegations are sustained, the Superintendent shall order the correction, removal or destruction of the information. If the Superintendent denies the allegations, the parent may appeal the decision to the Governing Board within thirty (30) days. The Board shall determine whether or not to sustain or deny the allegations. If the Board sustains the allegations, it shall order the Superintendent to immediately correct, remove or destroy the information from the written records of the student. (Ed. Code, § 49070)

If the final decision of the Board is unfavorable to the parents, or if the parent accepts an unfavorable decision by the District Superintendent, the parent shall have the right to submit a written statement of objections to the information. This statement shall become a part of the student's school record until such time as the information objected to is removed.

Both the Superintendent and the Board have the option of appointing a hearing panel in accordance with Education Code sections 49070-49071 to assist in the decision making. The decision as to whether a hearing panel is to be used shall be made at the discretion of the Superintendent or the Board and not of the challenging party.

d. A Student Records Log is maintained for each student. The Student Records Log lists persons, agencies or organizations requesting and/or receiving information from the records to the extent required by law. Student Records Logs are located at each school and are open to inspection by parents or guardians. (Ed. Code, § 49064)

e. School officials and employees having a legitimate educational interest, as well as persons identified in Education Code sections 49076 and 49076.5 and in the Family Educational Rights and Privacy Act, may access student records without first obtaining parental consent. "School officials and employees" are persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and District-employed law enforcement personnel), a Board member, a person or company with whom the District has contracted to perform a special service (such as an attorney, auditor, medical consultant, or therapist), or a parent, student, foster family agency, short-term residential treatment staff, or caregiver whose access to student records is legally authorized. A "legitimate educational interest" is one held by a school official or employee whose duties and responsibilities create a reasonable need for access. (Ed. Code, §§ 49063(d), 49076, 49076.5, 20 U.S.C. § 1232g)

f. Parents and guardians have the right to authorize the release of student records to themselves. Only parents and guardians with legal custody can authorize the release of student records to others.

g. Parents and guardians will be charged 25 (twenty-five) cents per page for the reproduction of student records.

h. Parents have a right to file a complaint with the U.S. Department of Education for alleged violations of parent rights related to student records. (20 U.S.C. § 1232g(g))

i. Parents may obtain a copy of the District's complete student records policy by contacting the Superintendent.

18. **Family Educational Rights and Privacy Act:** In addition, parents have certain rights regarding student information and records which are guaranteed under federal law. A handout notifying parents of these rights is attached.
19. **Student Discipline:** District and School rules pertaining to student discipline are available to parents or guardians of district students in the school office. (Ed. Code, § 35291) Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic device may be disciplined for bullying, engaging in unlawful harassment, or making threats against students, staff, or district property even if such misconduct occurred off-campus and during nonschool hours. (Ed. Code, § 48900(r))
20. **Dissection of Animals:** If a student has a moral objection to dissecting (or otherwise harming or destroying) animals, or any part of an animal, the pupil must notify the teacher regarding such objection, and the objection must be substantiated with a note from the pupil's parent or guardian. If the pupil chooses to refrain from participating in such a project or test, and if the teacher believes that an adequate alternative education project or test is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project or test for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information or experience required by the course of study. (Ed. Code, §§ 32255-32255.6)
21. **Temporary Disability:** A temporary disability which makes it impossible or inadvisable for a student to attend class may entitle the student to receive individualized instruction. It is the responsibility of the pupil's parent or guardian to notify the school district in which the pupil is deemed to reside of the pupil's need for individualized instruction. A student with a temporary disability who is in a hospital or other residential health facility, other than a state hospital, which is located outside the student's school district of residence shall be deemed to comply with the residency requirements of the school district in which the hospital is located. (Ed. Code, §§ 48206.3, 48207, 48208, 48980(b))
22. **Student Residency:** A student may be enrolled in the District if (1) the student's parent, legal guardian or other person having control and charge of the student resides in the District (Ed. Code, §48200); (2) the District has approved interdistrict attendance (Ed. Code, § 46600); (3) the student is placed in a regularly established children's institution, licensed foster home, or family home; (4) the student is a foster child who remains in his or her school of origin pursuant to Education Code Section 48853.5(f) and (g); (5) the

student is emancipated and lives within the District; (6) the student lives in the home of an adult who has submitted a caregiver affidavit; (7) the student resides in a state hospital within the District; or (8) the student's parent or legal guardian resides outside of the boundaries of the school district but is employed and lives with the student at the place of his/her employment within the school district boundaries for a minimum of three days during the school week. (Ed. Code, § 48204). The law allows, but does not require, a district to accept a student for enrollment where at least one parent or legal guardian of the student is physically employed within the district's boundaries for a minimum of 10 hours during the school week. (Ed. Code, § 48204). A student also complies with the residency requirements for school attendance in a school district if he or she is a student whose parent is transferred or pending transfer to a military installation within the state while on active duty pursuant to an official military order. However, the parent must provide proof of residence in the school district within ten days after the published arrival date provided on official documentation. (Ed. Code, § 48204.3) A student also complies with the residency requirement if the student's parent/guardians were residents of the state but departed California against their will if the student provides official documentation evidencing the departure of her/his parent/guardians against their will; that the student moved outside of California as a result of her/his parent/guardians departing California against their will, and that the student lived and was enrolled in school in California immediately before moving outside of California. (Ed. Code, § 48204.4)

23. **Attendance Options:** All districts must inform parents at the beginning of the school year how to enroll in a school within the district that is different than the one assigned. Students who attend schools other than those assigned by the district are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district which the parent lives (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). (Ed. Code, § 48980(h)) There is also a process under the Open Enrollment Act for students enrolled in "low-achieving schools," as identified annually by the State Superintendent of Public Instruction. (Ed. Code, § 48350 et seq.)

Attached is a copy of the District's Policy of Interdistrict and Intradistrict Transfers. Parents interested in interdistrict or intradistrict transfers should contact the school office.. The general requirements and limitations of each process are described as follows:

a. **Choosing a School Within the District in Which Parent Lives:** Education Code section 35160.5(b) requires the school board of each district to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The law limits choice within a school district as follows:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally

means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.

- Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.

- A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions.

