

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Board Meeting Agenda
Monday, August 8, 2022

Time: 6:00 PM. –Closed Session/ 7:00 PM.- Open Session

Location: Shandon High School Library- In-Person. **NO ZOOM LINK**

All persons desiring to address the Board at anytime tonight should complete a "Request to Address the Board of Trustees" card located at the entrance to the board room and provide it to the Board Recording Secretary prior to the start of the meeting.

1.0 OPEN SESSION

1.1 Call to Order and Roll Call

Marlene Thomason, President

Nataly Ramirez, Clerk

Jesse Cuellar

Jennifer Moe

Flint Speer

1.2 Public Comment Limited to Closed Session Items

The opportunity is provided to allow the public to comment for a period of up to three (3) minutes prior to the Board's consideration of any closed session agenda item. An additional opportunity is provided later in the agenda for comment on open session agenda items or items not on the agenda. [G.C. § 54954.3]

2.0 CLOSED SESSION

2.1 Conference with Labor Negotiators (G.C. 54957.6)- Negotiator: Kristina Benson,

Organization: STA/CTA/NEA, CSEA, and Management /Confidential Employees Unrepresented

2.2 Superintendent's Evaluation

3.0 RECONVENE SESSION / PLEDGE OF ALLEGIANCE TO THE FLAG

4.0 REPORT ON ACTION FROM CLOSED SESSION

5.0 ADOPTION OF AGENDA

6.0 PUBLIC COMMENT

6.1 PUBLIC COMMENT

Comments from the public are limited to items both within the Board's jurisdiction, as well as not on the agenda. The Board may limit public comments to not more than three (3) minutes per person or a total of 20 minutes per topic at the discretion of the Board President. Public comment will also be allowed on each specific agenda item prior to Board action thereon. [G.C. § 54954.2, .EC. § 35145.5, BB 9323]

7.0 REPORTS FROM SCHOOL RELATED GROUPS (oral)

7.1 Student Body Reports

7.2 Staff Reports

7.3 Bargaining Representative Reports

7.4 Board Report

8.0 INFORMATION/PRESENTATION ITEM

8.1 45 Day Revision Review of State Budget

8.2 SJUSD enrollment report

8.3 Superintendent's Report

- District and Board Goals

9.0 APPROVAL OF CONSENT AGENDA

(Unless the Board pulls an item for separate action, the items listed below are approved without discussion.)

- 9.1 Approval of the Minutes of Regular Board Meeting of June 21, 2022
- 9.2 Approval of the Student Body Funds
- 9.3 Approval of the Warrants and Payroll for July 2022
- 9.4 Approval of the Budget Report
- 9.5 Approval of the Ratification of the Personnel Action Report
- 9.6 Approval of SHS Student/Parent Handbook 2022-23 School Year
- 9.7 Approval of SES & PES Student/Parent Handbook 2022-23 School Year
- 9.8 Approval of Employment Agreement for Short-Term Certificated Retired Annuitant- Jeanne Neely
- 9.9 Approval of Employment Agreement for Short-Term Certificated Retired Annuitant- Terry Lassiter
- 9.10 Approval of 2022-23 Shared Employment Work Agreement between Templeton USD and SJUSD for Occupational Therapist Services
- 9.11 Approval of MOU between SLO COE Induction Programs and SJUSD for 2022-23
- 9.12 Approval of the Quarterly Report on Williams uniform Complaints

10.0 DISCUSSION/ACTION ITEM

10.1 Annual Board Evaluation of Superintendent

-The Board completes an annual evaluation of the Superintendent, Board President Thomason will report out the results of the evaluation.

10.2 Discussion and Approval of the Annual Notification to Parents 2022-23 School Year

-Each school district must notify parents and guardians of their legal rights and obligations at the beginning of the first semester or quarter of the regular school year. The following summarizes those rights and responsibilities.

10.3 Discussion and Possible Approval of the Parkfield Elementary Internet Project

-Provided for your approval is the electrical proposal from Rossi Carr.

10.4 Discussion and Approval of the District Wide Safe School Plan 2022-23 School Year

-Provided for your approval is the updated district wide safe school plan.

10.5 Interdistrict Transfer Student 2022-23-02 (Reconsideration)

-Student that resides within the SJUSD and is requesting to attend a different district.

10.6 Interdistrict Transfer Student 2022-23-05

-Student that resides within the SJUSD and is requesting to attend a different district.

10.7 Discussion and Possible Approval of New Course Description for Practical Mathematics

-Provided for your approval is the description for a new course.

10.8 Discussion and Possible Approval of FFA Leadership Retreat

-Provided for your approval is the annual FFA leadership retreat trip.

11.0 FUTURE AGENDA ITEM REQUESTS

12.0 ANNOUNCEMENTS

The next regular meeting of the Board of Trustees is scheduled for September 12, 2022 at
Shandon High School Library, Closed Session at 6:30 PM, Open/Regular Session at 7:00 PM

13.0 ADJOURNMENT

"Due to public health directives relating to the COVID-19 pandemic, any materials required by law to be made available to the public prior to or during a meeting of the Board of Trustees of the District can be accessed on the District's website: www.shandonschools.org
In compliance with the Americans with Disabilities Act, if you need special assistance to access or participate in a meeting of the Board of Trustees, including auxiliary aids or services, please contact the District Office at 805-238-0286. Notification of at least 48 hours prior to the meeting will assist the staff in assuring that reasonable accommodations may be made."

OFFICIAL AGENDA POSTED AT THE DISTRICT OFFICE/SHANDON HIGH SCHOOL

8.1

Shandon Joint Unified School District

Effects of the State's Budget and Projections of Income Changes "45 Day Revise" Update of FY 2022-23 Adopted Budget

August 08, 2022

The FY 2022-23 Adopted Budget, approved by the Board at its June 27, 2022 meeting, included revenue assumptions based on May 2022 estimates of COLA percentages, deficit factors, and grant programs. The Governor signed the State's FY 2022-23 Budget on June 27, 2022.

These are the major K-12 funding provisions in the 2022-23 state budget:

- Cost-of-living adjustment (COLA) remains at 6.56% for the Local Control Funding Formula (LCFF)
- LCFF base grant increases by 6.28%
- LCFF calculation amended to allow school districts to utilize the greater of current year, prior year
- Transitional Kindergarten (TK) add-on to the LCFF of \$2,813 for 2022-23, to be adjusted annually by the COLA
- \$8 billion to establish the Learning Recovery Emergency Block Grant to be allocated to all LEAs based on unduplicated pupil counts
- \$3.6 billion to establish the Arts, Music, and Instructional Materials Discretionary Block Grant to be allocated to all LEAs on a per-pupil basis
- Full funding of \$4 billion for the Expanded Learning Opportunities Program (ELOP) with changes to calculation of funds, offering, and access requirements
- Special education base rate increases to \$820 per pupil
- Home-to-school transportation funding equal to 60% of expenditures reported in the prior year, excluding capital outlay and nonagency expenditures, and reduced by the transportation add-on to the LCFF
- \$1.2 billion to implement universal meals, plus \$600 million for kitchen infrastructure grants

Local Control Accountability Plan

The AB 181 6.28% augmentation to LCFF funding on top of the 6.56% statutory COLA will likely result in significantly higher LCFF revenue than most LEAs included in their Adopted Budget and LCAP. Furthermore, the higher LCFF revenue creates the potential for a significant increased and improved services carryover requirement in the following year for many LEAs. As part of the next Annual Update, LEAs will need to true up their LCAP to this higher level of revenue, including increased supplemental and concentration grant funding and the corresponding changes to the increased and improved services and carryover calculations. LEAs will want to engage their educational partners in a discussion about how to incorporate the additional resources into the LCAP planning process, including the addition of actions in the current year to increase and improve services for unduplicated students.

Below is a summary of the revenue changes:

- Updated State Aide Revenue **\$223,051(6.28% augmentation 22/23 only)**
- Learning Recovery Block Grant **\$487,323 (One Time) Funds available through 2027-28 fiscal year. Interim expenditure reporting required)**
- Expanded Learning Opportunities Program **\$262,966 (One Time)**
- Arts, Music, and Instructional Materials Discretionary Block Grant **\$165,486 (One Time) Plan must be board approved.**

Attached is a revised MYP with added revenue changes.

****Budget assumptions do not include bargaining unit negotiations, staffing changes, 3 year average ADA calculation (pending FCMAT's revised LCFF calculator), or Necessary Small Schools funding adjustments.***

CATEGORIES	21-22 ESTIMATED ACTUALS			22-23 BUDGET DEVELOPMENT			23-24 Projected			24-25 Projected		
	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
REVENUES: LCFF Sources	3,873,636	115,599	3,989,235	4,169,206	115,777	4,285,043	4,000,193	110,510	4,110,703	4,048,740	110,510	4,159,250
Federal	0	674,469	674,469	0	1,145,883	1,145,883	0	162,479	162,479	0	164,879	164,879
Other State	51,441	763,371	814,812	53,911	225,845	279,750	54,531	207,231	261,762	54,531	207,231	261,762
Local	109,237	256,580	365,817	61,668	156,101	217,769	58,784	208,796	267,580	58,784	208,796	267,580
Transfers In from Oh Fd/OH Sources	0	0	0	0	0	0	0	0	0	0	0	0
Contributions	-576,679	576,679	0	-483,559	483,559	0	-522,368	522,368	0	-568,813	558,813	0
Total Revenues	3,457,635	2,386,698	5,844,333	3,801,286	2,127,165	5,928,451	3,591,140	1,231,384	4,822,524	3,603,242	1,270,229	4,873,471
EXPENDITURES Certified Salaries	1,388,215	422,855	1,811,070	1,508,107	286,426	1,794,533	1,495,295	287,525	1,782,820	1,527,163	298,361	1,825,544
Classified Salaries	637,949	221,234	859,183	Added PE teacher and SES teacher 738,482	135,721	874,203	677,673	163,734	841,407	680,602	168,295	848,897
						Prior year Temporary to now Permanent+2 ParaEducator positions and Librarian						
Employee Benefits	809,407	398,881	1,208,288	909,344	370,396	1,279,740	960,105	394,571	1,354,676	964,344	397,683	1,362,027
Books & Supplies	273,188	201,629	474,817	198,489	55,323	253,812	198,489	36,723	235,212	198,489	36,723	235,212
Services & Operating	629,068	924,733	1,553,799	584,851	REDUCED EXPENDITURES FROM SETTLEMENT PYMNT	981,358	402,088	67,550	469,638	453,485	69,577	523,062
Capital Outlay	0	7,530	7,530	0	0	0	0	0	0	0	0	0
Other Outgo	0	147,931	147,931	0	Increased Special Ed by 7%	244,188	0	261,281	261,281	0	Increased Special Ed by 7%	279,571
Indirect Cost	-61,195	61,905	0	-53,703	53,753	0	-20,900	20,000	0	-20,900	20,000	0
Transfers Out/Uses	23,894	0	23,894	42,263	0	42,263	44,376	0	44,376	46,595	0	46,595
	Calif Contribution		Calif Contribution	Calif Contribution		Calif Contribution	Calif Contribution		Calif Contribution			
Other Adjustments												
Total Expenditures	3,699,814	2,386,698	6,086,512	3,997,783	2,127,165	6,054,948	3,758,026	1,231,385	4,989,411	3,850,678	1,270,230	5,120,908
Change in Fund Balance	-242,179	0	-242,179	-196,497	0	-196,497	-166,886	0	-166,886	-247,436	0	-247,436
Estimated Beginning Balance	1,302,112	263,608	1,565,720	1,059,933	263,608	1,323,541	933,436	263,608	1,197,044	766,550	263,608	1,030,158
Net Change	-242,179	0	-242,179	-128,497	0	-128,497	-166,886	0	-166,886	-247,436	0	-247,436
Ending Balance	1,059,933	263,608	1,323,541	933,436	263,608	1,197,044	766,550	263,608	1,030,158	519,114	263,607	782,722
Assigned-Monetary Co Basic Aid Taxes												
Other Assignments												
Restricted Legally Reserved												
Reserve for Econ Uncertainties	908,433	263,608	1,172,041	886,361	0	886,361	665,050	0	665,050	417,614	0	417,614
Available Reserve	15,75%			14,64%			13,33%		8,16%	8,16%		
5% Minimum Reserve Required	304,326			302,747			249,471		256,045			

*Transfers out Café \$46,595

*Transfers out Café \$44 376

BUDGET CUTS TO MAINTAIN RESERVES
***Transfers out Calé \$42,263**

me
*Large deficit spending in General Fund

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Monthly Enrollment
2022-2023

8.2

School	Grade or Class	Female	Male	August ENROLLMENT	June Enrollment
Parkfield Elem.	Kdgn.	0	0	0	1
	1 st	1	0	1	2
	2 nd	1	1	2	1
	3 rd	0	1	1	2
	4 th	1	1	2	1
	5 th	0	1	1	0
	6 th	0	0	1	1
Parkfield Total		3	4	7	8
Shandon Elem.	Transitional K	1	2	3	10
	Kindergarten	7	4	11	15
	1 st Grade	13	8	21	13
	2 nd Grade	4	10	14	12
	3 rd Grade	7	4	11	16
	4 th Grade	6	10	16	18
	5 th Grade	8	11	19	22
	6 th Grade	12	10	22	16
	7 th Grade	9	8	17	28
	8 th Grade	14	13	27	27
SES Total		81	80	161	177
Ind Study		1	0	1	0
Shandon High					
	9 th	10	17	27	24
	10 th	10	11	21	21
	11 th	10	11	21	22
	12 th	13	7	20	21
SHS Total		43	46	89	88
Ind Study (11-12)		0	0	0	1
Home Hospital		1	0	1	2
TOTAL ENROLLMENT		129	130	259	276

Superintendent's Report

August 8, 2022

8.3

- I. 45 Day State Budget Revision Update
- II. Bond Windows Project and TK Room Remodel Update
 - A. SES: DSA Backcheck scheduled for next Tuesday (8/9/22)
 - B. SHS: Submittal scheduled for (9/9/22) – work includes Restroom remodel work at Ag Building (Gender Neutral, single occ) – req. by DSA
 - C. PES: Awaiting DSA comments (anticipated this week/next week)
 - D. TK: Consultant drawings being finalized. DSA submittal scheduled on 8/25/22.
- III. Midstate Fair Report - A Superintendent's Perspective
- IV. Opening of School Overview
 - A. Teachers & Academic Support Staff Return 8/15
 - B. Student Start Date 8/18
 - C. Back to School Nights
 - 1. SHS 8/24 Volleyball, Tacos, Resource Fair
 - 2. SMS 8/17 All classrooms Open
 - 3. SES 8/17 All classrooms Open

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 8 2022

9.1

AGENDA ITEM TITLE:

Approval of the Minutes of Regular Board Meeting of June 21, 2022

PREPARED BY:

Gabriela Gavilanes

AGENDA SECTION:

☐ Reports ☒ Consent ☐ Discussion/Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

-Provided for your approval are the minutes of the regular board meeting of June 21, 2022.

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Minutes

Tuesday, June 21, 2022

Time: 6:30 PM. –Closed Session/ 7:00 PM.- Open Session

Location: Shandon High School Library- In-Person. NO ZOOM LINK

All persons desiring to address the Board at anytime tonight should complete a "Request to Address the Board of Trustees" card located at the entrance to the board room and provide it to the Board Recording Secretary prior to the start of the meeting.

1.0 OPEN SESSION

- 1.1 Board President called the meeting to open session at 6:30 PM
Members Present: Marlene Thomason, President; Flint Speer
Members Absent: Nataly Ramirez, Clerk; Jesse Cuellar, Jennifer Moe
Staff Present: Dr. Kristina Benson, Superintendent

No quorum for closed session

- 1.2 Public Comment Limited to Closed Session Items- No request were made
The opportunity is provided to allow the public to comment for a period of up to three (3) minutes prior to the Board's consideration of any closed session agenda item. An additional opportunity is provided later in the agenda for comment on open session agenda items or items not on the agenda. [G.C. § 54954.3]

2.0 CLOSED SESSION

- 2.1 Conference with Labor Negotiators (G.C. 54957.6)- Negotiator: Kristina Benson,
Organization: STA/CTA/NEA, CSEA, and Management /Confidential Employees Unrepresented
2.2 Superintendent's Evaluation

3.0 RECONVENE SESSION / PLEDGE OF ALLEGIANCE TO THE FLAG

Board President Thomason reconvened the meeting to open session at 7:00PM and Board member Speer led the Pledge of Allegiance.

4.0 REPORT ON ACTION FROM CLOSED SESSION

Board President Thomason reported that the Board will go to closed session after open session.

5.0 ADOPTION OF AGENDA

A motion passed to adopt the agenda (Moe/Speer) (3/0/2) Moe, Speer and Thomason voted aye. Board members Ramirez and Cuellar were absent.