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

b. **Choosing a School Outside the District in Which Parent Lives:** Parents have two different options for choosing a school outside the district in which they live. The two options are:

i. Interdistrict Transfers (Ed. Code, §§ 46600–46610): The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. The law on interdistrict transfers also provides for the following:

- Once a pupil is enrolled in a school pursuant to an interdistrict transfer agreement, the pupil must be allowed to continue to attend the school in which he or she is enrolled without reapplying, unless revocation of the interdistrict transfer is a term and condition of the agreement between the districts; however, a district must not rescind existing transfer permits for pupils entering grade 11 or 12 in the subsequent school year.

- Upon request, a pupil determined to be the victim of an act of bullying by a pupil of the district of residence must be given priority for interdistrict attendance under any existing interdistrict attendance agreement or additional consideration for the creation of an interdistrict attendance agreement. (Ed. Code, §§ 46600(b), 48900(r))

- If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.

- A school district of residence shall not prohibit the transfer of a student who is a child of an active military duty parent to a school district of proposed enrollment if the school district of proposed enrollment approves the transfer application. (Ed. Code, § 46600(d))

ii. “Allen Bill” Transfers (Ed. Code, § 48204(b)): The law allows, but does not require, each school district to adopt a policy whereby the student may be considered a resident of the school district in which his/her parents (or legal guardian(s)) physically work for a minimum of 10 hours during the school week if that is different from the school district in which the student resides. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of Education Code section 48204(b) include:

- Either the district in which the parent (or legal guardian) lives or the district in which the parent (or legal guardian) physically works may prohibit the student’s transfer if it is determined that there would be a negative impact on the district’s desegregation plan.

- The district in which the parent (or legal guardian) physically works may reject a transfer if it determines that the cost of educating the student would be more than the amount of state funds the district would receive for educating the student.

- There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.

- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student is encouraged to provide in writing to the parent the specific reasons for denying the transfer.

c. Districts of Choice (Ed. Code, §§ 48300-48317): The law allows, but does not require, each school district to become a “district of choice”—that is, a district that accepts transfer students from outside the district under the terms of the referenced Education Code sections. The school board of a district that decides to become a “district of choice” must determine the number of students it is willing to accept in this category each year and make sure that the students are selected through an “unbiased process,” which prohibits student enrollment and district communications about enrollment based upon actual or perceived academic or athletic performance, physical condition, proficiency in English, any other personal characteristic as specified in Education Code section 200, and family income (except for purposes of determining attendance priority for students eligible for free or reduced-price meals). If the number of transfer applications exceeds the number of students the school board elects to accept, transfer

approval must be determined by a random public drawing held at a regular board meeting. Other provisions of the “district of choice” option include:

- A school district of residence may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. The district a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
- A school district of residence shall not prohibit the transfer of a student who is a child of an active military duty parent or adopt policies to block or discourage students from applying for transfer to a school district of choice.
- No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.
- A school district of choice must give priority for attendance in the following order: 1) to siblings of students already attending school in the district; 2) to students eligible for free or reduced-price meals; and 3) to children of military personnel.
- A school district of choice must post application information on its Internet Website, including any applicable form, transfer timeline, and explanation of the selection process.
- A parent may request transportation assistance within the boundaries of the “district of choice.” The district is required to provide transportation only to the extent it already does so.

d. Applying to Attend a School under the Open Enrollment Act: The Open Enrollment Act allows the parent of a pupil enrolled in a “low-achieving school” to submit an application for the pupil to transfer to another public school served by the school district of residence or another school district. (Ed. Code, § 48350 et seq.) The parent must submit an application requesting a transfer to the school district in which the parent does not reside, but in which the parent intends to enroll the pupil. With some exceptions, the application must be submitted prior to January 1 of the school year before the school year for which the pupil is requesting a transfer. Both of the school districts from which and to which the parent has applied to transfer may prohibit or limit pupil transfers if the transfer would negatively impact a court-ordered or voluntary desegregation plan or the racial/ethnic balance of the district. Additionally, the school district in which the parent does not reside, but in which the parent intends to enroll the pupil may adopt specific, written standards for acceptance and rejection of applications pursuant to the Open Enrollment Act. (Ed. Code, § 48356)

e. Transferring a Student Convicted of a Felony/Misdemeanor: Education Code section 48929 authorizes the governing board of a school district to transfer a student

enrolled in the district who has been convicted of a violent felony as defined in Penal Code section 667.5 or misdemeanor listed in Penal Code section 29805 to another school within the district when the student and victim of the crime are enrolled in the same school. The governing board must first adopt a policy at a regular meeting and provide notice of the policy to parents or guardians as part of the annual parent notifications under Education Code section 48980. The policy must: 1) require notice to the student and student's parent or guardian of the right to request to meet with the principal or designee of the school or school district; 2) require the school to first attempt to resolve the conflict before transfer by using restorative justice, counseling, or other services; 3) include whether the transfer decision is subject to periodic review and include the procedure to conduct the review; and 4) provide the process the board will use to consider and approve or disapprove the recommendation of the school principal or other school or school district designee to transfer the student.

24. **Sexual Harassment Policy:** Each student will receive a written copy of the district policy on sexual harassment. The purpose of this policy is to provide notification of the prohibition against sexual harassment as a form of sexual discrimination and to provide notification of available remedies. A copy of the District's policy on sexual harassment is attached. (Ed. Code, §§ 231.5, 48980(g))

25. **Notice of Alternative Schools:** 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:

a. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.

b. Recognize that the best learning takes place when the student learns because of the student's desire to learn.

c. Maintain a learning situation maximizing student self-motivation and encouraging the student in his or her own time to follow his or her own interests. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation by the student's teachers of choices of learning projects.

d. Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous permanent process.

e. Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

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

26. **Nutrition Program:** The State Department of Education has established a statewide program to provide nutritious meals and milk at school for pupils, and to provide free meals to the neediest children. In some instances, nominal cash payments may be required. (Ed. Code, § 49510 et seq.)
27. **U.S. Department of Education Programs:** The following applies only to programs directly funded by the U.S. Department of Education:

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of the children.

No student shall be required, as part of any applicable U.S. Department of Education funded program, to submit to a survey, analysis, or evaluation that reveals information concerning:

- a. political affiliations or beliefs of the student or student's parents;
- b. mental and psychological problems of the student or his/her family;
- c. sex behavior or attitudes;
- d. illegal, anti-social, self-incriminating or demeaning behavior;
- e. critical appraisals of other individuals with whom respondents have close family relationships;
- f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g. religious practices, affiliations, or beliefs of the student or student's parent; or
- h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

(20 U.S.C. § 1232h)

In compliance with this section, attached to this Notice are the following documents:

- A schedule of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information;
- A schedule of any survey containing one or more of the items referenced as (a)-(h) in the foregoing paragraph regarding “U.S. Department of Education Programs.”
- A schedule of any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled in advance, and not necessary to protect the immediate health and safety of any student. (20 U.S.C. § 1232h)

28. **Fingerprint Programs:** With the written consent of the parent or guardian, kindergarten or newly enrolled students may be fingerprinted. The fingerprint document may not be retained by the District but must be delivered to the parent or guardian. A fee shall be charged to the parent or guardian to reimburse the District for its actual cost. (Ed. Code, §§ 32390, 48980(f))

29. **Uniform Complaint Procedures:**

Complaints Alleging Discrimination, Harassment, Intimidation, and Bullying:

State and federal law prohibit discrimination in education programs and activities. The District is primarily responsible for compliance with federal and state laws and regulations. (Cal. Code Regs., tit. 5, § 4620.)

Under state law, all pupils have the right to attend classes on school campuses that are safe, secure, and peaceful. (Ed. Code, § 32261.) State law requires school districts to afford all pupils equal rights and opportunities in education, regardless of their actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth), nationality (includes citizenship, country of origin and national origin), immigration status, race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. (Ed. Code, §§ 210-214, 220 et seq., 234 et seq., 66260–66264, Cal. Code Regs., tit. 5, § 4900 et seq., 20 U.S.C. § 1681 et seq., 29 U.S.C. § 794, 42 U.S.C. § 2000d et seq., 42 U.S.C. § 12101 et seq., 34 C.F.R. § 106.9) The District prohibits discrimination, harassment, intimidation, bullying, and retaliation in all acts

related to school activity or attendance. In addition to being the subject of a complaint, a pupil engaging in an act of bullying as defined by Education Code section 48900(r) may be suspended from school or recommended for expulsion.

The District's Uniform Complaint Procedure may be used in cases where individuals or a group have suffered discrimination, harassment, intimidation, or bullying. (Cal. Code Regs., tit. 5, §§ 4610, 4630, 4650, Ed. Code, § 234 et seq., 48900(r).)

a. Any individual, public agency or organization has the right to file a written complaint alleging that he/she has personally suffered unlawful discrimination or that an individual or specific class of individuals has been subjected to unlawful discrimination. (Cal. Code Regs., tit. 5, § 4630(b)(1))

b. Copies of the District's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)

c. Complaints must usually be filed with the superintendent/designee of the District.

d. Discrimination complaints must be filed within six (6) months of the date the alleged discrimination occurred, or within six (6) months of the date the complainant first obtained knowledge of the facts of the alleged discrimination. Within that six (6) month period, complainant may file a written request with the district superintendent or designee for an extension of up to ninety (90) days following the six (6) month time period. Extensions will not be automatically granted, but may be granted for good cause. (Cal. Code Regs., tit. 5, § 4630(b))

Complaints Other Than Discrimination, Harassment, Intimidation, and Bullying:

The District has a written complaint procedure which may be used in cases where any individual, public agency or organization alleges violations of state or federal law, other than those relating to discrimination, harassment, intimidation, and bullying.

a. Written complaints may be made regarding:

- (1) Adult Education
- (2) Consolidated Categorical Aid Programs
- (3) No Child Left Behind Programs, including improving academic achievement, compensatory education, limited English proficiency and Migrant Education
- (4) Career Technical Education
- (5) Child Care and Development

- (6) Child Nutrition
- (7) Special Education
- (8) "Williams Complaints"
- (9) Pupil Fees
- (10) Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)
- (11) Student Parent Lactation Accommodations
- (12) Course Assignments
- (13) Physical Education Instructional Minutes
- (14) Foster Youth, Homeless Youth, and former Juvenile Court School Student Services
- (15) Regional Occupational Centers and Programs
- (16) Continued Education Options for Former Juvenile Court School Students

(Cal. Code Regs., tit. 5, §§ 4610(b), 4630, Ed. Code, §§ 222, 35186, 47606.5, 47607.3, 48853.5, 49013, 49069.5, 51210, 51223, 51225.1, 51225.2, 51228.1, 51228.2, 51228.3, 52060-52075, 52334.7, and 4845.7.)

Any individual, public agency or organization has the right to file a written complaint alleging that the District has violated a federal or state law or regulation governing any program listed in items 1-16 above. (Cal. Code Regs., tit. 5, § 4630(b)(1))

Copies of the District's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)

Complaints must usually be filed with the superintendent or designee of the District under the timelines established by District policy. (Cal. Code Regs., tit. 5, § 4630(b))

Within 60 days from the date of receipt of the complaint, the District's responsible officer or his/her designee shall conduct and complete an investigation of the complaint in accordance with local procedures adopted pursuant to 5 CCR § 4621 and prepare a written decision. The time period may be extended by mutual written agreement of the parties.

b. Williams Complaints: Complaints, including anonymous complaints, may be made and addressed on a shortened time line for the following areas: (Ed. Code, § 35186)

- (1) Insufficient textbooks and instructional materials;
- (2) Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils; or
- (3) Teacher vacancy or misassignment.

A complaint of noncompliance with Education Code section 35186 may be filed with the school principal or designee under the Uniform Complaint Procedures. A complainant not satisfied with the resolution of a Williams Complaint has the right to bring the complaint to the district governing board at a regularly scheduled hearing. In the case of a complaint regarding emergency or urgent school facilities conditions, a complainant has the right of appeal to the State Superintendent of Public Instruction.

c. Pupil Fees Complaints: A complaint of noncompliance with Education Code section 49010 et seq. may be filed with the school principal under the Uniform Complaint Procedures. A complaint shall be filed not later than one calendar year from the date the alleged violation occurred. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

Responsible Official: The District official responsible for processing complaints is listed below at the following address:

Janet Stemler, Superintendent
26675 N. Sacramento Boulevard
P.O. Box 238
Thornton, CA 95686-2370
(209) 794-2376

Complaints Made Directly to the State Superintendent:

Complaints may be filed directly with the State Superintendent of Public Instruction in the following cases:

- (1) Complaints alleging that the District failed to comply with the complaint procedures described herein, including failure or refusal to cooperate with the investigation.
- (2) Complaints regarding Child Development and Child Nutrition programs not administered by the District.
- (3) Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant

would be in danger of retaliation if filing complaint at District level.