6.0 PUBLIC COMMENT

- 6.1 PUBLIC COMMENT- Board President Thomason received two cards for public comment.
First card- Marjorie Soller spoke in regards of Item 10.15 Interdistrict Transfer Student 2022-23-03 and Item 10.16 Interdistrict Transfer Student 2022-23-04, she told the Board that she was requesting to release her students from the Shandon JUSD so they can attend AUSD due to her job being close to the school, it would make it easier to attend school activities and it will also make it easy for pick up and drop off.
Second card- Shandi Cowan spoke in regards of Item 10.13 Interdistrict Transfer Student 2022-23-01, she told the Board that she was requesting to release her student from the SJUSD so that her student can attend TUSD because that is where they take care of her kids and it will be easier for pick up and drop off.

7.0 REPORTS FROM SCHOOL RELATED GROUPS (oral)

- 7.1 There were no Student Body Reports
7.2 There were no Staff Reports
7.3 There were no Bargaining Representative Reports
7.4 There were no Board Reports

8.0 INFORMATION/PRESENTATION ITEM

- 8.1 Superintendent's Report- was provided in the Board packet.

9.0 APPROVAL OF CONSENT AGENDA

A motion passed to approve the consent agenda with a spelling correction on the minutes of June 1, 2022 Board meeting (Moe/Speer) (3/0/2) Moe, Speer, and Thomason voted aye. Board members Ramirez and Cuellar were absent.

10.0 DISCUSSION/ACTION ITEM

- 10.1 *A motion passed to approve the 2022-23 Local Control and Accountability Plan (Moe/Speer) (3/0/2) Moe, Speer, and Thomason voted aye. Board members Ramirez and Cuellar were absent.*
- 10.2 *A motion passed to approve the 2022-23 Budget (Moe/Speer) (3/0/2) Moe, Speer, and Thomason voted aye. Board members Ramirez and Cuellar were absent.*
- 10.3 *A motion passed to table the Annual Board Evaluation of Superintendent (Moe/Speer) (3/0/2) Moe, Speer, and Thomason voted aye. Board members Ramirez and Cuellar were absent.*
- 10.4 *A motion passed to approve the SHS Student/Parent Handbook 2022-23 School Year with changes and Corrections (Moe/Speer) (3/0/2) Moe, Speer, and Thomason voted aye. Board members Ramirez and Cuellar were absent.*
- 10.5 *A motion passed to approve SES & PES Student/Parent Handbook 2022-23 School Year with changes (Moe/Speer) (3/0/2) Moe, Speer, and Thomason voted aye. Board members Ramirez and Cuellar were absent.*
- 10.6 *A motion passed to approve the Athletic Handbook for 2022-23 School Year (Moe/Speer) (3/0/2) Moe, Speer, and Thomason voted aye. Board members Ramirez and Cuellar were absent.*
- 10.7 *A motion passed to approve the Emergency Response Plan 2022-23 School Year (Moe/Speer) (3/0/2) Moe, Speer, and Thomason voted aye. Board members Ramirez and Cuellar were absent.*
- 10.8 *A motion passed to approve 2022-23 Academic Year CCAP Course List (Moe/Speer) (3/0/2) Moe, Speer, and Thomason voted aye. Board members Ramirez and Cuellar were absent.*
- 10.9 *A motion passed to approve the Parkfield Fiber Project and do the overhead option and not to exceed \$7,800 (Moe/Speer) (3/0/2) Moe, Speer, and Thomason voted aye. Board members Ramirez and Cuellar were absent.*
- 10.10 *Discussion of Administrative Discipline Position- Dr. Benson will try to find more options.*
- 10.11 *A motion passed to approve Resolution 2021-22-16 Before the Board of Trustees of the SJUSD of SLO Co (Speer/Moe) roll call: Moe, Speer, and Thomason voted aye. Board members Ramirez and Cuellar were absent.*
- 10.12 *A motion passed to approve MOU between the SJUSD and STA during the 2021-22 summer school Sessions (Moe/Speer) (3/0/2) Moe, Speer, and Thomason voted aye. Board members Ramirez and Cuellar were absent.*
- 10.13 *A motion passed to approve Interdistrict Transfer Student 2022-23-01 (Moe/Speer) (3/0/2) Moe, Speer, and Thomason voted aye. Board members Ramirez and Cuellar were absent.*
- 10.14 *A motion passed to deny Interdistrict Transfer Student 2022-23-02 (Moe/Speer) (3/0/2) Moe, Speer, and Thomason voted aye. Board members Ramirez and Cuellar were absent.*
- 10.15 *A motion passed to deny Interdistrict Transfer Student 2022-23-03 (Moe/Speer) (3/0/2) Moe, Speer, and Thomason voted aye. Board members Ramirez and Cuellar were absent.*
- 10.16 *A motion passed to deny Interdistrict Transfer Student 2022-23-04 (Moe/Speer) (3/0/2) Moe, Speer, and Thomason voted aye. Board members Ramirez and Cuellar were absent.*
- 10.17 *A motion passed to deny Interdistrict Transfer Student 2022-23-05 (Moe/Speer) (3/0/2) Moe, Speer, and Thomason voted aye. Board members Ramirez and Cuellar were absent.*

11.0 FUTURE AGENDA ITEM REQUESTS

- *Superintendent evaluation*

12.0 ANNOUNCEMENTS

The next regular meeting of the Board of Trustees is scheduled for August 8, 2022 at Shandon High School Library, Closed Session at 6:30 PM, Open/Regular Session at 7:00 PM

13.0 ADJOURNMENT

A motion passed to adjourn open session at 8:45PM and go to closed session (Moe/Speer) (3/0/2) Moe, Speer, and Thomason voted aye. Board members Ramirez and Cuellar were absent.

Board President Thomason adjourned closed session at 9:15PM

Board President Thomason reconvened to open session at 9:16PM and reported that the Board directed Dr. Benson to continue with negotiations.

A motion passed to adjourn the meeting at 9:17PM (Moe/Speer) (3/0/2) Moe, Speer, and Thomason voted aye. Board members Ramirez and Cuellar were absent.

Marlene Thomason, Board President

Or

Dr. Kristina Benson, Board Secretary

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 8, 2022

9.2

AGENDA ITEM TITLE:

Approval of the Student Body Funds

PREPARED BY:

Sadie Howard

AGENDA SECTION:

☐ Reports ☒ Consent ☐ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for your review and approval are the Student Body Funds for Shandon Elementary School and Shandon High School for the month of May and June 2022.

RECOMMENDED ACTION:

Approve the Student Body Funds.

Shandon Elementary School ASB Pacific Premier Bank

May 1, 2022

CLASSES/CLUBS	BALANCE FORWARD 4/30/2022	WITHDRAWALS	DEPOSIT	ENDING BALANCE 5/31/2022
SES ABS General	\$ 6,096.06	\$ 532.03	\$ 9,005.91	\$ 14,569.94
SES ASB Middle School	\$ 1,539.06	\$ 335.61		\$ 1,203.45
8th Grade	\$ 4,324.70	\$ 810.24	\$ 3,041.00	\$ 6,555.46
Library	\$ 154.85			\$ 154.85
Parkfield	\$ 1,449.83			\$ 1,449.83
Gate	\$ 674.50	\$ 105.00	\$ 251.00	\$ 820.50
Cross County	\$ 0.41			\$ 0.41
Kindergarten	\$ 184.92			\$ 184.92
Stabley PGE Funds	\$ 1.97			\$ 1.97
Drone Program	\$ 298.97			\$ 298.97
TOTAL	\$ 14,725.27	\$ 1,782.88	\$ 12,297.91	\$ 25,240.30



SHANDON UNIFIED SCHOOL DISTRICT
SHANDON HIGH SCHOOL STATEMENT OF STUDENT BODY FUNDS

May-2022

CLASSES CLUBS	Authorized Advisor	ENDING BAL. 4/30/2022	BALANCE FORWARD	WITHDRAWLS	DEPOSITS	ENDING BAL. 5/31/2022
High General	D. Sciocchetti	\$ 786.45	\$ 786.45	73.62	257.00	969.83
Seniors	Sciocchetti/Morton	\$ (404.98)	\$ (404.98)	32.63	765.00	327.39
Junior	Hurley/Voorhies	\$ 1,990.22	\$ 1,990.22	1,919.46	2,200.00	2,270.76
Sophomore	Meldendy/Yesenia	\$ 3,812.60	\$ 3,812.60	672.04	343.00	3,483.56
Freshman	Sciocchetti/Florek	\$ 984.33	\$ 984.33			984.33
Thanksgiving feast	D. Sciocchetti	\$ 289.43	\$ 289.43			289.43
FNL	D. Sciocchetti	\$ 24.33	\$ 24.33			24.33
Gate/Officials	Sciocchetti/Bus. Off.	\$ (1,786.49)	\$ (1,786.49)		1,786.49	0.00
Ag Mechanics Class	Fuller	\$ 1,193.91	\$ 1,193.91	429.50	135.00	899.41
F.F.A. General	Morton/Florek	\$ 9,238.41	\$ 9,238.41	18.85	2,275.00	11,494.56
F.F.A. Revolving	Morton/Florek	\$ 3,097.54	\$ 3,097.54	146.48	250.00	3,201.06
YearBook Class	D. Sciocchetti	\$ 432.02	\$ 432.02	441.62	480.00	470.40
BLOCK-S	D. Sciocchetti	\$ 950.03	\$ 950.03		310.00	1,260.03
*Football	D. Sciocchetti	\$ -	\$ -			0.00
*H.S. Volleyball	D. Sciocchetti	\$ 100.48	\$ 100.48			100.48
*Basketball	D. Sciocchetti	\$ -	\$ -			0.00
*Softball	D. Sciocchetti	\$ 242.08	\$ 242.08			242.08
*Baseball	D. Sciocchetti	\$ 400.00	\$ 400.00	240.72		159.28
						0.00
TOTAL in Fund Balances/Ties to Bank Balance		\$ 21,350.36	\$ 21,350.36	\$ 3,974.92	\$ 8,801.49	\$ 26,176.93



Shandon Elementary School ASB Pacific Premier Bank

June 1, 2022

CLASSES/CLUBS	BALANCE FORWARD 5/31/2022	WITHDRAWALS	DEPOSIT	ENDING BALANCE 6/30/2022
SES ABS General	\$ 14,569.94	\$ 605.98	\$ 303.36	\$ 14,267.32
SES ASB Middle School	\$ 1,203.45	\$ 305.83	\$ 500.00	\$ 1,397.62
8th Grade	\$ 6,555.46	\$ 2,002.19		\$ 4,553.27
Library	\$ 154.85			\$ 154.85
Parkfield	\$ 1,449.83			\$ 1,449.83
Gate	\$ 820.50			\$ 820.50
Cross County	\$ 0.41			\$ 0.41
Kindergarten	\$ 184.92			\$ 184.92
Stabley PGE Funds	\$ 1.97			\$ 1.97
Drone Program	\$ 298.97			\$ 298.97
TOTAL	\$ 25,240.30	\$ 2,914.00	\$ 803.36	\$ 23,129.66

SHANDON UNIFIED SCHOOL DISTRICT
SHANDON HIGH SCHOOL STATEMENT OF STUDENT BODY FUNDS
June-2022

CLASSES CLUBS	Authorized Advisor	ENDING BAL. 5/31/2022	BALANCE FORWARD	WITHDRAWLS	DEPOSITS	ENDING BAL. 6/30/2022
High General	D. Sciocchetti	\$ 969.83	\$ 969.83	323.80	613.00	1,259.03
Seniors	Sciocchetti/Morton	\$ 327.39	\$ 327.39	101.06	140.00	366.33
Junior	Hurley/Voorhies	\$ 2,270.76	\$ 2,270.76		42.38	2,313.14
Sophomore	Meldendy/Yesenia	\$ 3,483.56	\$ 3,483.56			3,483.56
Freshman	Sciocchetti/Florek	\$ 984.33	\$ 984.33			984.33
Thanksgiving feast	D. Sciocchetti	\$ 289.43	\$ 289.43			289.43
FNL	D. Sciocchetti	\$ 24.33	\$ 24.33			24.33
Gate/Officials	Sciocchetti/Bus. Off.	\$ -	\$ -		525.00	525.00
Ag Mechanics Class	Fuller	\$ 899.41	\$ 899.41			899.41
F.F.A. General	Morton/Florek	\$ 11,494.56	\$ 11,494.56	2.99		11,491.57
F.F.A. Revolving	Morton/Florek	\$ 3,201.06	\$ 3,201.06	769.44	100.00	2,531.62
YearBook Class	D. Sciocchetti	\$ 470.40	\$ 470.40			470.40
BLOCK-S	D. Sciocchetti	\$ 1,260.03	\$ 1,260.03	14.12		1,245.91
*Football	D. Sciocchetti	\$ -	\$ -			0.00
*H.S. Volleyball	D. Sciocchetti	\$ 100.48	\$ 100.48			100.48
*Basketball	D. Sciocchetti	\$ -	\$ -			0.00
*Softball	D. Sciocchetti	\$ 242.08	\$ 242.08			242.08
*Baseball	D. Sciocchetti	\$ 159.28	\$ 159.28			159.28
TOTAL in Fund Balances/Ties to Bank Balance		\$ 26,176.93	\$ 26,176.93	\$ 1,211.41	\$ 1,420.38	\$ 26,385.90



SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 8, 2022

9.3

AGENDA ITEM TITLE:

Approval of Warrants and Payroll for July 2022

PREPARED BY:

Sadie Howard

AGENDA SECTION:

☐ Reports ☒ Consent ☐ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Warrant Approvals:

Below is the warrant approval listing for the Board's approval. The single grand total provided in the report is broken into individual fund subtotals below:

Batch #01-03

General Fund (01)	\$316,766.07
Food Service/Cafeteria Fund (13)	\$2,483.24
Bond (21)	\$30,484.80

<i>TOTAL WARRANT APPROVALS</i>	<i>\$349,734.11</i>
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Payroll Warrant Approval:

Payroll warrants are issued to district employees on the tenth and last day of each month. The total shown below includes the actual end-of-month and/or mid-month payroll for the current month.

July. 10 th	\$75,373.47
July 31 st	\$64,366.77

<i>TOTAL</i>	<i>\$137,740.24</i>
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RECOMMENDED ACTION:

Approve Accounts Payable and Payroll warrants

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
AERIES SOFTWARE	INV#RN-8946, 2022		8,675.00	07/05/2022
ARAMARK	INV#2580022926,T		153.29	07/05/2022
ARAMARK	INV#2580029976,T	2022/23 CUSTOD.TOWELS	188.89	07/05/2022
ARAMARK	INV#2580037049,T	2022/23 CUSTOD.TOWELS	188.89	07/21/2022
BIG BRAND TIRE AND SERVICE	INV#10111797543,		86.48	07/05/2022
BRIGHTARROW TECHNOLOGIES	INV#13879, 22/23		438.00	07/05/2022
CALIFORNIA SCHOOL BOARD ASSOC.	INV#62247T3P1T4,		1,250.00	07/05/2022
CULLIGAN WATER	ACC#SM01823351,D	2022/23 DRINKING WATER	146.91	07/13/2022
CULLIGAN WATER	ACC#SM01823369,D	2022/23 DRINKING WATER	121.96	07/13/2022
DOCUMENT TRACKING SERVICES	INV#9346101,DOCU	2022/23 DOCUMENT TRACKING	795.00	07/05/2022
DWK ATTORNEYS AT LAW	INV#278927,MAY.2		1,624.00	07/05/2022
ESGI	INV#ESGI39765,22	2022/23 ESGI	672.00	07/13/2022
FOLLETT SCHOOL SOLUTIONS INC.	INV#1480060,22/2	2022/23 DESTINY	2,292.95	07/21/2022
FRONTIER COMMUNICATIONS	CLOSE PO	PRKFLED PHONE BILL	0.00	07/21/2022
FRONTIER COMMUNICATIONS	ACC#805463233105	2022/23 PRKFLED PHONE BILL	99.83	07/21/2022
HEWITT, LILLA	REIMB.TB TEST		20.00	07/13/2022
ICF	2 PARKING SPOTS		380.00	07/13/2022
J.B.DEWAR INC.	INV#211774,	2022/23 FUEL/GAS	660.55	07/21/2022
KATOM RESTAURANT SUPPLY INC	INV#428428,BLAS		12,590.57	07/05/2022
KERN COUNTY SUPERINTENDT	INV#204497,SPEC.		8,652.70	07/21/2022
KERN COUNTY SUPERINTENDT	INV#204497,LEGAL		11,953.35	07/21/2022
KUHNLE, KELLY	REIMB.DMV PHYSIC		80.00	07/13/2022
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,MOT SUP		24.75	07/13/2022
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,RENTAL		718.48	07/13/2022
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,GROUNDS		376.83	07/13/2022
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,MOT SUP		194.93	07/13/2022
LUMEN	INV#300277150,PH	2022/23 PHONE BILLS	217.85	07/05/2022
MONTEREY COUNTY	INV#1025334,PRKF		345.00	07/05/2022
MOSS LEVY & HARTZHEIM	INV#32760,AUDIT	2022/2023 AUDIT FEES	4,000.00	07/13/2022
MPLC	INV#504403377,MO		194.70	07/05/2022
NIELSEN MERKSAMER PARRINELLO	INV#223146,PROFS		3,500.00	07/21/2022
OFFICE DEPOT	INV#251178067001		31.78	07/13/2022
PACIFIC GAS & ELECTRIC COMPANY	ACC#2779319531-7	2022/23 PG&E	422.28	07/05/2022
PACIFIC GAS & ELECTRIC COMPANY	ACC#5762161390-0	2022/23 PG&E	9,786.73	07/13/2022
PACIFIC GAS & ELECTRIC COMPANY	ACC#5762161390-0	2022/23 PG&E	175.07	07/13/2022
PROCARE JANITORIAL SUPPLY INC.	INV#153358,CARPE	CARPET CLEANER	3,646.50	07/13/2022
PROCARE JANITORIAL SUPPLY INC.	INV#153204,FILTE		58.15	07/13/2022
RANCH WIFI	INV#127396,JUNE		135.00	07/05/2022
RANCH WIFI	INV#133467,PRKFL	2022/23 PARKFIELD INTERNET	135.00	07/05/2022
REPUBLIC ELEVATOR CO.	INV#8105973230,E	2022/23 WHEEL CHAIR LIFT	119.28	07/05/2022
SAN LUIS OBISPO COUNTY OFFICE	INV#220801,FINGE		80.00	07/21/2022
SAN LUIS OBISPO COUNTY OFFICE	INV#220809,21/22		42,751.52	07/21/2022
SAN LUIS OBISPO COUNTY OFFICE	INV#220820,21/22		6,010.00	07/21/2022
SAN LUIS OBISPO COUNTY OFFICE	INV#220809,LVN 2		14,780.10	07/21/2022
SAN LUIS OBISPO COUNTY OFFICE	INV#220809,21/22		5,733.00	07/21/2022
SAN LUIS OBISPO COUNTY OFFICE	INV#220789,21/22		1,200.00	07/13/2022
SAN MIGUEL GRABAGE	ACC#318244,TRASH	2022/23 TRASH BILLS	1,151.88	07/13/2022
SCHOOL FACILITY CONSULTANTS	INV#18468,JUNE 2		85.00	07/21/2022