- (4) Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.
- (5) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.
- (6) Complaints alleging immediate and irreparable harm as a result of applying a district-wide policy in conflict with state or federal law and that complaining at the local level would be futile.
- (7) Complaints relating to Special Education, but only if:
 - (a) District unlawfully refuses to provide a free appropriate public education to handicapped students; or
 - (b) District refuses to comply with due process procedures or fails to implement due process hearing order; or
 - (c) Children may be in immediate physical danger, or their health, safety or welfare is threatened; or
 - (d) A handicapped pupil is not receiving the services specified in his/her Individual Educational Program (IEP); or
 - (e) The complaint involves a violation of federal law.
- (8) The District refuses to respond to the State Superintendent's request for information regarding a complaint originally filed with the District.

(Cal. Code Regs., tit. 5, §§ 4630, 4650)

Appeals:

a. Except for Williams Complaints, a complainant may appeal the District's decision to the California Department of Education. (Ed. Code, § 262.3(a), Cal. Code Regs., tit. 5, § 4632)

- (1) Appeals must be filed within fifteen (15) days of receiving the District decision.
- (2) Appeals must be in writing.

(3) Appeals must specify the reason(s) for appealing the District decision, including whether the facts are incorrect and/or the law has been misapplied.

(4) Appeals must include a copy of the original complaint and a copy of the District decision.

(5) Pupil fee complaints appealed to the California Department of Education will receive a written appeal decision within 60 days of the department's receipt of the appeal.

(6) If the school/District finds merit in a complaint, or the California Department of Education finds merit in an appeal, the school/District must provide a remedy to all affected pupils, parents, and guardians. For pupil fee complaints, this includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

b. If a complaint is denied, in full or in part, by the Department of Education, the complainant may request reconsideration by the State Superintendent of Public Instruction. (Cal. Code Regs., tit. 5, § 4665)

(1) Reconsideration must be requested within thirty-five (35) days of receiving the Department of Education report.

(2) The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

Civil Law Remedies:

In addition to the above-described complaint procedure, or upon completion of that procedure, complainants may have civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws. These civil law remedies can include, but are not limited to, injunctions and restraining orders. These civil law remedies are granted by a court of law and may be used, in part, to prevent the District from acting in an unlawful manner. Delay in pursuing civil law remedies before a court of law may result in loss of rights to those remedies. Any questions regarding civil law remedies should be directed to an attorney. (Ed. Code, § 262.3(b), Cal. Code Regs., tit. 5, § 4622)

30. **Pupil-Free Staff Development Day and Minimum Day Schedule:** A copy of the District's pupil-free staff development day and minimum day schedules is attached for reference. A pupil's parent or guardian will be notified during the school year of any additional minimum days and pupil-free staff development days no later than one month before the actual date. (Ed. Code, §48980(c))

31. **Review of Curriculum:** A prospectus of curriculum, including titles, descriptions, and instructional aims of every course offered by each public school, is available at the school site for parent review upon request. Copies are available upon request for a reasonable fee not to exceed the actual copying cost. (Ed. Code, §§ 49063, 49091.14)
32. **Transitional Kindergarten:** A school district or charter school may admit a child, who will have his/her fifth birthday after December 2, to a transitional kindergarten at the beginning of or at any time during the school year with parental/guardian approval if:
- (a) the governing board or body determines that the admittance is in the best interests of the child, and
 - (b) the parent/guardian is given information on the advantages and disadvantages and any other explanatory information on the effects of early admittance. (Ed. Code, § 48000)
33. **Child Find System; Policies and Procedures:** Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the Director of Student Services and/or Special Education, or his/her designee. Policy and procedures shall include written notification to all parents of their rights pursuant to Education Code section 56300 et seq. (Ed. Code, § 56301, 34 C.F.R. § 104.32(b))
34. **School Accountability Report:** Parents/guardians may request a hard copy of the School Accountability Report Card which is issued annually for each school of the District. (Ed. Code, § 35256)
35. **Asbestos Management Plan:** An updated management plan for asbestos-containing material in school buildings is available at the District Office. (40 C.F.R. § 763.93)**Assistance to Cover Costs of Advanced Placement Examination Fees:** The District may help pay for all or part of the costs of one or more advanced placement examinations that are charged to economically disadvantaged students. (Ed. Code, §§ 48980(k) and 52242)**Every Student Succeeds Act (ESSA):** The California Department of Education's transition from the requirements of the No Child Left Behind Act to the new Every Student Succeeds Act (ESSA) should be completed before the 2018-2019 school year and the ESSA should be in full effect. Both of these laws modify the Elementary and Secondary Education Act of 1965 (ESEA). As updates are provided by the California Department of Education, the following parent notice requirements may change and new notice requirements may be added.
- **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:** Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he/she teachers, whether the teacher is teaching under an emergency permit or other provisional status because of

special circumstances, the teacher is teaching in the field of discipline of the certification of the teacher, and whether any instructional aides or paraprofessionals provide services to the parents' child and, if so, their qualifications. (Section 1112(e)(1)(A) of the ESEA, as amended by ESSA)

- **Information Regarding Individual Student Reports on Statewide Assessments:** Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student. (20 U.S.C. § 6311(a)(2)(B)(x) of the ESEA, as amended by ESSA)

- **Limited English Proficient Students:** The Act requires notice be given to parents of limited English proficient students regarding limited English proficiency programs, not later than 30 days after the beginning of the school year (or, for students identified later in the school year, within two weeks). Notice includes: the reasons for the identification of the student as limited English proficient; the need for placement in a language instruction educational program; the student's level of English proficiency and how such level was assessed; the status of the student's academic achievement; the methods of instruction used in the available programs; how the recommended program will meet the student's needs; the exit requirements for the program; how the program meets the objectives of the student's IEP, if applicable, and; parent options for removing a student from a program and/or declining initial enrollment. (Section 1112(e) (3)(A) of the ESEA, as amended by ESSA)

The information provided above is available upon request from each child's school or the district office. Additional notices that may be required shall be sent separately. (20 U.S.C. §§ 6301 et seq.)

36. **Language Acquisition Program:** If a school district implements a language acquisition program pursuant to Education Code section 310, it must do the following: 1) comply with the kindergarten and grades 1-3, inclusive, class size requirements specified in Education Code section 42238.02 and (2) provide the parent or legal guardian of a minor pupil annually, or upon the pupil's enrollment, with information on the types of language programs available to pupils enrolled in the school district, including, but not limited to, a description of each program.

37. **Military Recruiter Information:** Education Code section 49073.5 requires that school districts disclose the names, addresses and telephone numbers of high school students to military recruiters upon request, unless parents request that this information not be released without prior written consent. Parents have the option of making such a request. If parents do not wish this information to be provided to military recruiters, they must notify the District office of this fact in writing. The writing should be directed to the District official listed below at the following address:

Janet Stemler, Superintendent
26675 N. Sacramento Boulevard
P.O. Box 238
Thornton, CA 95686-2370
(209) 794-2376

38. **Children In Homeless/Foster Care Situations and Former Juvenile Court School Students:** Each local district shall designate a staff person as a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. (Ed. Code, § 48852.5, 42 U.S.C. § 11432(g)(1)(J)(ii),)

A district serving a homeless child must allow the child to continue his/her education in the school of origin through the duration of homelessness at the point of any change or any subsequent change in residence once a child becomes a homeless child. If the child's status changes before the end of the academic year so that he/she is not homeless, the district must allow a child in high school to continue his/her education in the school of origin through graduation. For a child in grades K through 8, the district must allow the formerly homeless child to continue his/her education in the school of origin until the end of the academic school year. A homeless child transitioning between school grade levels must be allowed to continue in the school district of origin in the same attendance area. If a homeless child is transitioning to a middle or high school where the school designated for matriculation is in another school district, the homeless child must be allowed to continue to the school designated for matriculation in that school district. The new school is required to enroll the child immediately regardless of any outstanding fees, fines, textbooks or other items or moneys due to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including medical records, proof of immunization history, and proof of residency. (Ed. Code, § 48852.7)

Each local district shall also designate a staff person as the educational liaison for foster children. The educational liaison shall disseminate a standardized notice to foster children that has been developed by the State Department of Education and includes complaint process information. (Ed. Code, § 48853.5)

The district serving the foster child shall allow the foster child to continue his/her education in the school of origin under specified circumstances. If it is determined that it is in the best interests of the foster child to transfer to a school other than the school of origin, the foster child shall immediately be enrolled in the new school, regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including immunization history. The last school attended must provide all records to the new school within two business days of receiving the request. (Ed. Code, §§ 48853, 48853.5)

The district receiving a transfer request or notification of a student in foster care shall, within two business days, transfer the student out of school and deliver the educational

information and records to the next educational placement. Grades and credits will be calculated as of the day the student left school and no lowering of grades will occur as a result of the student's absence due to the decision to change placement or for a verified court appearance or related court activity. (Ed. Code, § 49069.5)

The district shall exempt from local graduation requirements a student who is in foster care, a homeless child or youth, a child of a military family, or a former juvenile court school student and who transfers between schools under certain circumstances. (Ed. Code, §51225.1)

A district shall accept coursework done by a student who is in foster care, a homeless child or youth, a child of a military family, or a former juvenile court school student while attending another school. The district is prohibited from requiring those students to retake courses or partial courses they have satisfactorily completed elsewhere. (Ed. Code, § 51225.2)

A complaint of noncompliance alleging violations of these sections, except for Education Code section 48852.7, may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

39. **Continued Education Options For Juvenile Court School Students:** A Juvenile court school student, or the person holding the right to make educational decisions for the student, may voluntarily defer or decline issuance of their diploma until after the student is released from the juvenile detention facility, thereby allowing the student to take additional coursework at a local education agency. The county office of education will notify the student, the person holding to right to make educational decisions for the student, and the student's social worker or probation officer of all of the following:

- a. The student's right to a diploma;
- b. How taking coursework and meeting other educational requirements will affect the student's ability to gain admission to a post-secondary educational institution;
- c. Information about transfer opportunities available through the California Community Colleges; and
- d. The option to defer or decline the diploma and take additional coursework. (Ed. Code, §§ 48645.3(a), 48645.7)

40. **Sex Equity In Career Planning:** Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions. (Ed. Code, § 221.5(d))

41. **Pesticide Products:** All schools are required to provide parents or guardians with annual written notice of expected pesticide use at schools. The attached list provides the name of each pesticide product, the active ingredient(s) and the Internet address for further

information. Parents or guardians may request prior notice of individual pesticide applications at the school. If a parent wishes to be notified every time a pesticide is going to be applied, he or she must complete the attached form and return it to his or her child's school. A copy of the integrated pest management plan for the schoolsite or District may be provided on the school website or viewed at the school office. (Ed. Code, §§ 48980.3, 17611.5, 17612)

42. **Student Parent Lactation Accommodations:** The District is required to provide reasonable accommodations to a lactating student on a school campus to address breast-feeding needs. (Ed. Code, §222)

A student may not be penalized academically because of the reasonable accommodations provided during the schoolday. A student must also be given the opportunity to make up missed work.