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
SELF INSURED SCHOOLS OF CA.	ID#68833,JUL,22,		49,872.75	07/05/2022
SISC II PROPERTY & LIABILITY	22/23 PROP./STUD		46,558.88	07/13/2022
SISC II PROPERTY & LIABILITY	22/23 VEHICLE IN		9,763.58	07/13/2022
SISC II PROPERTY & LIABILITY	22/23 SPEC.ED.SH		2,125.00	07/13/2022
SPROUSE COMMUNICATIONS INC	INV#8230,PARKFIE	PARKFIELD INTERNET	2,500.00	07/21/2022
SPURR	INV#123735,	2022/23 NATURAL GAS	341.06	07/13/2022
SSICA	INV#00577,ATENDA	2022/23 STUDENT ATTAND.SCANNIN	450.00	07/05/2022
SSICA	INV#00577,5 YEAR	2022/23 STUDENT ATTAND.SCANNIN	29,526.36	07/05/2022
STANLEY CONVERGENT SEC.SOLUT.	INV#6002478150,M	2022/23 ALARMS	1,162.08	07/05/2022
STANLEY, SHELBI	REIMB.MILEAGE,KI		241.02	07/05/2022
STANLEY, SHELBI	REIMB.KINDER CLA		150.00	07/05/2022
STATE OF CALIFORNIA	ACC#94248135,2ND		3,533.61	07/21/2022
STATE OF CALIFORNIA	ACC#54-415407,AP		39.95	07/13/2022
TEMPLETON UNIFIED SCHOOL DIST.	INV#220182,IT SE		15,500.00	07/05/2022
TEMPLETON UNIFIED SCHOOL DIST.	INV#220183,APR.-		3,468.36	07/05/2022
U.S. BANK EQUIPMENT FINANCE	INV#475700928,CO	2022/23 MONTHLY COPIER	1,710.59	07/05/2022
UNITED STAFFING ASSOCIATES	INV#204470,WEEKE		595.80	07/05/2022
UNITED STAFFING ASSOCIATES	INV#205022,WEEK		794.40	07/13/2022
UNITED STAFFING ASSOCIATES	INV#204835,WEEK		794.40	07/13/2022
VERIZON - 508105832-00001	ACC#508105832000		228.06	07/21/2022
WASTE MANAGEMENT	INV#978745405271	2022/23 PRKFELD TRASH	184.38	07/13/2022
WESTERN JANITOR SUPPLY INC	INV#195381,CUSTO		281.57	07/05/2022

TOTAL FUND 01

316,766.07

VENDOR NAME	FUND : 13	CAFETERIA FUND	DESCRIPTION	EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
ARAMARK	INV#2580037049,C	2022/23	CUSTOD.TOWELS		40.00	07/21/2022
ARAMARK	INV#2580029976,C	2022/23	CUSTOD.TOWELS		40.00	07/05/2022
CRYSTAL CREAMERY	TICK#105186209,C	2022/23	CAFE MILK		328.90	07/13/2022
CRYSTAL CREAMERY	TICK#106196215,C	2022/23	CAFE MILK		328.90	07/21/2022
MONTEREY COUNTY	INV#1026849,PRKF				635.00	07/05/2022
SYSCO	INV#279863924,CA	2022/23	CAFE FOOD		702.89	07/13/2022
THE BERRY MAN INC.	INV#10888440,CAF	2022/23	CAFE FOOD		357.55	07/13/2022

TOTAL FUND 13

2,483.24

VENDOR NAME	FUND 21 DESCRIPTION	BUILDING FUND - BOND PROCEEDS EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
KATOM RESTAURANT SUPPLY INC	INV#434268,H.S.I		3,014.80	07/05/2022
NINETEEN SIX ARCHITECTS	INV#2,SES TK CLA	ELEM TK CLASSROOM	1,762.50	07/21/2022
NINETEEN SIX ARCHITECTS	INV#3,WINDOWS	WINDOWS	7,712.50	07/21/2022
RSH CONSTRUCTION INC.	INV#855,NOT BATH		17,995.00	07/05/2022
TOTAL FUND 21			30,484.80	
TOTAL DISTRICT			349,734.11	

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 8, 2022

9.4

AGENDA ITEM TITLE:

Approval of the Budget Report

PREPARED BY:

Sadie Howard

AGENDA SECTION:

☐ Reports ☒ Consent ☐ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached is the Budget Report through June 30, 2023 for approval.

RECOMMENDED ACTION:

Approve the Budget Report.

UNRESTRICTED/RESTRICTED COMBINED

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUE DETAIL							
REVENUE LIMIT SOURCES :							
8011	REV LIMIT STATE AID-CURR YEAR	1,488,510.00		1,488,510.00	.00	1,488,510.00	0.00
8012	Rev Limit State Aid EPA	50,032.00		50,032.00	.00	50,032.00	0.00
8021	HOME OWNERS EXEMPTION	10,564.00		10,564.00	.00	10,564.00	0.00
8041	SECURED TAX ROLLS	2,135,501.00		2,135,501.00	.00	2,135,501.00	0.00
8042	UNSECURED ROLL TAXES	72,969.00		72,969.00	.00	72,969.00	0.00
8043	PRIOR YEARS TAXES	31,952.00		31,952.00	.00	31,952.00	0.00
8044	SUPPLEMENTAL TAXES	7,000.00		7,000.00	.00	7,000.00	0.00
8045	EDUC REV AUGMENTATION FUND	149,688.00		149,688.00	.00	149,688.00	0.00
8097	PROPERTY TAXES TRANSFERS	115,777.00		115,777.00	.00	115,777.00	0.00
TOTAL REVENUE LIMIT SOURCES :		4,061,993.00	.00	4,061,993.00	.00	4,061,993.00	0.00
FEDERAL REVENUES :							
8181	SP ED ENTITLEMENT PER UDC	51,284.00		51,284.00	2,331.00	48,953.00	4.54
8290	ALL OTHER FEDERAL REVENUES	178,824.00		178,824.00	48,438.00	130,386.00	27.08
TOTAL FEDERAL REVENUES :		230,108.00	.00	230,108.00	50,769.00	179,339.00	22.06
OTHER STATE REVENUES :							
8550	MANDATED COST REIMBURSEMENT	11,356.00		11,356.00	.00	11,356.00	0.00
8560	STATE LOTTERY REVENUE	57,555.00		57,555.00	.00	57,555.00	0.00
8590	ALL OTHER STATE REVENUES	210,845.00		210,845.00	2,250.00	208,595.00	1.06
TOTAL OTHER STATE REVENUES :		279,756.00	.00	279,756.00	2,250.00	277,506.00	0.80
OTHER LOCAL REVENUES :							
8650	LEASES & RENTALS	22,500.00		22,500.00	1,525.00	20,975.00	6.77
8660	INTEREST	18,000.00		18,000.00	.00	18,000.00	0.00
8677	INTERAGENCY SERV BETWN LEA'S	4,000.00		4,000.00	.00	4,000.00	0.00
8699	ALL OTHER LOCAL REVENUES	21,168.00		21,168.00	.00	21,168.00	0.00
8792	TF OF APPORT FROM COE	152,101.00		152,101.00	.00	152,101.00	0.00
TOTAL OTHER LOCAL REVENUES :		217,769.00	.00	217,769.00	1,525.00	216,244.00	0.70
* TOTAL YEAR TO DATE REVENUES		* * 4,789,626.00 *	.00 *	* 4,789,626.00 *	54,544.00 *	4,735,082.00 *	1.13

UNRESTRICTED/RESTRICTED COMBINED

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
CERTIFICATED SALARIES :							
1100	CERTIFICATED TEACHER	1,228,960.00		1,228,960.00	13,592.46	1,215,367.54	1.10
1150	CERTIFICATED TCHER EXTRA DUTY	8,681.00		8,681.00	.00	8,681.00	0.00
1160	CERTIFICATED TEACHER SUBSTITUT	43,000.00		43,000.00	.00	43,000.00	0.00
1190	CERTIFICATED TEACHER OTH ASSIG	45,448.00		45,448.00	696.24	44,751.76	1.53
1200	CERT PUPIL SUPPORT SALARY	207,305.00		207,305.00	.00	207,305.00	0.00
1300	CERTIFICATED SUPERV & ADM SAL	51,075.00		51,075.00	3,627.08	47,447.92	7.10
1340	SCHOOL ADMINISTRATORS	210,064.00		210,064.00	17,592.84	192,471.16	8.37
TOTAL CERTIFICATED SALARIES :		1,794,533.00	.00	1,794,533.00	35,508.62	1,759,024.38	1.97
CLASSIFIED SALARIES :							
2100	INSTRUCTIONAL AIDE SALARIES	264,158.00		264,158.00	.00	264,158.00	0.00
2130	INSTRUCTIONAL AIDE HOURLY	890.00		890.00	.00	890.00	0.00
2160	INSTRUCTIONAL AIDE SUBSTITUTE	13,000.00		13,000.00	.00	13,000.00	0.00
2190	INSTRUCTIONAL AIDE STUDENTS	28,276.00		28,276.00	.00	28,276.00	0.00
2200	CLASSIFIED SUPPORT SALARIES	312,596.00		312,596.00	14,581.39	298,014.61	4.66
2260	CLASSIFIED SUPPORT SUBSTITUTE	3,000.00		3,000.00	.00	3,000.00	0.00
2270	CLASSIFIED SUPPORT OVERTIME	8,500.00		8,500.00	.00	8,500.00	0.00
2400	CLERICAL/TECHNICAL/OFFICE SAL	214,578.00		214,578.00	9,816.31	204,761.69	4.57
2460	CLERICAL & OFFICE SUBSTITUTE	3,000.00		3,000.00	.00	3,000.00	0.00
2470	CLERICAL & OFFICE OVERTIME	5,000.00		5,000.00	.00	5,000.00	0.00
2900	OTHER CLASSIFIED SALARIES	21,205.00		21,205.00	397.37	20,807.63	1.87
TOTAL CLASSIFIED SALARIES :		874,203.00	.00	874,203.00	24,795.07	849,407.93	2.83
EMPLOYEE BENEFITS :							
3101	STRS CERTIFICATED	519,766.00		519,766.00	6,782.11	512,983.89	1.30
3201	PERS CERTIFICATED	12,531.00		12,531.00	.00	12,531.00	0.00
3202	PERS CLASSIFIED	205,627.00		205,627.00	6,290.48	199,336.52	3.05
3301	SOCIAL SECURITY CERTIFICATED	3,682.00		3,682.00	.00	3,682.00	0.00
3302	SOCIAL SECURITY CLASSIFIED	51,250.00		51,250.00	1,537.29	49,712.71	2.99
3311	MEDICARE - CERTIFICATED	23,371.00		23,371.00	514.90	22,856.10	2.20
3312	MEDICARE - CLASSIFIED	13,869.00		13,869.00	359.54	13,509.46	2.59
3401	HEALTH & WELFARE CERTIFICATED	242,521.00		242,521.00	.00	242,521.00	0.00
3402	HEALTH & WELFARE CLASSIFIED	128,532.00		128,532.00	.00	128,532.00	0.00
3420	HEALTH & WELFARE BOARD	8,835.00		8,835.00	.00	8,835.00	0.00
3501	UNEMPLOYMENT - CERTIFICATED	8,043.00		8,043.00	177.55	7,865.45	2.20
3502	UNEMPLOYMENT - CLASSIFIED	4,198.00		4,198.00	123.94	4,074.06	2.95
3601	WORKERS COMP - CERTIFICATED	38,017.00		38,017.00	834.44	37,182.56	2.19
3602	WORKERS COMP - CLASSIFIED	19,498.00		19,498.00	582.68	18,915.32	2.98
TOTAL EMPLOYEE BENEFITS :		1,279,740.00	.00	1,279,740.00	17,202.93	1,262,537.07	1.34

UNRESTRICTED/RESTRICTED COMBINED

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
BOOKS AND SUPPLIES :							
4100	APPRVD TEXTBKS/CORE CURRICULA	60,320.00		60,320.00	.00	60,320.00	0.00
4200	BOOKS AND REFERENCE MATERIALS	1,250.00		1,250.00	.00	1,250.00	0.00
4300	MATERIALS AND SUPPLIES	71,707.00		71,707.00	1,246.70	70,460.30	1.73
4310	FUEL GAS	40,500.00		40,500.00	660.55	39,839.45	1.63
4318	COPIER USAGE	25,000.00		25,000.00	1,710.59	23,289.41	6.84
4319	TIRES AND TUBES	5,000.00		5,000.00	.00	5,000.00	0.00
4320	GREASE & OIL	1,500.00		1,500.00	.00	1,500.00	0.00
4321	CUSTODIAL SUPPLIES	12,000.00		12,000.00	3,704.65	8,295.35	30.87
4325	TOOLS	1,000.00		1,000.00	.00	1,000.00	0.00
4328	TESTING MATERIALS	700.00		700.00	.00	700.00	0.00
4339	REPAIR PARTS	8,100.00		8,100.00	.00	8,100.00	0.00
4355	SOFTWARE	6,600.00		6,600.00	.00	6,600.00	0.00
4380	PAPER	3,000.00		3,000.00	.00	3,000.00	0.00
4398	FUEL TAX	500.00		500.00	39.95	460.05	7.99
4400	NON-CAPITALIZED EQUIPMENT	14,835.00		14,835.00	13,040.57	1,794.43	87.90
4700	FOOD	1,800.00		1,800.00	.00	1,800.00	0.00
TOTAL BOOKS AND SUPPLIES :		253,812.00	.00	253,812.00	20,403.01	233,408.99	8.03
SERVICES, OTHER OPER. EXPENSE:							
5200	TRAVEL & CONFERENCE	16,638.00		16,638.00	.00	16,638.00	0.00
5222	TRAINING	500.00		500.00	.00	500.00	0.00
5230	MILEAGE	2,000.00		2,000.00	.00	2,000.00	0.00
5300	DUES & MEMBERSHIPS	8,850.00		8,850.00	1,250.00	7,600.00	14.12
5400	INSURANCE	59,600.00		59,600.00	58,447.46	1,152.54	98.06
5510	WATER	10,000.00		10,000.00	.00	10,000.00	0.00
5520	GAS	20,000.00		20,000.00	341.06	19,658.94	1.70
5530	ELECTRICITY	85,000.00		85,000.00	10,384.08	74,615.92	12.21
5550	DISPOSAL/GARBAGE REMOVAL	15,000.00		15,000.00	1,336.26	13,663.74	8.90
5600	RENTALS, LEASES, REPAIRS, IMPROVM	7,100.00		7,100.00	.00	7,100.00	0.00
5640	REPAIRS/MAINT OF EQUIPMENT	10,600.00		10,600.00	.00	10,600.00	0.00
5650	REPAIRS/MAIN - VEHICLES	4,500.00		4,500.00	.00	4,500.00	0.00
5800	PROFES'L/CONSULTG SVCS/OP EXP	126,970.00		126,970.00	14,128.96	112,841.04	11.12
5810	SERVICES PROVIDED BY SLOCCE	132,816.20		132,816.20	.00	132,816.20	0.00
5811	SERVICES PROVIDED BY DISTRICTS	31,000.00		31,000.00	.00	31,000.00	0.00
5822	MAINTENANCE AGREEMENTS	10,000.00		10,000.00	.00	10,000.00	0.00
5823	INTERNET BASED PUBLICATIONS	630.00		630.00	.00	630.00	0.00
5830	HAZARDOUS WASTE DISPOSAL	2,000.00		2,000.00	.00	2,000.00	0.00
5840	PHYSICAL EXAMS-FINGERPRINTING	1,500.00		1,500.00	100.00	1,400.00	6.66
5841	PHYSICAL EXAMS-IMMUNIZATION	500.00		500.00	.00	500.00	0.00
5845	RANDOM DRUG/ALCOHOL TESTING	1,000.00		1,000.00	.00	1,000.00	0.00
5855	OUTSIDE PRINTING	1,500.00		1,500.00	.00	1,500.00	0.00
5872	LEGAL FEES	47,500.00		47,500.00	.00	47,500.00	0.00
5874	AUDIT FEES	8,000.00		8,000.00	4,000.00	4,000.00	50.00