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

43. **PE Instructional Minutes:** The adopted course of study for grades 1 through 6 and instruction in grades 1 through 8 in an elementary school must include physical education for not less than 200 minutes each ten school days, exclusive of recesses and the lunch period. (Ed. Code, §§ 51210, 51223)

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

44. **Course Assignments:** A school district is prohibited from assigning a student enrolled in any of grades 9 through 12 to any course period without educational content for more than one week in any semester, except under specified conditions. Under no circumstances can a district assign a student enrolled in any of grades 9 through 12 to a course period without educational content because there are not sufficient curricular course offerings for the student to take during the relevant period of the designated school day. (Ed. Code, § 51228.1)

A school district is prohibited from assigning a student enrolled in grades 9 through 12 to a course that the student has previously completed and received a grade determined by the district to be sufficient to satisfy the requirements and prerequisites for admission to the California public post-secondary schools and the minimum high school graduation requirements, except under specified conditions. Under no circumstances can a district assign a student enrolled in any of grades 9 through 12 to a course the student has previously completed and received a sufficient grade, as specified, because there are not sufficient curricular course offerings for the student to take during the relevant period of the designated schoolday. (Ed. Code, § 51228.2)

These sections do not apply to students in alternative schools, community day schools, continuation high schools or an opportunity school. A district may continue to authorize

dual enrollment in community college, to run evening high school programs, to offer independent study, work experience education, and other specified courses.

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. (Ed. Code, § 51228.3)

45. **Regional Occupational Centers and Programs/County Offices of Education Programs/Adult Education Programs:** A regional occupational center or program, county office of education program, or adult education program must meet specified requirements for certification by the Superintendent of Public Instruction in order to provide an employment training program for adults or to authorize an education program beyond secondary education that leads to a degree or certificate. (Ed. Code, § 52334.7)

A complaint alleging that a local agency violated federal or state laws or regulations governing adult education programs under Education Code section 52501 or regional occupational centers and programs may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. A complaint alleging that a county office of education violated federal or state laws or regulations governing the county office's participation in any student financial assistance program authorized by Title IV may also be filed under the Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

46. **Pupil Fees:** A pupil enrolled in a public school must not be required to pay a pupil fee for participation in an educational activity. (Ed. Code, § 49011)

(a) The following requirements apply to prohibited pupil fees:

- (1) All supplies, materials, and equipment needed to participate in educational activities must be provided to pupils free of charge.
- (2) A fee waiver policy shall not make a pupil fee permissible.
- (3) School districts and schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.
- (4) A school district or school shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and a school district or school shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the school district or school.

(b) Solicitation of voluntary donations of funds or property and voluntary participation in fundraising activities are not prohibited. School districts, schools, and other entities are not prohibited from providing pupils prizes or other recognition for voluntarily participating in fundraising activities. (Ed. Code, § 49010 et seq.)

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. (Ed. Code, § 49013)

**ACKNOWLEDGEMENT OF PARENT OR GUARDIAN OF ANNUAL RIGHTS
NOTIFICATION**

Detach, sign, and return this page to your child's school indicating you have received the Parent Notice of Rights and Responsibilities. Also, where specified on this page, indicate whether you have a child on continuing medication and if you do not wish directory information to be released.

Student's Name: _____

School: _____ Grade: _____

Student is on a continuing medication program: (Please check one) YES ___ NO ___

If YES, you have my permission to contact student's physician:

Physician's Name: _____ Telephone: _____

Medication: _____ Dosage: _____

Medication: _____ Dosage: _____

If you do not wish directory information released, please sign where indicated below and return to the school office within the next 30 days. Note that this will prohibit the District from providing the student's name and other information to the news media, interested schools, parent-teacher associations, interested employers, and similar parties.

Do NOT release directory information regarding _____

(Pupil's Name)

- Check if an exception may be made to include student information and photos in the yearbook.

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

Signature of Parent or Guardian: _____ Date: _____

CHILD'S NAME: _____ B.D.: _____ PARENT'S NAME: _____

Dear Parent:

Education Code sections 49423 & 49423.1 define certain requirements for administration of medication. "...any pupil who is required to take, during the regular school day, medication prescribed for him or her by a physician and surgeon (or ordered by a physician assistant for inhaled asthma medication), may be assisted by the school nurse or the designated school personnel or may carry and self-administer prescription auto-injectable epinephrine inhaled asthma medication if the school district receives: (1) a written statement from the physician and surgeon 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 parent, foster parent, or guardian of the pupil requesting that the school district assist the pupil in the matters set forth in the statement of the physician and surgeon (or physician assistant for inhaled asthma medication).

The medication must be clearly labeled and sent to school in a container from the pharmacy.

At the beginning of each school year or upon entry to a school a "Medication at School" form must be completely renewed.

PARENT'S REQUEST

We the undersigned, who are parents/guardian of _____, request that the school nurse or designated school personnel assist the pupil in matters set forth in the statement of the physician and surgeon. If so approved by the physician, we do consent that our child carry and self-administer prescription auto-injectable epinephrine inhaled asthma medication. In the event of an untoward, subsequent, adverse reaction, it is understood that the school personnel and the school district will not be held responsible or civilly liable for carrying out this request. We also give permission for the school nurse/designated school personnel to consult with the health care provider regarding any questions that may arise with regard to the medication listed below. We also agree to immediately notify the school nurse and/or designated school personnel if there is any change in the pupil's medication, dosage, hour, method of administration, time limit, or condition for administering.

Date: _____ Signature of Parent/Guardian: _____

Daytime phone number: _____

PHYSICIAN'S ORDERS

1. Medication including dosage, hour, method of administration and time limit: _____

2. Condition for which the medication is to be given (i.e., allergy, specific type of reaction: localized, generalized, mild, severe, etc.):

3. If applicable, I hereby confirm that this pupil is capable of self-administering prescription, inhaled, asthma medication or prescription auto-injectable epinephrine and keeping it on his/her person. Yes___ No___

Date: _____ Tele #: _____ Physician's Signature: _____

For additional information, please call school nurse (tele #) _____ M T W T H F between the hours of _____.

School Administrator: _____ Date: _____

School Nurse: _____ Date: _____

The San Joaquin County Office of Education and the San Joaquin County Office of Education Data Processing Joint Powers Authority, hereinafter referred to as the “district,” authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district’s discretion and is subject to the conditions and restrictions set forth in applicable policies, administrative regulations, and this Acceptable Use Policy and Computer Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Policy and Computer Use Agreement as an indication that they have read and understand the agreement.

Definitions

District technology includes, but is not limited to, computers, the district’s computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Student Obligations and Responsibilities

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals (“cyberbullying”).
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights.

5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers).
6. Install unauthorized software.
7. “Hack” into the system to manipulate data of the district or other users.
8. Engage in or promote any practice that is unethical or violates any law or policy, administrative regulation, or district practice.

Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

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. 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 and emails) cannot be erased or deleted.

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.

Personally Owned Devices

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable policies, administrative regulations, and this Acceptable Use Policy and Computer Use 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 teacher or other district personnel.

Consequences for Violation

Violations of the law, policy, or this agreement may result in revocation of a student’s access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, policy, or this agreement may be reported to law enforcement agencies as appropriate.

Student Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Policy and Computer Use 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 further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Name: _____ Student ID: _____

School: _____ Grade: _____

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 Acceptable Use 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: _____ Date: _____
(Please print)

Signature: _____

Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise the parent or eligible student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records, without prior consent, to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

New Hope Elementary School District

Board Policy

Interdistrict Attendance

BP 5117

Students

The Governing Board recognizes that parents/guardians of students who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district.

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 5111.1 - District Residency)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5118 - Open Enrollment Act Transfers)

OPTION 1: 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.

NO-OPTION 2: School District of Choice Program

The Board has designated the district as a "school district of choice" and shall accept students who reside in other California districts who wish to attend a district school. Each year, the Superintendent or designee shall recommend to the Board the number of transfer students that the district will be able to accept and shall identify the schools, grade levels, and programs that will be able to accept these students.

Upon receiving the Superintendent's recommendation, the Board shall determine the number of students that will be accepted into the district through this program. This number shall be reflected in the minutes of the Board's meeting.

(cf. 9324 - Minutes and Recordings)

The Superintendent or designee shall establish a selection process which ensures that students are admitted to district schools through a random, unbiased process that prohibits evaluation of whether a student should be enrolled based upon his/her academic or athletic performance. If the number of student applications exceeds the number of transfers the Board has designated for acceptance under the program, the Superintendent or designee shall conduct a random drawing in public at a regularly scheduled Board meeting. (Education Code 48301)

Because the district admits students in accordance with the school district of choice program, the Superintendent or designee shall not admit students based on individual interdistrict attendance permits pursuant to Education Code 46600-46611 except under extraordinary circumstances.

The Superintendent or designee shall maintain a record of requests for admittance that contains all of the following: (Education Code 48313)

1. The number of requests granted, denied, or withdrawn and, for denied requests, the reason for the denial
2. The number of students transferred out of and transferred into the district pursuant to this program
3. The race, ethnicity, gender, self-reported socio-economic status, and the district of residence for each student in item #2 above
4. The number of students in item #2 above who are classified as English learners or students with disabilities

The Superintendent or designee shall report to the Board, at a regularly scheduled meeting, the information specified in items #1-4 above. By May 15 of each year, the Superintendent or designee shall provide the same information, as well as information regarding the district's status as a school district of choice in the upcoming school year, to each geographically adjacent school district, the county office of education, the California Department of Education, and the Department of Finance. (Education Code 48313)

The report to the Board and other agencies shall also include a summary of audit exceptions, if any, resulting from the compliance review of components of the district of choice program conducted as part of the annual district audit. (Education Code 48301, 48313)

Transportation

The district shall not provide transportation beyond any school attendance area. Upon request, the Superintendent or designee may authorize transportation for interdistrict transfer students to and from designated bus stops within the attendance area if space is available.

Limits on Student Transfers Out of the District to a School District of Choice

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. (Education Code 48307)

(cf. 3100 - Budget)
(cf. 3460 - Financial Reports and Accountability)

The district may deny a transfer of a student out of the district to a school district of choice if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. (Education Code 48301)

A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district to a school district of choice, if the other school district approves the application for transfer. (Education Code 48301)

(cf.6173.2 - Education of Children of Military Families)

Legal Reference:

EDUCATION CODE

41020 Annual district audits
46600-46611 Interdistrict attendance agreements
48204 Residency requirements for school attendance
48300-48316 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

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:

CSBA PUBLICATIONS

Transfer Law Comparison, Fact Sheet, March 2011

WEB SITES

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

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

(11/10 7/12) 12/15

Approved: 6/6/16

New Hope Elementary School District

Board Policy

Sexual Harassment

BP 5145.7
Students

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

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

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

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance

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

Complaint Process and Disciplinary Actions

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

(cf. 1312.3 - Uniform Complaint Procedures)

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

(cf. 5144 - Discipline)

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

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

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

(cf. 4117.7 - Employment Status Report)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

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

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

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

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

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

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

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736
Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016
Dear Colleague Letter: Title IX Coordinators, April 2015
Questions and Answers on Title IX and Sexual Violence, April 2014
Dear Colleague Letter: Sexual Violence, April 4, 2011
Sexual Harassment: It's Not Academic, September 2008
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education: <http://www.cde.ca.gov>
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

(3/12 10/14) 9/16

Policy Adopted: 6/19/17

HEALTHY SCHOOLS ACT OF 2000

Notice to all students, parents/guardians and employees of the New Hope Elementary School District:

Assembly Bill 2260 went into effect on January 1, 2001. This legislation enacted Education Code sections 17608 et seq. which require, among other things, that school districts notify parents and staff about the use of pesticides at school. The purpose of this legislation is to reduce exposure to toxic pesticides through information and application of an integrated pest management system at schools. Towards this end, and pursuant to the requirements of this legislation, please be advised of the following:

The New Hope Elementary School District expects to use the following pesticides at its campuses during the upcoming year:

<u>Pesticide Name</u>	<u>E.P.A. Reg. Number</u>	<u>Active Ingredient(s)</u>
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(No pesticides are expected to be used in the 2017-2018 school year)

Parents/guardians of the New Hope Elementary School District can register with the District's designee, Janet Stemler, to receive notification of individual pesticide applications by calling (209) 794-2376. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

If you wish to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code section 13184, you can do so by accessing the Department's web-site at www.cdpr.ca.gov.

**Notification of Rights Under the Protection of
Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)--
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use --
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

New Hope Elementary School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. New Hope Elementary School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. New Hope Elementary School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. New Hope Elementary School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any unprotected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

REQUEST FOR ELECTRONIC ACCESS TO ANNUAL RIGHTS NOTIFICATION

Sign and return this form to your child's school by _____, if you would like electronic access to the 2018-2019 Parent Notice of Rights and Responsibilities. If you do not return this form by the specified date, you will be provided with a hard copy of the Notice at the beginning of the 2018-2019 school year.