UNRESTRICTED/RESTRICTED COMBINED

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
SERVICES, OTHER OPER. EXPENSE:							
5881	SOFTWARE LICENSING	7,100.00		7,100.00	32,026.38	24,926.38-	451.07
5894	LICENSES AND PERMITS	1,500.00		1,500.00	345.00	1,155.00	23.00
5896	FEES	15.00		15.00	.00	15.00	0.00
5899	CATEGORICAL HOLDING ACCOUNT	25,015.00		25,015.00	.00	25,015.00	0.00
5922	COMMUNICATION - TELEPHONE SVCS	9,600.00		9,600.00	680.74	8,919.26	7.09
5930	COMMUNICATION - POSTAGE/METER	4,000.00		4,000.00	.00	4,000.00	0.00
TOTAL SERVICES, OTHER OPER. EXPENSE:		650,434.20	.00	650,434.20	123,039.94	527,394.26	18.91
OTHER OUTGOING :							
7141	OTH TUIT,EXC CST PMT TO DIST	156,685.00		156,685.00	.00	156,685.00	0.00
7142	OTH TUIT,EXC CST PMT TO COE	87,503.00		87,503.00	.00	87,503.00	0.00
TOTAL OTHER OUTGOING :		244,188.00	.00	244,188.00	.00	244,188.00	0.00
DIRECT SUPPORT/INDIRECT COSTS:							
TOTAL DIRECT SUPPORT/INDIRECT COSTS:		.00	.00	.00	.00	.00	NO BDGT
* TOTAL YEAR TO DATE EXPENDITURES * *		5,096,910.20 *	.00 *	5,096,910.20 *	220,949.57 *	4,875,960.63 *	4.33
OTHER FINANCING SOURCES (USES)							
INTERFUND TRANSFERS - OUT :							
7616	INT-FD TF FR GENERAL TO CAFE	42,263.00-		42,263.00-	.00	42,263.00-	0.00
TOTAL INTERFUND TRANSFERS - OUT :		42,263.00-	.00	42,263.00-	.00	42,263.00-	0.00
CONTRIB.- RESTRICTED PROGRAMS:							
TOTAL CONTRIB.- RESTRICTED PROGRAMS:		.00	.00	.00	.00	.00	NO BDGT
* TOTAL YEAR TO DATE OTHER FINANCING *		42,263.00-*	.00 *	42,263.00-*	.00 *	42,263.00-*	0.00

UNRESTRICTED/RESTRICTED COMBINED

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
FUND RECONCILIATION				
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY		407,854.07-	407,854.07-
9210	ACCOUNTS RECEIVABLE PRIOR YEAR		12,637.62-	12,637.62-
9510	ACCOUNTS PAYABLE (CURRENT LIAB)		211,539.73	211,539.73
9515	UNEMPLOYMENT		2,834.84	2,834.84
9516	W/COMP PASS THROUGH		3,262.00-	3,262.00-
9521	MEDICAL		42,973.55	42,973.55
* NET YEAR TO DATE FUND BALANCE	* *	.00 *	166,405.57-*	166,405.57-*
* EXCESS REVENUES (EXPENDITURES)	* *	.00 *	166,405.57-*	166,405.57-*

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	REVENUES	4,789,626.00	.00	4,789,626.00	54,544.00	4,735,082.00	1.13
B.	EXPENDITURES	5,096,910.20	.00	5,096,910.20	220,949.57	4,875,960.63	4.33
C.	EXCESS REVENUES (EXPENDITURES)	307,284.20-	.00	307,284.20-	166,405.57-	140,878.63-	54.15
D.	OTHER FINANCING SOURCES (USES)	42,263.00-	.00	42,263.00-	.00	42,263.00-	0.00
E.	NET CHANGE IN FUND BALANCE	349,547.20-	.00	349,547.20-	166,405.57-	183,141.63-	47.60
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	.00	.00	.00	.00	.00	NO BDGT
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	.00	.00	.00	.00	.00	NO BDGT
G.	ENDING BALANCE	349,547.20-	.00	349,547.20-	166,405.57-	183,141.63-	47.60

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUE DETAIL							
FEDERAL REVENUES :							
8220	CHILD NUTRITION PROGRAMS	190,000.00		190,000.00	.00	190,000.00	0.00
TOTAL FEDERAL REVENUES :		190,000.00	.00	190,000.00	.00	190,000.00	0.00
OTHER STATE REVENUES :							
8520	CHILD NUTRITION	15,000.00		15,000.00	.00	15,000.00	0.00
TOTAL OTHER STATE REVENUES :		15,000.00	.00	15,000.00	.00	15,000.00	0.00
* TOTAL YEAR TO DATE REVENUES		205,000.00 *	.00 *	205,000.00 *	.00 *	205,000.00 *	0.00
EXPENDITURE DETAIL							
CLASSIFIED SALARIES :							
2200	CLASSIFIED SUPPORT SALARIES	42,515.00		42,515.00	.00	42,515.00	0.00
2260	CLASSIFIED SUPPORT SUBSTITUTE	2,414.00		2,414.00	.00	2,414.00	0.00
2300	CLASSIFIED SUPERV & ADMIN SAL	54,417.00		54,417.00	4,063.08	50,353.92	7.46
TOTAL CLASSIFIED SALARIES :		99,346.00	.00	99,346.00	4,063.08	95,282.92	4.08
EMPLOYEE BENEFITS :							
3202	PERS CLASSIFIED	25,201.00		25,201.00	1,030.80	24,170.20	4.09
3302	SOCIAL SECURITY CLASSIFIED	6,160.00		6,160.00	251.91	5,908.09	4.08
3312	MEDICARE - CLASSIFIED	1,441.00		1,441.00	58.91	1,382.09	4.08
3402	HEALTH & WELFARE CLASSIFIED	27,570.00		27,570.00	.00	27,570.00	0.00
3502	UNEMPLOYMENT - CLASSIFIED	521.00		521.00	20.32	500.68	3.90
3602	WORKERS COMP - CLASSIFIED	2,449.00		2,449.00	95.48	2,353.52	3.89
TOTAL EMPLOYEE BENEFITS :		63,342.00	.00	63,342.00	1,457.42	61,884.58	2.30
BOOKS AND SUPPLIES :							
4300	MATERIALS AND SUPPLIES	7,175.00		7,175.00	.00	7,175.00	0.00
4700	FOOD	70,000.00		70,000.00	1,718.24	68,281.76	2.45
TOTAL BOOKS AND SUPPLIES :		77,175.00	.00	77,175.00	1,718.24	75,456.76	2.22
SERVICES, OTHER OPER. EXPENSE:							
5200	TRAVEL & CONFERENCE	60.00		60.00	.00	60.00	0.00
5800	PROFES'L/CONSULTG SVCS/OP EXP	6,671.00		6,671.00	80.00	6,591.00	1.19
5894	LICENSES AND PERMITS	669.00		669.00	685.00	16.00-	102.39
TOTAL SERVICES, OTHER OPER. EXPENSE:		7,400.00	.00	7,400.00	765.00	6,635.00	10.33
* TOTAL YEAR TO DATE EXPENDITURES		247,263.00 *	.00 *	247,263.00 *	8,003.74 *	239,259.26 *	3.23

UNRESTRICTED/RESTRICTED COMBINED

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
OTHER FINANCING SOURCES (USES)							
INTERFUND TRANSFERS - IN :							
8916	INTFD TF TO CAFETERIA FR GEN	42,263.00		42,263.00	.00	42,263.00	0.00
TOTAL INTERFUND TRANSFERS - IN :		42,263.00	.00	42,263.00	.00	42,263.00	0.00
* TOTAL YEAR TO DATE OTHER FINANCING *		42,263.00 *	.00 *	42,263.00 *	.00 *	42,263.00 *	0.00

UNRESTRICTED/RESTRICTED COMBINED

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
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FUND RECONCILIATION

ASSETS AND LIABILITIES :

9110	CASH IN COUNTY TREASURY		17,342.54	17,342.54
9210	ACCOUNTS RECEIVABLE PRIOR YEAR		25,346.28-	25,346.28-
* NET YEAR TO DATE FUND BALANCE * *		.00 *	8,003.74-*	8,003.74-*
* EXCESS REVENUES (EXPENDITURES) * *		.00 *	8,003.74-*	8,003.74-*

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	REVENUES	205,000.00	.00	205,000.00	.00	205,000.00	0.00
B.	EXPENDITURES	247,263.00	.00	247,263.00	8,003.74	239,259.26	3.23
C.	EXCESS REVENUES (EXPENDITURES)	42,263.00-	.00	42,263.00-	8,003.74-	34,259.26-	18.93
D.	OTHER FINANCING SOURCES (USES)	42,263.00	.00	42,263.00	.00	42,263.00	0.00
E.	NET CHANGE IN FUND BALANCE	.00	.00	.00	8,003.74-	8,003.74	NO BDGT
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	.00	.00	.00	.00	.00	NO BDGT
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	.00	.00	.00	.00	.00	NO BDGT
G.	ENDING BALANCE	.00	.00	.00	8,003.74-	8,003.74	NO BDGT

UNRESTRICTED/RESTRICTED COMBINED

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
BOOKS AND SUPPLIES :							
4400	NON-CAPITALIZED EQUIPMENT	.00		.00	3,014.80	3,014.80-	NO BDGT
TOTAL BOOKS AND SUPPLIES :		.00	.00	.00	3,014.80	3,014.80-	NO BDGT
CAPITAL OUTLAY :							
6220	ARCHITECT FEES	.00		.00	9,475.00	9,475.00-	NO BDGT
TOTAL CAPITAL OUTLAY :		.00	.00	.00	9,475.00	9,475.00-	NO BDGT
* TOTAL YEAR TO DATE EXPENDITURES * *		.00 *	.00 *	.00 *	12,489.80 *	12,489.80-*	NO BDGT

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
FUND RECONCILIATION				
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY		30,484.80-	30,484.80-
9510	ACCOUNTS PAYABLE(CURRENT LIAB)		17,995.00	17,995.00
* NET YEAR TO DATE FUND BALANCE	* *	.00 *	12,489.80-*	12,489.80-*
* EXCESS REVENUES (EXPENDITURES)	* *	.00 *	12,489.80-*	12,489.80-*

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	REVENUES	.00	.00	.00	.00	.00	NO BDGT
B.	EXPENDITURES	.00	.00	.00	12,489.80	12,489.80-	NO BDGT
C.	EXCESS REVENUES (EXPENDITURES)	.00	.00	.00	12,489.80-	12,489.80	NO BDGT
D.	OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	.00	.00	.00	12,489.80-	12,489.80	NO BDGT
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	.00	.00	.00	.00	.00	NO BDGT
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	.00	.00	.00	.00	.00	NO BDGT
G.	ENDING BALANCE	.00	.00	.00	12,489.80-	12,489.80	NO BDGT

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 8, 2022

9.5

AGENDA ITEM TITLE:

Ratification of the Personnel Action Report

PREPARED BY:

Sadie Howard

AGENDA SECTION:

☐ Reports ☒ Consent ☐ Action ☐ First Reading ☐ Information ☐ Resolution

PERSONNEL ACTION REPORT

NEW HIRES

Morgan Humphrey

CLASSIFICATION

M.S. English Teacher

EFFECTIVE DATE

08/15/2022

SPORT COACHES

Dayna Sciocchetti

H.S. Volleyball

08/15/2022

RESIGNATIONS

RECOMMENDED ACTION:

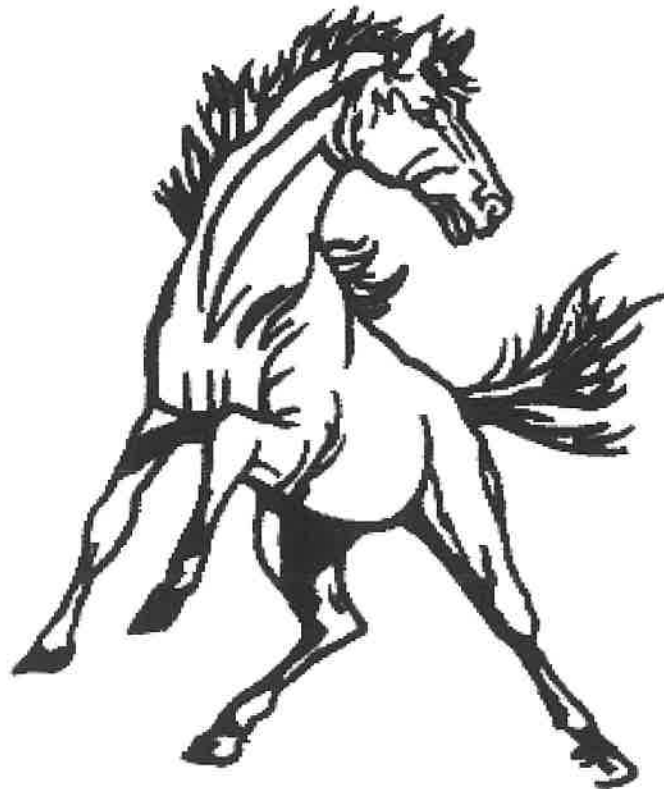
Approval of the Personnel Action Report

Shandon High School

Student Handbook

2022-2023

9.6



“Home of the Outlaws”
Untamed Spirited Horses

(805) 238-0286 – Fax (805) 238-0777

www.shandonschools.org

101 South First Street Box 79, Shandon, CA 93461

Shandon District Office Hours

7:30 AM - 4:00 PM

Principal/Superintendent

Kristina Benson, Ed. D

Teachers

Savhanna Florek
Deanna Morton
Dayna Sciocchetti
TBD
Robert Voorheis
Louise Hurley
Lindsey Melendy

Agriculture/Science/
Agriculture/Science/Leadership
History/Government/ ASB/Physical Education
Spanish
Math/ Art/ Music
English/ Drama
Resource and Special Ed

Office Staff

Lupe Martinez
Gabriela Gavilanes
Sadie Howard
Deputy Calagna

Bilingual Clerk
Bilingual Executive Administrative Assistant
Accounting Technician
School Resource Officer

Support Staff

Loida Sanchez
TBD
Gabriela Barriga
Cassie Uzeta
Enrique Ramirez

Custodian
Counselor
Paraeducator
Paraeducator
Paraeducator

Cafetería

Gelene Cohelo
Kelli Smith

Cafeteria Manager
Cafeteria Lead

MOT Staff

Rudy Valencia
Kim Rendon
Maria Ayala
Kelly Kuhnle
Lilla Hewitt

Lead Maintenance/ Utility Worker
Lead Transportation/ Safety Coordinator/Utility Worker
Custodian
Bus Driver
Utility

Board of Trustees

Marlene Thomason, President
Nataly Ramirez, Clerk
Jennifer Moe
Jesse Cuellar
Flint Speer

Daily Class Schedule



Monday, Tuesday, Thursday, Friday

	Warning Bell	8:10
Period	1 / 5	8:15-9:45
		90 Minutes
Break		9:45-9:50
		5 Minutes
Passing		9:50-10:00
		10 Minutes
Period	2 / 6	10:00-11:30
		90 Minutes
Lunch		11:30-11:55
		25 Minutes
Passing		11:55-12:05
		10 Minutes
Period	3 / 7	12:05-1:35
		90 Minutes
Passing		1:35-1:40
		5 Minutes
Period	4 / 8	1:40-3:10
		90 Minutes

Minimum Days/ Wednesday

	Warning Bell	8:10
Period	1 / 5	8:15-9:20
		65 Minutes
Passing		9:20-9:25
		5 Minutes
Period	2 / 6	9:25-10:30
		65 Minutes
Passing		10:30-10:35
		5 Minutes
Period	3 / 7	10:35-11:40
		65 Minutes
Lunch		11:40-12:05
		25 Minutes
Passing		12:05-12:15
		10 Minutes
Period	4 / 8	12:15-1:20
		65 Minutes

SCHOOL MISSION

The mission of Shandon High School is to provide educational opportunities which empower students to reach their fullest potential and participate as responsible citizens in a continuously changing world.