Student's Name: _____

School: _____ Grade: _____

I hereby request to receive the annual Parent Notice of Rights and Responsibilities in electronic format.

I understand that, by requesting the Notice in an electronic format, it is my responsibility to access the Notice at the beginning of the 2018-2019 school year on the District's website at _____.

I also understand that the Notice contains important information regarding my rights, responsibilities, and protections and that, by requesting the Notice in an electronic format, I will be required to access, print, complete, and timely return to my child's school the **ACKNOWLEDGEMENT OF PARENT OR GUARDIAN OF ANNUAL RIGHTS NOTIFICATION**, which is included with the Notice.

Signature of Parent or Guardian: _____ Date: _____

CHILD ABUSE REPORTING GUIDELINES AND PROCEDURES

The following information will assist parents and guardians in determining whether or not child abuse has occurred and, if so, how to file a complaint of child abuse with local law enforcement. This information has been taken from the California Child Abuse and Neglect Reporting Act in the California Penal Code and from sections of the California Education Code.

Child Abuse Can Be Any of the Following:

- A physical injury which is inflicted on a child by another person other than by accidental means.
- The sexual abuse, assault, or exploitation of a child, such as:
 - The negligent treatment or maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare, whether the harm or threatened harm is from acts or omissions on the part of the responsible person;
 - The willful infliction upon a child of any cruel or inhumane corporal punishment or any injury resulting in a traumatic condition; or
 - The willful harming or injuring of a child or endangering of the person or the health of a child where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children or an administrator or employee of a public or private school or other institution or agency.

Child Abuse Does *Not* Include:

- A mutual fight between minors;
- An injury that is caused by the actions of a peace officer using reasonable and necessary force within the scope of his or her employment; or
- An injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:
 - To stop a disturbance threatening physical injury to people or damage to property;
 - For purposes of self-defense;
 - To obtain possession of weapons or other dangerous objects within control of a pupil; or
 - To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

How to File a Complaint of Child Abuse Committed at a School Site

Parents and guardians of pupils have the right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. To file a complaint, the parent or guardian must file a formal report with an appropriate local law enforcement agency. An appropriate law enforcement agency may be one of the following:

- A Police or Sheriff's Department (not including a school district police department or school security department)
- A County Probation Department if designated by the county to receive child abuse reports, or
- A County Welfare Department/County Child Protective Services.

The complaint may be filed over the telephone, in person, or in writing. A complaint may also be filed at the same time with your school district or county office of education. School districts and county offices of education, however, do not investigate child abuse allegations.

The local law enforcement agency is required to investigate all complaints.

In addition, if the child is disabled and enrolled in special education, a separate complaint may be filed by the parent or guardian with the California Department of Education (CDE) according to Title 5 of the California Code of Regulations Section 4650(a)(7)(C). The CDE does not, however, investigate allegations of child abuse but rather investigates the conditions that may involve immediate physical danger or threaten the health, safety, or welfare of the child or children or which may result in denial of a free and appropriate public education.

If the complaint of child abuse is "substantiated" or confirmed by the local law enforcement agency, meaning that the report of child abuse or neglect, as determined by the law enforcement investigator who conducted the investigation, is, based upon the evidence, more likely to have occurred than not, then a report of the investigation will be transmitted by the law enforcement agency to the governing board of the local school district or County Office of Education. A confirmed report of child abuse or neglect received by a governing board of a school district or County Office of Education will be subject to the provisions of California Education Code section 44031, which gives school employees certain rights regarding personnel information and records.

In addition, a confirmed report shall be forwarded by the law enforcement agency that investigated the complaint to the California Department of Justice according to California Penal Code Section 11169 and notice will be provided to the alleged child abuser that he or she has been reported to the Child Abuse Central Index, as maintained by the Department of Justice.

This guidance is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this guidance that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to California Education Code Section 33308.5.

Student Name Grade

Name of Parent or Guardian (Please Print)

Signature of Parent or Guardian Date

2018-2019 Parent Consent Form
(Must be completed and returned to the school office)

- | YES | NO | |
|-------|-------|---|
| _____ | _____ | 1. I will have my child immunized. I realize this is a condition of initial enrollment or continued attendance. |
| _____ | _____ | 2. Basic first aid may be administered to my child when necessary. |
| _____ | _____ | 3. If there is an emergency and an ambulance is necessary for my child, NHSD has my permission to contact an ambulance service on my behalf. I will be responsible for the fee charged. |
| _____ | _____ | 4. I will obtain an oral health examination for my kindergartener(s) and a physical health examination for my first grader(s). |
| _____ | _____ | 5. My child may receive health evaluations, (i.e., vision, hearing) as part of group screenings. |
| _____ | _____ | 6. If at any time my child is out of school, I will send a note or call the school explaining the reason for his/her absence. Copies of the attendance policy are available at the school office. |
| _____ | _____ | 7. Directory information for my child may be released to agencies (i.e. military) only as permitted by law. |
| _____ | _____ | 8. I GIVE permission for my student to be photographed and/or videotaped for the School and/or District. |
| _____ | _____ | 9. I GIVE permission for my student to be photographed for the YEARBOOK ONLY (if the answer to question #8 is yes, then the answer to this question should be NO). |
| _____ | _____ | 10. I GIVE permission for my student to be photographed/use name/school projects in any media. |
| _____ | _____ | 11. I realize that the district maintains an operating policy of nondiscrimination in programs and activities. |
| _____ | _____ | 12. I understand that bus service may be withdrawn if my child does not obey the bus rules or the directions of the driver, I understand written permission is required for field trips. |
| _____ | _____ | 13. I understand that the schools have minimum proficiencies my child must pass in order to be promoted or graduated. |
| _____ | _____ | 14. I understand that the district maintains and enforces a pupil dress policy. Copies are available at the school office. |
| _____ | _____ | 15. I understand that the district does have a policy dealing with hepatitis HIV and blood borne pathogens. "Universal precautions" are used throughout the schools. |
| _____ | _____ | 16. I understand that New Hope Elementary is tobacco free 24 hours a day for all buildings and grounds and for all students, employees, parents and visitors. |
| _____ | _____ | 17. I have read and understand the "Parent Notification" packet. |