PARENTAL INVOLVEMENT

Students are more successful in school when parents are involved in their education. The Shandon Board of Trustees has adopted a policy for parental involvement.

Parents will be provided information about supporting their children's learning, such as monitoring attendance, homework completion, as well as volunteering in their children's classroom and participating in decisions related to the education of their children. Opportunities for full participation of parents with limited English proficiency, parents of migrant students and parents with disabilities will be provided whenever possible.

ENROLLMENT/REGISTRATION

Enrollment packets are available in the District office. The school counselor will assist students and parents in the process of enrolling their student and registering them for classes. Parents must submit student's up to date immunization records, birth certificate and proof that they reside within the district boundaries or have an approved Inter-district Transfer Agreement. Scheduling for the following year will be held in spring. Students will request courses during the spring semester of the previous year or upon completion of the registration packet.

CURRICULUM

The district implements a rigorous and consistent curriculum for all students based on state standards. On-going assessments help determine students' readiness for the next sequence of a course. Parents are informed of student progress through the district online student data program AERIES, parent-teacher conferences as requested, progress reports, report cards and testing results.

INSTRUCTION

The District makes formal and informal data-driven decisions to support all students and uses research based instructional strategies used by all teachers. Professional development is offered to increase the number and effectiveness of instructional strategies. Teachers clarify essential learning, gather evidence of proficiency, and evaluate next instructional steps.

ASSESSMENT

A variety of assessment tools are used to evaluate student learning and drive decision-making. Data is disaggregated with relevant groups and assessment results are communicated to all stakeholders. Formal and informal findings are regularly used to modify the teaching/learning process.

CULTURE

Shandon School District provides a safe environment supported by positive relationships with staff and students that encourages regular school attendance. It strengthens a culture of high expectations for all students and staff to ensure a focus on continuous school improvement. Students have access to personal support services, activities and opportunities.

GRADUATION REQUIREMENTS

Ten credits equals one standard yearlong course.

ENGLISH (40): One 10-credit course is required each year in grades 9-12

MATHEMATICS (30): At least one 10-credit course is required each year in grades 9-11. The curriculum passed must include Algebra I. Students who pass Algebra I in middle school will have met the Algebra I requirement, but must still pass 30 credits of mathematics during high school.

SCIENCE (30): Ten credits must be a laboratory science.

SOCIAL SCIENCE (40): Ten credits each in World History, U.S. History, and U.S. Government Economics.

PHYSICAL EDUCATION (20): Five credits must be completed from a regular P.E. class. Completion of one season of a school-sponsored athletic sport is acceptable for 5 credits of P.E. until this requirement is fulfilled.

FINE ARTS OR FOREIGN LANGUAGE (10): Completed from courses in art, music, drama, a language other than English or Career Technical Education.

ELECTIVES (130): Courses not used for other graduation requirements.

Total Credits Required To Graduate = 300

SERVICE COMPETENCY

Students must complete Community Service equal to 20 hours for each year at Shandon High School through activities pre-approved by the school counselor. This requirement must be completed by the first Friday in May of the student's senior year as a condition for participation in the graduation ceremony. Seniors who are late in completing this requirement, but complete all graduation requirements by end of the school year, may obtain their diplomas at the school office on the first weekday after the graduation ceremony. **Seniors may not participate in graduation ceremony unless ALL graduation requirements are complete.**

UC & CSU COLLEGE ADMISSION REQUIREMENTS

The University of California (UC) and the California State University (CSU) provide a guide for admission to four-year colleges. Only college preparatory courses are accepted for the following "A-G" Subject Requirements for which semester grades must be at least C- in grades 9-12.

a. **History/Social Science (20 credits):**

UC: World History 10 credits and U.S. History 10 credits (or U.S. History 5 credits and U.S. Government or civics 5 credits).

CSU: Any college preparatory Social Science course 10 credits and U.S. History 10 credits (or U.S. History 5 credits and U.S. Government or civics 5 credits).

b. **English (40 credits):** Four different courses of college preparatory English.

c. **Mathematics (30 credits):** Three courses covering Algebra I, Geometry, and Algebra II. A fourth, higher-level course is recommended.

d. **Laboratory Science (20 credits):** Two yearlong college preparatory laboratory sciences.

UC: Any 2 subjects of biology, chemistry, or physics; all 3 subjects are recommended.

CSU: Ten credits must be a biological science and 10 credits must be a physical science.

e. **Language other than English (20 credits):** Two yearlong college preparatory courses in one foreign language. UC recommends 3 courses.

f. **Visual and Performing Arts (10 credits):** One yearlong course in music, dance, visual arts, or drama/theater.

g. **Elective (100 credits):** Two semesters of "advanced-level" courses not used to fulfill other "a-g" requirements.

College Admission GPA: College preparatory courses completed in grades 10-12 are considered in the “a-g” Subject Requirements GPA. The UC minimum GPA is 3.0 while the CSU minimum GPA is 2.0.

UC Subject Requirement: Completing 11 “a-g” college preparatory courses by the end of grade 11 and 15 by the end of grade 12 fulfills the UC subject requirement.

UC Admission Tests - SAT or ACT test score taken by the senior year is combined with the College Admission GPA to determine qualifying Admission Index required for incoming college freshmen. SAT Subject Tests may be recommended for certain programs.

CSU Admission Tests: SAT or ACT test must be taken by December (November for Cal Poly SLO) of the senior year. The writing portions of these tests are not required. Admission Test is combined with Admission GPA to determine qualifying Eligibility Index. Admission Test is not required if Admission GPA is 3.0 or above, except for impacted campuses and programs.

Waiver forms for fee waiver consideration are available from the counselor.

COUNSELING

The purpose of a guidance and counseling program is to help all students with personal and educational matters. ALL students are urged to seek the assistance of the counselor to help answer questions, to gain assistance in resolving personal and/or social conflicts and to improve school adjustment. The counselor also may be sought for college admissions testing, achievement testing for the State of California and others.

Specialized counseling at the 10th grade level includes a review of the student's progress on their original suggested four-year plan and a reassessment/validation of his/her future course enrollments with the goal of preparation for higher education and/or employment. Whenever possible, parents are invited to participate in this conference and priority will be assigned to those students who are having difficulty in meeting their high school graduation requirements. (Ed. Code 48431.6). The counseling office is located in room 6.

SCHEDULE CHANGES

A student's schedule of courses may be changed if the change is necessary to promote school success. Prior teacher permission may be required. At the beginning of each semester, students have a one-week period to request necessary schedule changes. To make a schedule change, students must complete a **Schedule Change Form** available from the counselor. This form requires students to get approval signatures from the teachers involved, a parent, the counselor and the principal (last signature). Students must not attend any new classes until the Schedule Change Form is completed and returned to the counselor. Otherwise, the student will be marked with an unexcused absent in the original course and will not appear on the roster of the new classes.

ACADEMIC RECOGNITION

Honor Roll includes students earning a grade point average of at least 3.0.

Principal's Honor Roll includes students earning a grade point average of 3.5-3.99.

Superintendent's Honor Roll includes students earning a grade point average of 4.00 or above. A grade of “F” or “I” (Incomplete) automatically excludes the student from consideration for Honor Roll

COMPULSORY ATTENDANCE

The State of California requires compulsory school attendance/education for all students from six (6) years to eighteen (18) years of age. Exemptions to compulsory attendance/education can be made through the process established by board policy. Upon attaining the age of eighteen (18) years, the student's right to a free public education becomes a privilege. Continued use of this privilege is contingent upon the student's acceptable performance/behavior and may be revoked at any time through administrative process.

ATTENDANCE POLICY

Regular attendance in classes enhances student learning. Parents and guardians are in control of their children and are under obligation by law to ensure that their children attend school pursuant to Ed. Code Sections 48200, 48400, and 48450 between the ages of 6 and 18. An accumulation of absences, EVEN EXCUSED absences, leads to incomplete knowledge and understanding, non-proficient skill levels, and a poorly prepared graduate.

Students and parents must realize that when a student is absent, it is not possible to recreate the activities that took place in classes on the day a student is absent. Labs, lectures, discussions, demonstrations, and special presentations cannot be repeated for individuals. Assignments or homework are only part of the learning that takes place. One of our major goals is to develop a sense of responsibility among our students that parallels the expectations that the student will face in future education, training, and as an employee in the workplace.

Absent students are responsible for contacting each teacher and requesting missed assignments. Teachers must supply assignments for student absences that are excused by the District.

Teachers do not have to supply work for students with unexcused absences.

Attendance is required on the day of a school activity/event or on the Friday before a Saturday school activity/event.

EXCUSED ABSENCES

Pursuant to California Education Code Section 48205, the following types of absences are considered excused:

1. Personal Illness. (District policy requires a doctor's note after 3 days.)
2. Quarantine under the direction of a county or city health officer.
3. Doctors appointments.
4. Attendance at funeral services of a member of the immediate family.
5. Jury Duty for student over 18.
6. Participation in religious instruction or exercise in accordance with District Policy.
7. Justifiable personal reason approved by the Principal.
8. 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 his or her 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/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
9. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
10. For the purpose of spending time with a member of his/her immediate family, who is an active duty member of the uniformed services, as defined in E.C. 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.

Such absences will be granted for a period of time to be determined at the discretion of the Superintendent of the school district.

11. For the purpose of attending his/her naturalization ceremony to become a United States citizen.

EXTENDED ABSENCES:

An extended absence of more than three days due to illness verified by a doctor's note or other extenuating circumstance is to be reported to the attendance clerk *as soon as possible*. The attendance clerk will arrange for make of assignment to be given to the students. *Students that are absent for more than 5 consecutive days may be put on an Independent Study Contract. Once a student has completed the Independent Study Contract assignments the student's absence will be considered excused.*

UNEXCUSED ABSENCES

Examples of unexcused absences are:

1. Shopping and/or errands - both in and out of town.
2. Staying home to take care of a parent or a sibling who is ill or who needs help for some reason.
3. Employment.

CONSEQUENCES

- May effect graduation eligibility
- May effect field trip eligibility
- May effect GPA or Citizenship grades

TRUANCIES

A student who is absent from class without parent permission or a student who leaves school or a class for part of the day without approved checkout through the attendance office or a student who is tardy 30 minutes or more without a valid excuse is considered TRUANT. Students with three truancies are considered habitual truants and will be brought before the Shandon District Student Attendance Review Board (SARB). SARB members will include the Principal, Counselor, Probation Office Social Services Representative, School Resource Officer and other agencies as needed.

If a student returns from an absence with NO NOTE from his/her parents/guardian and the parent has not called the office, the absence(s) will automatically become a TRUANT absence and that absence will remain TRUANT until a note is brought to the office or until the parent/guardian comes to the office in person to explain the absence.

TARDY POLICY

A student is considered tardy if he/she is not in his/her seat with proper materials when the tardy bell rings. A tardy will only be excused if it pertains to an illness, a medical appointment that is confirmed by a doctor /dentist's note, funeral, an excuse by school district personnel or otherwise stipulated in E.C. section 48205. All other tardiest will be considered unexcused.

UNEXCUSED TARDY CONSEQUENCES

- Students who accumulate three (3) cumulative (all classes combined) tardies in a semester will be given a lunch detention for every three (3) tardies. The parents will be notified.
- Students who accumulate 10 cumulative (all classes combined) tardies in a semester may be given a four (4) hour Saturday School for every 10 tardies. The parents may be again be notified.

HOMEWORK REQUESTS:

Homework may be requested by calling the office the morning of the second full day of the absence. For missed assignments, it is the responsibility of the student to get his/her makeup work. Teachers are required to provide makeup assignments to students with excused absences. Teachers are not required to give makeup work to students for absences due to suspension and truancy. (EC 48913).

EARLY RELEASE

Students who are progressing on a regular graduation track will be allowed to request an early release for any reason if they earned a 3.5 GPA for the prior semester. Students not meeting these requirements may appeal to the Board. All Early Release Requests will require Superintendent and Board approval.

LEAVING SCHOOL DURING THE DAY

In order to keep our students in a supervised, safe, and orderly environment, all District schools maintain a "closed campus". Once students arrive at school, they must remain on campus until the end of the day unless they present written authorization from their parent/guardian and have received permission from school authorities to leave for a specific purpose. Students who leave campus without such authorization shall be classified as truant and are subject to disciplinary action. Students who miss more than 30 minutes of school during any part of the day may be considered truant. [E.C. Section 44808.5]

Release of Students- All Campuses

All requests for release of a student before regular dismissal are to be channeled through the school office. The office will call the child from the classroom.

Off-Campus Permits

The parent/guardian must send a note or call the attendance office to obtain an "Off Campus Permit." The message or note must be submitted by 10:30AM and include the following:

- ✓ Date, time, and reason for permit
- ✓ Signature of parent/guardian for notes or verbal identification for phone messages
- ✓ Telephone number where parent/guardian can be reached

To ensure the ability of pulling the students out of class, requests will not be accepted less than 20 minutes prior to the end of the school day.

Students leaving and returning the same day must return the off-campus permit to the office upon arrival back on campus.

All off-campus requests must be submitted by 10:30AM. After 10:30AM, the parent must check the student out personally from the school office. No phone call requests will be accepted after 10:30AM.

During final exams, ALL off-campus pass requests must be made in person. No phone calls will be accepted for a student leaving early. Parental cooperation in limiting the frequency of such requests and returning students to school on time is expected and appreciated.

CLOSED CAMPUS/LUNCH PROCEDURES

All Shandon schools are closed campuses. Students may not check themselves out of school during lunch, **EXCEPT** with parent permission through the SSICA program. Only a parent or guardian may check their student out from school for lunch. In the rare event of an emergency, the office is always willing to

accommodate parents or guardians if at all possible. Others listed on the emergency card may check the student out during the school day only for doctor appointments, dentist appointments or emergencies.

Pupil Nutrition/Notice of Free and Reduced Meal Prices (E.C. sections 49510-49520; 42 USC 1758 and 1773)

Your child may be eligible for free and reduced meal prices. The application form and related information will be distributed to all parents at the beginning of each school year and is available to students at all times during the school day.

LOCKERS

Students are issued lockers at the time that they receive their schedules. Physical Education teachers will issue lockers for physical education classes. Lockers for athletics are issued by the coaches involved and are to be relinquished when the particular sports season has been completed. Locks will be issued to students upon request. Students must pay for any lost or damaged locks issued to them. Students may not use their own locks on their lockers.

STUDENTS DESIRING TO USE THE LOCKERS MAY DO SO WITH THE STIPULATION THAT LOCKERS MAY BE EXAMINED BY STAFF AT ANY TIME. Lockers are a **courtesy**, not a guaranteed safe place for student belongings. You must secure your locker in order to avoid theft. Students are encouraged to **NOT** bring large amounts of money to school or personal items with high property value.

Students must keep the locker assigned to them unless a change is made through the office. Students are also encouraged to lock their lockers and keep your locker combinations private in order to prevent theft. Students should pick up materials from lockers before going to class. Normally, teachers will not permit students to go to their lockers during class periods.

HEALTH AND SAFETY SERVICES

MEDICATION

A Medication Form including authorization from a physician, type of medication and dosage must to be filled out **each year** prior to any medication being brought to school. Please contact the school clerks for assistance.

All medication must be stored in the school office. Exception may be made for students with self-administered blood glucose level test and inhaled asthma medication if a Medication Form has been submitted and approved. Students may also carry and use sunscreen without a doctor's note or prescription and may also wear sun-protective clothing [E.C. Section 35183.5].

If a student is on a continuing medication regiment administered at home for a non-episodic condition, parents are required to notify the principal of the medication being taken, the current dosage and the name of the supervising physician. [E.C. 49480].

Medication should be scheduled to be administered at home whenever possible. Medication that must be administered at school should be brought to the school by the parent in the original prescription bottle labeled by the pharmacy. If requested to do so, the pharmacist can provide two labeled prescription bottles so that one may come to school, one may be kept at home and the medication can be split between them. Students are not to have any medication, pills, aspirin, cough drops or any other prescribed or over-the-counter medication in their possession unless it is allowable as described above. *All medication should be picked up by the parent at the end of the school year or it will be discarded.*

Parents may come to school to administer medication not covered by a physician's order. In no case will medications be administered by school staff without an Authorization of Medication form signed by the parent and physician.

The district provides coverage for immediate medical and surgical treatment of bodily injuries to a regularly enrolled student resulting from an accident occurring on school grounds or other facilities being used in the district's educational programs or during transportation to and from those places. This includes field trips and all interscholastic athletic competitions with the exception of tackle football. Coverage may be applicable for up to 52 weeks following the accident, with a limit of \$2,500, and the coverage applies for expenses that exceed the limit of, are less than the deductible of, or are simply not covered by, other insurance available to the student.

Scoliosis Screening (E.C. section 49452.5)

If your child is enrolled in grades 7 through 12 and is suspected of having a curvature of the spine, please notify the school office. The district may screen female students in grade 7 and male students in grade 8 for the condition known as scoliosis. If the initial screening indicates the student may have scoliosis, additional screening may be required. You may request in writing that your student not be screened. If your child is identified at school as having this condition, you will be notified in accordance with the law.

Sight and Hearing Test (E.C. section 49452)

The district is required to provide for testing the sight and hearing of each student enrolled in its schools unless you submit a written denial of consent.

Information for Use in Emergencies (E.C. section 49408)

For protection of your child's health and welfare, we ask that you fill out and return the enclosed Emergency Information Card.

School Safety Plans (E.C. section 32280 and following)

Each school site has established a Safety Plan. Details of the Safety Plan are available to the public through the district office on request, and copies are provided to local law enforcement.

School Buses and Passenger Safety (E.C. section 39831.5)

See transportation safety policies.

Tobacco-Free Schools/No Smoking Policy (Health and Safety Code section 104420)

The district's governing board recognizes that the health hazards associated with smoking and the use of tobacco products, including breathing second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff. The law requires that all recipients of any state and/or federal grant or contract maintain tobacco-free school sites.

Use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program,

activity, or athletic event held on or off district property. Prohibited products include any product containing tobacco or nicotine, including but not limited to cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for use or possession of prescription nicotine products.

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate. Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may direct the person to leave school property, request local law enforcement assistance in removing the person from school premises, and/or prohibit him/her from entering district property for a specified period of time.

PARTICULAR EDUCATION ISSUES

Comprehensive Sexual Health Education, HIV Prevention Education, and Assessments Related to a Student's Health Behaviors and Risks Including Attitudes Concerning or Practices Relating to Sex (E.C. sections 51934-51939)

A parent or guardian of a pupil has the right to excuse their student from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a written "opt-out" process. You may opt out by so advising the district in writing.

The written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection.

Comprehensive sexual health education or HIV prevention education may be taught by school district personnel or by outside consultants.

You may request a copy of Education Code sections 51934-51939.

If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered.

Anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the pupil's attitudes concerning or practices relating to sex, may be administered to any pupil in grades 7 to 12, inclusive. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey through a written "opt-out" process. You may opt out by so advising the district in writing.

You will be notified in writing if and when such a test, questionnaire, or survey is to be administered.

You have the right to review the test, questionnaire, or survey.

If the school has received a written request from the student's parent or guardian excusing the pupil from participation in comprehensive sexual health education, HIV prevention education, and assessments related to that education, the student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

A pupil may not be subject to disciplinary action, academic penalty, or other sanction if the pupil's parent or guardian declines to permit the pupil to receive comprehensive sexual health education or HIV prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on pupil health behaviors and risks.

While comprehensive sexual health education, HIV prevention education, or anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks is being administered, an alternative educational activity shall be made available to pupils whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

Health Instruction Conflicting with Religious Training and Beliefs of Parent or Guardian (E.C. section 51240)

Upon written request, a parent or guardian has the right to excuse their student from any part of a school's instruction in health that may conflict with their religious training and beliefs or personal moral convictions.

Homeless Youth Education (42 U.S. 11432)

Homeless students and their parents have various rights regarding public education. Information on this subject is explained in the school district's Education for Homeless Children Policy BP/AR 6173.

SEX OFFENDER NOTIFICATION TO PARENTS

Board Policy 3515.5 (adopted in January, 2000) addresses sex offender notification. In order to protect students, the Governing Board believes it is important that the district respond appropriately when a law enforcement agency contacts the district about registered sex offenders who may reside or work within district boundaries. Although this article is not in response to such a contact from the law enforcement, we believe it is important to be prepared. The principal is the liaison with law enforcement regarding these matters and would collaborate with them if the need should arise. The purpose of this article is to advise parents/guardians of the district's willingness and intention to work with law enforcement. The reporting requirements according to Penal Code 290 include the fact that law enforcement is the agency best able to assess the relative danger of an offender, and parents may contact law enforcement for additional information. Information is posted on the district website at www.shandonschools.org. If an identified sex offender is seen on or nearby school grounds or around any student, staff shall immediately contact the Superintendent or designee. The staff member may also inform local law enforcement. Information about registered sex offenders is available online at <http://meganslaw.ca.gov/> or at the Sheriff's Sub-Station at: 356 North Main Street, Templeton, California (805) 781 4550.

TEXTBOOKS

Textbooks are provided for student use. Textbooks will be issued by the library. Students are responsible for textbooks issued to them. If a student loses a textbook the student will be issued another textbook and charged full replacement value. Students who return damaged books will be charged for one-half to full replacement value depending upon the damage (Education Code § 48904(a)(1)). Students checking out of school will return all books to the library. Books not returned must be paid for before the year ends student checkout is completed. Report cards, transcripts, yearbooks, and diplomas will be held pending payment of all fines and debts. If a student moves and textbooks are not returned, the new school will be contacted and will be asked to hold records as well.

LIBRARY

The school library is open:

Monday and Wednesday CLOSED

Tuesday and Thursday from 7:30 AM until 4:00 PM

Friday CLOSED

Students who come to the library need to come with the intention of checking out a book, reading or working on a class assignment. Students need to enter the library quietly and not disturb other students who are working. Students will be sent back to class with a possible referral for not following library rules.

Students may check out books from the library for three weeks at a time. A fine may be imposed for late books. Students need to take care of their books. Damaged or lost books need to be paid for before the end of each semester. Damage may include books getting wet, torn or missing pages, no barcode or covers missing, etc.

No student may check out a book for another student. The student checking out a book is responsible for that book. Students should not loan books under their name to another student. Students owing books or money to the library may be denied use of the facility.

VISITORS/VOLUNTEERS

SHS extends a warm welcome to parents/guardians to visit our school and classrooms. At the same time, we must ensure that our students and staff remain safe and that learning is not disrupted. Schools must be aware of who is on campus and why they are here. In order to facilitate a safer learning environment we have developed the following guidelines for school visitors:

1. All visitors must report to the school office and sign in before going elsewhere on campus.
2. Visitors will receive a Visitor's Badge when they sign in. Please make sure the badge is visible. Badges are not needed at Open House, Back to School Night or other school-sponsored events open to the public.
3. For the safety of our students and staff, we will consider that visitors who do not sign in and are not wearing a badge are trespassing. A staff member will escort them to the main office.
4. Visitors will not be allowed unmonitored access to students. Individuals who volunteer may be required to have a background check, fingerprinting and TB Test.
5. Visitors who want to meet with a teacher or administrator need to make an appointment.
6. If a meeting is scheduled to address a concern, the meeting will take place in the office, not in a classroom. The parent/guardian must first report to the office and then will be directed to the meeting place.

7. If parents/guardians need to pick up their student before the regular dismissal time they should call ahead to the attendance office. They must pick up their student in the office or other location named by the school. Parents/guardians may not go directly to the classroom to pick up their student. The school will not release a student to anyone other than a custodial parent without prior arrangement and proper identification.
8. Parent/guardian visits to their students' classrooms must be arranged with the office 24 hours in advance.
9. If a visitor engages in disruptive or inappropriate behavior, the school administration may restrict or deny future visits. This protocol has been developed to have clear expectations for our visitors and to continue to provide a safer environment for our students, staff and visitors.

WORK PERMITS

The State of California requires **EVERY MINOR UNDER THE AGE OF 18 TO HAVE A WORK PERMIT** for most types of jobs, **even during the summer**. Students must renew work permits at the beginning of each school year. Work permit applications are available through the school office. Failure to have a work permit on file with one's employer may cause the employer to be fined \$500 or more. Work permits are free and apply only to one employer at a time. Work permits may be revoked by the District for truancies, suspensions, poor attendance, poor grades, or misbehavior.

SCHOOL TELEPHONE USE

School telephones are to be used for school business. School telephones are not intended for general personal student use. Office staff may place calls for students for emergency purposes only. Parents may call the office if it is necessary to leave a message for your child. Please call **before 2:00 p.m.** to ensure the message gets to your child without disrupting instructional time. Transportation and appointments should be arranged outside of school hours. Please communicate at home with your student with any special instructions for the day. The school is not staffed to accommodate a multitude of messages. The school administration would like to keep to a minimum the disruption of classes when messages are delivered to the classroom.

VEHICLES AND PARKING

All vehicles must be parked on the campus parking lot and not on adjacent streets. No student is permitted to go to the parking lot to move or remove his/her vehicle during school hours without permission of the administration. Students are not allowed in the parking lot during breaks or lunch without the permission of the administration. No vehicle may be parked in such a way as to interfere with the normal flow of traffic or to create a safety hazard. **Students driving to and parking at school must have a copy of a valid driver's license, registration and proof of insurance on file with the office.** The **privilege that a student has to drive to school and to park on campus** may be revoked at anytime by the administration.

NO WHEELED VEHICLES OF ANY KIND ARE PERMITTED TO BE USED ON THE WALKWAYS OF ANY SCHOOL CAMPUS BECAUSE OF THE DANGER TO PEDESTRIANS AND STATE LAW. This rule applies 24 hours a day including non-school hours and days for skateboards, scooters, motorcycles, bicycles, etc. **Any automobile entering the school premises is subject to search with or without cause by school officials or police officers.** Search may include the passenger compartment, engine compartment, trunk and all containers locked or unlocked in or upon the vehicle.

CHEATING AND PLAGIARISM POLICY

Public education is free to all students in the U.S. and with that right, the responsibility for all students to learn at the best of their ability. School Boards confer diplomas upon the successful completion of Board and State requirements for high school graduation. That diploma signifies the recipient has attained a level of competency that employers and colleges can rely upon for job skills and educational background. Consequences for cheating (classwork, homework, projects, tests, including talking, copying by hand, photo, or machine, transmitting, text messaging or note passing) should be severe in order to dissuade students from attempting to copy or cheat. Consequences for cheating or plagiarism are as follows:

First occasion: The student shall receive a discipline referral and a zero or an "F" on that assignment or exam, and the teacher shall inform the parents in writing.

Second occasion: The student shall receive a discipline referral and an "F" for the semester for the course and the teacher shall inform the parents in writing. Parents may request a meeting with the Administrator to discuss a review of any offense of this regulation

LATE ASSIGNMENTS

Each teacher will explain their late assignment policy clearly to both students and parents as part of their course syllabus given to students within the first three days of student attending their class. All teachers will allow assignments to be turned in late for Excused Absences within a reasonable time period within one week of the student returning to class. Late work for unexcused absences including suspensions and trancies will only be accepted at the teacher's discretion.

STUDENT DRESS CODE

All students are expected to dress and groom appropriately. The school staff reserves the right to determine whether student dress and grooming is disruptive to the educational process, immodest or poses a safety risk to the student or other students. All students have the right to attend a safe and orderly school. School is a place of business and the manner in which a student dresses helps prepare them to participate in school activities, be appropriate to the task, be safe from harassment and to learn.

All students are expected to dress in clothes that are clean, neat, fit properly and are in good condition.

The following rules apply while at school and all school functions, including dances and games.

1. Clothes shall be sufficient to CONCEAL UNDERGARMENTS AT ALL TIMES.
2. See-through or fish-net fabrics, halter tops, tube tops, tank tops, off-the-shoulder, low cut tops, bare midriffs, are not allowed at school.
3. Dresses and skirts must be below finger tips when arms are held to the side or at least mid-thigh.
4. Shirt straps must be a least one inch in width.
5. Shorts must be at least 6 inches at the inseam.
6. Pants/skirts/shorts are not to be worn below the waist line (sagging) and must be sufficient to conceal undergarments.
7. Clothes must not have offensive symbols, slogans, sexual/inappropriate innuendo(hidden messages) or references to alcohol, tobacco, and drugs.
8. Shirts must be worn at all times. (This includes physical education classes, except during swimming.)
9. Bandanas or nets must not be worn on the head or other parts of the student's body.
10. Nonprescription sunglasses are not to be worn inside rooms unless medically required.
11. Distracting, unsafe or offensive jewelry must not be worn.
12. Wide armholed tank tops may not be worn, includes during physical education classes.
13. Head coverings are NOT to be worn within school buildings.

14. Shoes must be worn at all times.
15. No gang-related clothing may be worn. Since this will be ever-changing, the School Recourse Officers and SLO County Gang Task Force will be consulted if necessary to determine what clothing is gang related. For example, solid blue or red personal items (shirts, belts, hats, shoes, etc.) may not be allowed as these colors have been associated with gang identification and are not conducive to a positive school environment. If violation of this rule occurs, parents will be notified.

1st Violation – Student will be required to change into more appropriate clothing. The student may either call home to arrange for more appropriate clothes to be delivered or loaner shirts/shorts will be provided and exchanged back at the end of the day.

2nd Violation – Student will be required to change into more appropriate clothing. Parent contact will be made and disciplinary action may be given.

3rd Violation – Parent contact will be made and student may be placed in In-School Suspension for the remainder of the day. Subsequent violations will result in additional days of In-School Suspension or Saturday School and may result in out of school Suspension.

PUBLIC DISPLAYS OF AFFECTION

It is the goal of the Shandon High School staff to provide a professional work environment of both students and staff. Therefore students are asked to limit public displays of affection to holding hands on a limited basis and not in the classroom. Excessive displays of affection are not allowed in most workplaces, may be considered sexual harassment to those who are subject to seeing such actions, and certainly have no place in a high school environment. Students participating in such activities may be subject to disciplinary action including detention or suspension as well as notification of parents.

ELECTRONIC DEVICES

Cellular telephones or any other electronic devices including all accessories (headphones, cameras, calculators, ear buds, plugs, etc.) are not to be used during class without the permission of staff.

Staff members may confiscate electronic devices if they determine that the student does not have permission to use the device and/or the device is a distraction.

Loss or theft of electronic devices belonging to students will NOT be investigated. Students must take the responsibility of protecting their property.

1st violation: Parent or guardian must pick up the confiscated item and the student is warned.

2nd violation: Parent or guardian must pick up the confiscated item. The student will receive a lunch detention. Parent and student are notified that future violations may result in suspension.

3rd violation: In-School Suspension and the confiscated item is later returned to the parent or guardian.

Subsequent Violations: Additional days of In-School suspension and other discipline action may be taken.

INTERVIEWING STUDENTS

There are outside agencies such as law enforcement and social services that on occasion may request to interview a student. This is typically done in private and the student may request a school staff representative to be present.

PARENT RESPONSIBILITY

Parents/guardians are liable for all the damages caused by the willful misconduct of their minor children which result in death or injury to other students, school personnel, or damage to school property. Parents/guardians are also liable for any school property loaned to the student and willfully not

returned. Parents/guardians' liability may be as much as \$17,112 in damages and another maximum of \$17,112 for payment of a reward, if any. (EC48904) The school district may withhold the grades, diplomas or transcripts of the student responsible until such damages are paid or the property returned, or until completion of a voluntary work program in lieu of payment of money. (EC48904, Civil Code Sec.1714.1) If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, a parent/guardian may be required to attend a portion of a school day in the child's classroom. (EC48900.1)

RELEASE OF A STUDENT TO A PEACE OFFICER

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent/guardian. (EC48906)

Student Searches (New Jersey v. T.L.O. (1985) 469 U.S. 325)

A warrant or probable cause is not necessary for searches of students by school officials and the level of suspicion to justify the search need not rise to the level of probable cause. Rather, such a search by school officials must be:

- Justified in its inception - it must be reasonable to suspect the items searched contain evidence of prohibited conduct;
- Reasonably related in scope to the circumstances which justified the search in the first place. That is, the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

SEARCH DOGS

Ensuring your students are safe from drugs requires a drug free school. Trained dogs may be used in a search on the school grounds, in hallways, social areas, locker rooms, gyms, parking lots and classrooms. As a parent, one of the most crucial policies to demand from your student's school is a drug free campus.

CIVILITY TOWARDS STAFF

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor [EC44811 (a)]. A violation of subdivision (a) is punishable as follows: Upon the first conviction, by a fine of no less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000), or by imprisonment in a county jail for not more than one year, or by both the fine and imprisonment. [EC44811 (b)(1)]

Code of Conduct for Employee-Pupil Interactions (E.C. section 44050 and BP sections 4219.21, 4119.21 and 4319.21)

The district has a code of conduct for employees that include employee interaction with pupils. Inappropriate employee conduct toward students includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.

2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student.
5. Possessing or viewing any pornography on school grounds or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time.
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members.
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action.
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity.
9. Being dishonest with students, parents/guardians, staff, or members of the public including, but not limited to, falsifying information in employment records or other school records.
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information.
11. Causing damage to or engaging in theft of property belonging to students, staff, or the district.
12. Wearing inappropriate attire. (Refer to dress code)
13. An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of, but fails to report, inappropriate employee conduct may also be subject to discipline.
14. The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

Know Your Rights

Your Child Has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
- In California:
 - All children have the right to a free public education.
 - All children ages 6 to 18 years must be enrolled in school.
 - All students and staff have the right to attend safe, secure, and peaceful schools.
 - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
 - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- A student, parent or guardian will never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, a Social Security number is not required to enroll in school.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These federal laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

Family Safety Plan if You Are Detained or Deported

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver's Authorization Affidavit or a Petition

for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

BUS REGULATIONS

When each student who will typically ride the bus boards at the beginning of school or just after enrollment, they will be given a list of bus rules. The rules are consistent with safety and courtesy. The discipline plan comes into effect with bus regulations. Parents/guardians and students need to understand that bus riding is a privilege that may be curtailed or withdrawn for misbehavior. Should misbehavior occur, a bus referral is written and the disciplinarian of the school in which the student is enrolled handles the disciplinary matter. Depending upon the severity of the infraction, the typical handling may be limited revocation of bus-riding privileges or extended revocation of bus riding privileges.

CARE OF SCHOOL AND PERSONAL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school or personal property or equipment will be required to pay for the damage. The administration is not responsible for unnecessary items brought to school that are lost or stolen.

EMERGENCIES/EVACUATIONS

In the event of a disaster, we insist that students stay at school under the supervision of school personnel until the situation is stabilized. The school will create a "reunion" site on campus for parents to pick up their student as soon as possible. Under no circumstances will the school release students without permission of a parent or adult listed on Student Emergency Information Card.

POWER OUTAGE PROCEDURES

While circumstances may vary between the two ends of the district (Shandon and Parkfield), basically, if there is no power to start school at either end of the district, we will revert to our Late Start procedures. Everything will be "backed up" roughly two hours. An initial call will be sent shortly after 6:00 A.M. announcing a Late Start school day. If there is no subsequent call in the next two hours, plan on the Late Start schedule—school will begin at 10:00 A.M. If school is being completely canceled, you will receive a second phone call before 8:00 A.M. announcing this. District employees and students will be subject to "make up" this day, if school is canceled and never started. Please be reminded that decisions will be based on the school's location, not necessarily conditions at your home.

If we lose power once everyone is at school, site administrators will call PG & E to determine the length of the outage. If the power is going to be out for greater than four hours, two scenarios exist...if we lose power

before or during the serving of lunch, students will be sent home at a time when busses can arrive and we can insure our younger student's parents have adequate notification for their student's home supervision (1-2 hours); if we lose power after lunch is served, students will remain at school for the remainder of the regular day and busses will run their normal routes. We will have to work around foreseeable problems of not having computers, smart boards, and, in "interior" classrooms on our sites, no visibility, but our top priority, as always, is our student's safety. Adjustments can be made.

And finally, what if students are in school and the power goes out at one end of the district but not the other? Since all schools bus routes are tied together, if, for example, power is lost at Shandon High School but not Shandon Elementary, whatever decision is made at SHS would apply to SES. We do not have resources to run two separate bus routes. In this same scenario, if there is power in Shandon but not Parkfield, students would remain in our Shandon schools, keeping to their normal schedules. A separate decision can be made regarding Parkfield students and staff.

FOOD SERVICES

Shandon offers nutritious meals every school day from the District Cafeteria. Applications are available in the school office for students who may be eligible depending on the total household income for either free or reduced-price meals. Parents/guardians must complete a new application for free or reduced meals, one per family, at the beginning of each school year and returned as soon as possible to ensure there is no lapse in eligibility for students.

Free and Reduced Price School Meals - Delinquent Payments and Excess Account Balances

The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. (E.C. section 49557.5.)

The Superintendent or designee may enter into an agreement with a student's parent/guardian for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year. (CDE's Nutrition Services Division Management Bulletin SNP-03-2017.)

The district shall not direct any action toward a student to collect unpaid school meal fees. (E.C. section 49557.5.)

The district's efforts to collect debt shall be consistent with 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges. (CDE's Nutrition Services Division Management Bulletin SNP-03-2017.)

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss. (CDE's Nutrition Services Division Management Bulletin SNP 06-2015 and SNP-03-2017.)

DISCIPLINE POLICY

DETENTION

Staff may assign detention as part of discipline procedures. The length of the detention, time and location of the detention is at the discretion of staff. Failure to serve assigned detentions will result in a referral to the administration for further action. Detention is typically served afterschool.

STUDENT MISCONDUCT AND DISCIPLINE

The Obligations of a Student While at School (5 CCR 300)

Every student must:

- Attend school punctually and regularly;
- Conform to the regulations of the school;
- Obey promptly all the directions of the teacher and others in authority;
- Be diligent in study; respectful to the teacher and others in authority; kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language.

Teachers Are Required to Hold Students to Strict Account for Misconduct (E.C. section 44807)

Every teacher must hold students to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. Teachers may exercise that amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

Prohibited Behavior (E.C. section 48900 and following)

If a student engages in prohibited behavior, in addition to other forms of corrective action, he/she may be disciplined, including in school suspension, suspension from school and expulsion from the school district, depending on the circumstances.

Prohibited behavior includes volitional conduct amounting to or related to: assault, battery, threat, alcohol, drugs including Soma, firearms, knives, explosives, other dangerous objects, drug paraphernalia, robbery, extortion, destruction of property, stealing, receiving stolen property, tobacco, obscene acts, habitual profanity, disrupting school activities, defying the valid authority of teachers, administrators, or other school personnel, possessing an imitation firearm, sexual battery, sexual assault, intimidation of student witnesses, hazing, bullying sexual harassment, hate violence, harassment, intimidation and terroristic threats.

Classroom Correction and Non-Punitive in School Correction Preferred When Appropriate (E.C. sections 48900.5, 48900.6 and 48900.9)

Other means of correction are always preferred over in-school suspension, suspension from school, expulsion and any other form of exclusionary discipline that results in a pupil being removed from his/her regular classroom.

Suspension from School (E.C. section 48911)

A school principal (or the principal's duly assigned designee or the Superintendent) may suspend a pupil from school for any conduct prohibited by Section 48900. The maximum duration of any single suspension is five school days.

Expulsion from the School District (E.C. section 48918)

When appropriate, the governing board may expel a student from the school district for any conduct proscribed by the Education Code, except 48900(k) disruption/defiance. The student is entitled to a hearing and due process. If expelled, the student is to receive a Rehabilitation Plan and a copy of the procedures to apply for readmission to the district.

Any serious offense may warrant an immediate suspension and/or expulsion. Administration always has the authority to supersede the list above and determine individual consequences based on the unique situation.

Student Contracts will be used to strengthen the communication and understanding of expected behavior. Failure to comply with all requirements of the contract will result in further disciplinary action as stated in the contract.

COMPLAINTS

Uniform Complaint Procedures (E.C. sections 32289 and 52075; 5 CCR 4600-4670)

The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district will investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, intimidation, or bullying in accordance with the district's uniform complaint procedures. The district has adopted a uniform complaint policy and procedures for use when addressing complaints alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in E.C. sections 200 or 220, Penal Code section 422.55, or Government Code section 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Uniform complaint procedures will also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. Except where specifically authorized by statute, **a student enrolled in a public school cannot be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.** The uniform complaint procedures will also be used to address any complaint alleging the district's failure to comply with the requirements for development and adoption of a school safety plan, state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training

programs, child care and development programs, child nutrition programs, special education programs, **any complaint alleging retaliation against a complainant or other participant in the complaint process, and any alleged failure of the district to comply with the requirements of the Local Control and Accountability Plan (LCAP).** (The board is required to adopt and annually update an LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.)

The Uniform Complaint Policy may also be used to help identify and resolve noncompliance with laws related to accommodations for lactating students, educational rights of foster youth and homeless students, assignment of students to courses without educational content, and any failure to provide physical education instruction for at least 200 minutes every 10 days.

The Uniform Complaint Policy may also be used to resolve allegations of noncompliance with the rights of a foster youth, homeless student, or a former juvenile court school student associated with waiving district-adopted local graduation requirements. (E.C. section 51225.1(m)(1))

The district has designated the following person as the compliance officer responsible for receiving complaints under the uniform complaint policy and procedures: Superintendent Dr. Kristina Benson, 101 South First Street, Box 79 Shandon, CA 93461, (805)238-0286. Complaints made under this procedure must be directed to the compliance officer.

You can obtain a copy of the district's Uniform Complaint Policy and Procedures free of charge from the compliance officer. Complaints alleging retaliation, unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date the behavior occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged retaliation, discrimination, harassment, intimidation, or bullying. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reason for the extension. The complaint review will be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges must be filed no later than one year from the date the alleged violation occurred and may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

A complainant may appeal the district's decision to the California Department of Education ("CDE") by filing a written appeal within 15 calendar days of receiving the district's decision. The appeal must include a copy of the complaint filed with the district and a copy of the decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include but are not limited to injunctions and restraining orders. For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief or to discrimination complaints based on federal law.

Complaints Regarding Textbooks and Other Instructional Materials, Teacher Vacancies or Mis-assignment and the Condition of School Facilities (E.C. sections 17592.72, 35186, 35292.5; 5 CCR 4680-4687)

The district has a complaint process specifically designed to help identify and resolve insufficiencies related to textbooks and other instructional materials, teacher vacancies or mis-assignment and the condition of school facilities. The complainant is entitled to an investigation and a response from the district. Additionally, such complaints may be filed anonymously.

Complaints Regarding Employees

The district also has a process which permits the public to submit complaints against district employees in an appropriate and expeditious way which protects the rights of involved parties and holds employees accountable for their actions without disrupting the educational process.

Complaints Regarding Discrimination and Discriminatory Harassment (Section 504 of the Rehabilitation Act of 1973, Title VI Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972; 34 CFR 104.8 and 34 CFR 106.9)

The district is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, immigration status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, Section 504 of the Vocational Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA), which prohibit discrimination on the basis of disability. The California Department of Education and the Office for Civil Rights of the U. S. Department of Education have authority to enforce these laws and all programs and activities that receive federal funds. Complaints or inquiries regarding compliance with Section 504 or Title II of the Americans with Disabilities Act may be directed to the district Section 504 Coordinator **Dr. Kristina Benson, Superintendent 101 South First Street, Box 79 Shandon, CA 93461, (805)238-0286** or to the Director of the Office for Civil Rights, U.S. Department of Education, Washington, DC.

Complaints of unlawful discrimination are investigated through the uniform complaint process. For a complaint form or additional information, please contact: **Dr. Kristina Benson, Superintendent 101 South First Street, Box 79 Shandon, CA 93461, (805)238-0286.**

STUDENT ACTIVITIES

Our goal is that all students are expected to excel in the classroom and be involved in at least one school activity. Educational research shows that students who are involved in some type of school activity achieve at a higher level academically than those students not involved in co-curricular activities. There are many different avenues available for students to become involved in the "Shandon Family."

Student Government

Shandon High School has three (3) basic levels of government. They are the school-wide Associated Student Body (ASB), individual class officers, and Student Council consisting of at-large representatives from classes. Additional information may be obtained by contacting the ASB advisor.

ASB and Class Officers

Each spring students elect ASB and class officers to administer activities for the following year. Petitions for office and a handout listing each officer's duties and responsibilities can be obtained from the ASB Advisor.

School Sponsored Student Leadership Organizations

All on campus clubs must abide by the Associated Student Body (ASB) Constitution and Regulations. In addition, all on campus clubs must be under the direction of an approved staff member. Students wishing more information may contact the club advisor. Students may check the daily bulletin for the club meeting schedule. Current student leadership organizations include Block "S," FFA and Friday Night Live.

Representatives from school organizations and classes must submit an Activity Request Form signed by an Advisor for all activities including fund raising. After receiving the approval of ASB, the activity form must be approved by the ASB Advisor and Principal before the activity can occur. Any organization sponsoring a school evening event such as a dance must provide a minimum of two (2) faculty sponsors.

Dance Guest Passes are only available for the Winter Formal and Prom. A guest must be a high school student in good standing with the high school administrator's signature to attend. Photo I.D. must be included. The only 18 to 20-years old that will be able to attend on a guest pass are former Shandon Unified graduates that were in good standing.

Disciplinary action and charges will be filed against anyone in possession of, or under the influence of, alcohol or drugs at any school activity on or off campus

AUDIENCE BEHAVIOR AT PERFORMANCES

To provide the proper atmosphere at non-athletic performances and to achieve the best performance that students are capable of presenting, it is expected that students follow the rules of concert etiquette:

1. Please do not talk during performances. The art of theater and music is one that requires intense concentration on the part of the performers. Any noise during a performance is extremely distracting. Simple logic tells us that if you can hear the people on stage, they, in turn, can likely hear you.
2. The calling out of names of individuals on stage, making loud remarks which can be heard on stage (otherwise known as cat calls), yelling, screaming, or whistling are prohibited at all times. Applause, if sincere, is greatly appreciated, but anything else is an insult to the performers.

BEHAVIOR

The district recognizes that student athletes represent our school, therefore please see the athletic handbook for specific behavior expectations for our athletes.

GENERAL APPEARANCE

Students participating in extra-curricular activities must dress appropriately to positively represent their high school. They should keep their hair well groomed, skin clean and clothes clean and neat. The determination of acceptability will be up to the coach, advisor, Athletic Director or Principal.

TRAVEL

Unless prior written permission is received from the principal, a student must travel to and from contests/activities in school transportation. Parents who need to check students off of school

transportation upon the close of an event, must obtain written permission from the Principal or designee. Blanket requests for the entire season will not be honored. Students will only be released to a parent or legal guardian or an adult over 21 years of age approved by the parent.

ATTENDANCE IN SCHOOL

Cutting a class or classes will result in an athlete being benched for the next scheduled contest or a student missing the next extra-curricular activity. The student must be in attendance at school for all classes on the day of a game/school activity or on the Friday before Saturday games/school activity in order to participate in any games, events, practices or activities. Exceptions may be made by the Principal for emergency family issues or necessary medical appointments. If a game, event or practice is on Saturday, the student must be in all classes the previous Friday to participate. Students suspended on Friday cannot play, practice, or attend a school activity the following Saturday. Students assigned to In-School Suspension will not be released early to participate in practice, games, activities or travel. School activities include: FFA Activities/Events/Contest, field trips including Senior trips, Prom, and other school sponsored events.

GRADUATION CEREMONIES AND END OF YEAR ACTIVITIES

The graduation ceremony and/or activities at the end of the school year are considered symbolic of the educational end result and are not essential components to the provision of public education. Participating and walking at the graduation ceremony is a privilege, not a right. Students may be excluded from participating in graduation ceremonies and end of year activities for the following reasons:

1. No more than 4 days of suspension during their senior year.
2. Violation of school rules including the Senior Trip and Prom.
3. More than 10 unexcused absences during their senior year.
4. Failure to pay fines or any other funds owed to the District.
5. Failure to participate in required preparation for graduation ceremonies held during school hours.
6. Inappropriate or disrespectful behavior during graduation preparation.

Graduation cap and gowns will not be issued to students until the Friday before graduation day. Students not eligible to graduate will not be issued their graduation cap and gown but will be refunded for the purchase price of the cap and gown if purchased by the student. Administration may determine at any time before the graduation ceremony that a student's inappropriate actions will cause him to not be included in graduation. Parents/Guardian will be notified as soon as possible.

DISTRICT TECHNOLOGY SERVICES STUDENT ACCEPTABLE USE POLICY

Use of school, networks and Internet services is a privilege, which may be restricted or revoked at any time. Students, who use school technology, access networks, or the Internet, agree to follow all school rules. Students, using school technology and equipment must follow the directions of teachers and school staff. Students may not use school technology for commercial purposes, including auctioning, selling, offering, providing or purchasing goods or services for personal use. Students who fail to follow school rules may lose their privileges, and/or be subjected to disciplinary procedures.

Use of school technology, networks, and Internet services does not create any expectation of privacy. The school reserves the right to search and/or monitor any information created, accessed, sent, received, and/or stored in any format by students on school equipment.

Users may encounter material they interpret as controversial, inappropriate, or offensive. It is impossible to completely control the content. It is the user's responsibility not to intentionally access such material.

All district network infrastructure and bandwidth are the property of Shandon Joint Unified School District and Shandon Joint Unified reserves the right to monitor all activities and restrict access accordingly.

The following are **examples** of inappropriate uses that are prohibited:

- Anything prohibited by law, district or school rules
- Using obscene language or intentionally accessing or possessing obscene or pornographic material, as defined in subdivision (a) of Penal Code Section 313
- Harassing, insulting or attacking others, especially cyberbullying
- Using another person's password or distributing another's password
- Sending or displaying pornographic, hostile, offensive, or hate related material
- Accessing another person's computer, folders, work, or files without their consent
- Possession or use of any tools designed for probing, monitoring, or breaching the security of the network or willfully infecting the network with a virus
- Using the network for non-school related bandwidth intensive activities such as network games and the downloading of music/video files or serving as a host for such activities
- Using the network for commercial purposes
- Violating copyright laws
- Participating in non-district approved forums, chat rooms, or exchanges
- Using school equipment for non-school related purposes
- Advertising or promoting non-school commercial endeavors
- Activities that would subject the school or the individual to criminal, civil or administrative liability

I understand and agree to comply with the above stated district and school policies and procedures as outlined in Board Policy 6163.4 and its supporting Administrative Regulations. To read the entire policy as it relates to students, you may contact your school office.

Social Media Monitoring (E.C. section 49073.6)

The district intends to and will collect data from pupils' social media and may use such data in disciplinary actions involving students and/or district employees. The information gathered and/or maintained will pertain directly to school or student safety.

Pupils and their parents/guardians may inspect this information and request correction or deletion. The information will be deleted within one year of the pupil reaching the age of 18 or within one year of the pupil no longer being enrolled in the district, whichever comes first. The social media records of a pupil may be inspected by the pupil or the pupil's parent/guardian and corrections or deletion of the information may be requested. Requests to inspect a pupil's collected social media information, or to correct or delete the information, may be made to the principal or other site administrator who, within five school days, shall make the records available for inspection or respond to the request for correction or deletion of the information. Students and their parents/guardians also may have a district-level hearing to appeal the decision not to change or delete records.

Surveillance System

The Governing Board is committed to providing a school environment that promotes the safety of students, staff, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Shandon Joint Unified School District uses video surveillance equipment for security purposes and the equipment may or may not be actively monitored at any time. The recordings may be used in disciplinary proceedings and/or referred to local law enforcement, as appropriate.

Distance Learning

Distance learning can be a viable alternative instructional strategy that supports student achievement of academic goals. Distance learning opportunities may be offered to students participating in independent study, credit recovery courses, enrichment courses, or other courses identified by the Superintendent or designee, or in the event that a school site is physically closed due to widespread illness, natural disaster, or other emergency condition making a school site unsafe or otherwise interrupting the district's ability to effectively conduct operations at a school site.

The district may offer distance learning through a variety of delivery methods as appropriate for the grade level and subject matter. Distance learning opportunities may include video, audio, and/or written instruction in which the primary mode of communication between the student and teacher is online interaction, instructional television, live or prerecorded video, telecourses, and other instruction that relies on computer or communications technology. They may also include the use of print materials with written or oral feedback. As appropriate, courses may be self-directed to allow students to complete assignments at their own pace and/or may involve real-time interaction among the teacher and students.

To ensure that distance learning opportunities are available to all students, the district may contract with third parties for technological devices and the internet connections and, consistent with the district's budget and technology plan, may loan devices to students to use at home and/or assist families in identifying free service providers. Students are expected to use district technology responsibly in accordance with the district's Acceptable Use Agreement. In a distance learning environment, there may not be an option for you to elect a technology-free classroom or environment and personally identifiable information may be shared by your student with other students and the teacher, and any online vendors or service providers under contract with the district.

The district reserves the right to monitor student use of district technology within the jurisdiction of the district without advance notice or consent. Students' use of district technology including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices used with any district technology shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

STUDENT/PARENT AGREEMENT PAGE

We have read the Student Handbook as well as the Acceptable Use Policy for Technology.

Student: I have read the Student Handbook and I agree to abide by all school rules as well as all state and federal regulations and laws.

Parent/Guardian: As the parent/guardian of the student, I have read the Student Handbook and I agree to abide by these rules.

Print name of parent/guardian

Signature of parent/guardian

Date

Print name of student

Grade

Signature of student

Date

Shandon Joint Unified School District 9.7



STUDENT/PARENT HANDBOOK 2022-2023

SHANDON ELEMENTARY SCHOOL
301 South First St.
P.O. Box 49, Shandon, CA 93461
Phone: 805-238-1782 Fax: 805-238-6314

PARKFIELD ELEMENTARY SCHOOL
70585 Parkfield-Coalinga Road
Parkfield, Ca 93451
Phone: 805-463-2331 Fax: 805-463-2331

2022-2023 DISTRICT MISSION STATEMENT

Shandon Unified School District is committed to providing a quality education in a safe environment which empowers students with the skills, knowledge, and attitudes necessary for success.

Shandon Elementary School provides an environment that promotes student educational and personal success. We strive to empower students to continue their education and be responsible, productive members of our society.

The parents and staff of Shandon Elementary recognize that our students have specific and unique needs that must be addressed. Our vision is to provide a healthy start in school by providing social experiences for those students not attending a school setting before public school, to provide a realm of opportunities for all students to learn, to provide language-rich educational experiences, to enhance the educational experience of students who excel in the classroom, and to provide intervention programs for those students who are at risk of failing in the classroom. Equipping students with the 21st century learning skills of critical thinking, rational decision making, and cooperative problem-solving skills will prepare each student for the tasks of adult life.

List of Staff 2022-2023

Office Staff

Dr. Kristina Benson	Superintendent
Shannon Kepins	Principal
Otilia Rendon	Administrative Assistant
Kayla Rangel	Bilingual Clerk
Gelene Coelho	Food Service Manager
Kelli Smith	Food Service
Maria Ayala	Food Service

Teaching Staff

Jill Smith	Room 15
Lori Esser	TK, Reading Specialist
Stephanie Diaz	Kindergarten
Shelbi Stanley	1 st Grade
Michelle Lieber	2 nd / 3 rd Grade
Kristyne Best	4 th Grade
Judith Ibarra	5 th Grade
TBD	Middle School Math
Alan Sciocchetti	Middle School Math, Aleks & Physical Education
TBD	Middle School English Language Arts
Steve Martin	Middle School Science & History
Mayra Solis	K-6 th Grade- Parkfield

Support Services

Katie Herndon	K-7 Resource Specialist
Lindsey Melendy	8 th Grade Resource Specialist
Tracy White	Speech Therapist
Shantal Gonzalez	Occupational Therapist
April Holt	Nurse
Andy Needles	Psychologist/Special Education Coordinator
TBD	Counselor
Martha Soto	Paraeducator
Jenni Valdez	Paraeducator
Amanda Searcy	Paraeducator
Michele Fielder	Paraeducator
Melissa "Missy" Miller	Paraeducator
Sheryl Easterbrook	Paraeducator
Nellie Celis	Custodial
Bertha Valencia	Custodial
TBD	Custodial
Rudy Valencia	Lead Maintenance
Kim Rendon	Utility/Lead Transportation/Safety Coordinator
Lilla Hewitt	Bus Driver/Maintenance
Kelly Kuhnle	Bus Driver

Board of Trustees 2021-2022

Jesse Cuellar, Jennifer Moe, Nataly Ramirez, Flint Speer, Marlene Thomason

Message to the Parents from Principal

Dear Parents, Guardians, and Students,

Welcome to the 2022-2023 school year. We are excited to be able to offer full in-person instruction and be back to a traditional schedule

This handbook is intended to provide you with important information concerning the operations and expectations of Shandon and Parkfield Elementary Schools. It is our goal to ensure that your student's educational experience is positive, challenging, and rewarding.

We believe that a positive learning experience is vital for children to have a successful beginning in their life-long learning. Therefore, we strive to educate the whole child by meeting the academic and social emotional needs of each student. We further believe that education is a shared responsibility between home and school working as a team. Our staff invites you to join us in this important endeavor. Your involvement is welcome and necessary.

Providing regular school attendance is one of the most significant things that parents can do for their students. Reinforcing the importance of good citizenship, expecting your student to complete assignments, and providing a quiet place to work, will enhance their learning experiences. It is also important that there is regular communication between parents and teachers. This gives you first-hand information on your student's progress, areas needing more support, and areas where they excel. Please, make sure to contact your student's teacher should you have questions or concerns.

If you have questions about this booklet or any other school related matter, please feel free to call the school office, 805-238-1782.

On behalf of all Shandon Unified School District staff members, we appreciate you entrusting us with your student each day and look forward to providing your student with a high-quality education.

Respectfully,

Shannon Kepins, Principal

Shandon Elementary School
Grades TK-5
2022-2023
Daily Bell Schedule
(In-Person)

Times	K-5
8:20	1 st Bell
8:25	School Begins
Recess	
10:00 – 10:10	TK/K/1st /2nd/3rd
10:12 – 10:22	4 th / 5 th / Smith
Lunch	
11:00 – 11:45 (Recess 11:25-11:45)	TK/K/1st /2nd/3rd
11:00-11:45 (Recess 11:00-11:25)	4 th grade/ Ibarra/Smith
Recess	
1:30 – 1:40	K/1st /2nd/3rd
1:42 – 1:52	4 th grade/ Ibarra/Smith
3:10	Dismissal

(In-Person)
Minimum Day Schedule
Wednesday

Times	K-5
8:20	1 st Bell
8:25	School Begins
Recess	
10:00 – 10:10	TK/K/1st /2nd/3rd
10:12 – 10:22	4 th / 5 th / Smith
Lunch	
11:00 – 11:45 (Recess 11:25-11:45)	TK/K/1st /2nd/3rd
11:00-11:45 (Recess 11:00-11:25)	4 th grade/ Ibarra/Smith
1:00	Dismissal



(In-Person)
BELL SCHEDULE**
6th, 7th, and 8th Grade

Monday, Tuesday, Thursday, Friday

Warning Bell	8:10	
Period 1/5	8:15-9:45	90 Minutes
Break	9:45-9:55	10 Minutes
Passing	9:55-10:00	5 Minutes
Period 2/6	10:00-11:30	90 Minutes
Passing	11:30-11:35	5 Minutes
Period 3/7	11:35-12:20	50 Minutes
Lunch	11:45-12:15	30 Minutes
Period 3/7	12:55-1:35	40 Minutes
Passing	1:35-1:40	5 Minutes
Period 4/8	1:40-3:10	90 Minutes

(In-Person)
Minimum Days/Wednesday

Warning Bell	8:10	
Period 1/5	8:15-9:20	65 Minutes
Passing	9:20-9:25	5 Minutes
Period 2/6	9:25-10:30	65 Minutes
Passing	10:30-10:35	5 Minutes
Period 3/7	10:35-11:40	65 Minutes
Lunch	11:45-12:15	30 Minutes
Passing	12:15-12:20	5 Minutes
Period 4/8	12:20-1:20	60 Minutes

****Bell schedule is subject to change**

Parkfield Elementary School
2022-2023
Daily Bell Schedule
(In-Person)

Times	K-6
8:00	1 st Bell
10:00-10:15	Recess
12:00-12:35	Lunch
2:30	Dismissal

Minimum Day Schedule
(In-Person)

Times	K-6
8:00	1 st Bell
10:00-10:15	Recess
12:00-12:30	Lunch
12:30	Dismissal

Contract for Student Success

We, at Shandon and Parkfield Elementary Schools, work to provide a supportive and successful climate for all students. We believe that a working relationship between students, parents, and staff must be maintained to ensure a positive education for students. To keep this relationship strong, certain expectations are set for each group.

Students Will:

- Demonstrate their best efforts on all assignments, whether in the classroom or as homework.
- Come to school on time, prepared, and ready to learn.
- Take responsibility for completing assignments and projects.
- Work cooperatively with classmates.
- Maintain appropriate behavior in and out of the classroom.
- Respect the school, classmates, staff, and families.

Parents Are Expected To:

- Assist their children with assignments.
- Attend parent-teacher conferences and other similar meetings.
- Ensure regular, punctual attendance.
- Ask for support when needed.
- Respect the school, staff, students, and families.

School Staff Will:

- Conference with parents regarding student progress and support strategies.
- Provide an orderly and supportive environment for the acquisition of the basic skills in language arts and math.
- Provide support activities as needed.
- Assist parents by providing written and verbal information regarding student goals, basic skill acquisition, and support strategies.
- Respect the school, students, staff, and families.

Our working together to achieve school success will be of benefit to all of our students. We appreciate your support and welcome your comments.

Simple Solutions

We know you may have questions or concerns throughout the school year, and we would like to provide you with these simple guidelines:

When a question or concern arises, please contact your child's teacher first.

If you do not feel your concern has been resolved, then contact the elementary school Principal, at 805-238-1782.

If there is still a problem, contact the District Superintendent, at 805-238-0286.

Bullying

Bullying is defined by California Education Code r(1): “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2 , 48900.3 , or 48900.4 , directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

While some students and parents may not realize that something is bullying, others might think that any unkind action is bullying. It is important to note that bullying is usually a repeated, one-sided offense that disrupts the victim's ability to complete daily activities.

Bullying can take on many forms: physical, verbal, relational, and cyber.

Physical bullying, or bullying with aggressive physical intimidation, involves repeated hitting, kicking, tripping, blocking, pushing, and touching in unwanted and inappropriate ways.

Verbal bullying, or bullying with cruel spoken words, involves ongoing name-calling, threatening, and making disrespectful comments about someone's attributes (appearance, religion, ethnicity, disability, sexual orientation, etc.).

Relational bullying, or bullying with exclusionary tactics, involves deliberately preventing someone from joining or being part of a group, whether it's at a lunch table, game, sport, or social activity.

Cyberbullying, or bullying in cyberspace, involves haranguing someone by spreading mean words, lies, and false rumors through e-mails, text messages, and social media posts. Sexist, racist, and homophobic messages create a hostile atmosphere, even when not directly targeting your child. If your child has been the victim of bullying please contact your child's teacher to monitor and address the behavior.

If you do not feel your concern has been resolved, then contact the elementary school Principal, at 805-238-1782.

If there is still a problem, contact the District Superintendent, at 805-238-0286.

Counseling support is available to assist students in dealing with bullies and to promote positive peer relationships with all parties involved.

Courtesy to Employees

The students shall treat all adult employees of the school district with respect and courtesy, and any request or directive given by them shall be followed. This shall include custodians and office personnel and shall apply whenever school activities are in operation.

Student Responsibility

Student responsibility is a quality that is encouraged at Shandon Elementary. Students are responsible for their own behavior and choices. By being responsible for their own actions, students learn the first steps to being productive in school and in their own lives. If there is an incident at school involving poor choice or student misbehavior, staff and teachers utilize four questions, they are:

1. What are you doing?
2. Why is that a problem?
3. What could you do differently next time?
4. How did your behavior affect _____? (The class, another student, themselves, etc.)

These questions give consistency to how misbehaviors are handled school wide and promote student responsibility by teaching students how to make better choices.

Student Rights and Responsibilities

Students Rights

A "right" is something that belongs to you and cannot be taken away by anyone. Your classmates and teachers have the same rights.

You have a right to learn. This means you should be able to pay attention to what the teachers say without being bothered or distracted by others.

You have a right to be respected and treated with kindness at school. This means that others should not laugh at you, make fun of you, or hurt your feelings. No one is to embarrass you in front of the class.

You have a right to a safe school. This means that your school should provide safe classrooms, equipment, and rules to ensure your safety at school.

You have a right to be an individual at school. This means you should not be treated unfairly because you are tall or short, boy or girl, or because it takes you a little longer to get the right answer.

You have the right to express yourself. This means you may talk freely and appropriately about your ideas and feelings.

You have a right to tell your side of the story. This means that you may tell your side of the story when accused of breaking a rule.

Student Responsibilities

There are some things you should do without being told. Some of these things you do for others and some of these things you do for yourself.

These are:

You have a responsibility to allow others to work without being bothered. This means that you quietly make good use of your time and not bother others.

You have a responsibility to complete your classroom assignments. This means that you do your best with your class assignments and homework, being sure to hand them in on time.

You have a responsibility to help make school a good place to be. This means being thoughtful, respectful, and courteous to others.

You have a responsibility to take care of property. This means that you take care of school property and respect the property of others.

You have a responsibility to come to school. This means that you come to school every day, on time, unless you are sick or excused.

You have a responsibility to take school messages home. This means that it is important for you to take all school messages to your parents.

You have a responsibility to obey school rules. This means observing all safety, playground, and classroom rules.

You have a responsibility to practice good personal hygiene. This means that you come to school clean.

Discipline Policy

A student may be recommended for suspension or expulsion from school for the following offenses (as stipulated by the California Education Code):

1. The possession and/or use of any controlled substance (drug), including alcohol
2. Fighting - Any student who, when he/she has a choice, elects to fight has violated the Education Code
3. Vandalism - Destruction of school property
4. Theft and/or possession of stolen personal or school property
5. Defiance of valid authority and/or disruption of school activities, including false fire alarms
6. Possession or use of tobacco products, including smokeless and vape
7. Obscene or vulgar acts
8. Habitual profanity
9. Racial, ethnic, religious, handicapped, and/or sexual slurs and innuendo
10. Sexual harassment
11. Possession of dangerous objects, such as guns or knives
12. Unlawful possession of any drug paraphernalia (Section 11014.5 of Health & Safety Code)

Students are strongly advised not to participate in vaping while on or off campus. Students who are found to possess, use, provide, sell or negotiate to sell vaping devices or parts of vaping devices, including the vaping liquid product itself while on campus or at a school activity, will be required to attend an eight hour anti-vaping training to take place during two Saturday school assignments. Students who are in possession of THC vaping products will be recommended to the Sheriff's department for citation(s). Students will not be allowed to attend extra-curricular activities such as field trips or dances until they have completed the Anti Vaping curriculum, unless prior arrangements to complete the curriculum have been approved by the Principal.

It is the practice of our school to reward positive student behavior. Such rewards include, but are not limited to, classroom parties and school wide events for special recognition of students, such as the trimester Good Citizen assemblies.

Eighth grade students and families need to be aware that a suspension during the eighth-grade year may result in the loss of the privilege of attending the 8th Grade End of Year Trip and participating in the Promotion Ceremony.

"It pays to have character, not be a character."

Playground Expectations

1. Students will treat others with kindness and respect.
2. Students will use playground equipment for intended purposes only.
3. Students will play only in designated areas in view of supervising adults.
4. Students will enter and leave classrooms in an orderly manner, respecting the rights of others to be safe at school.

Playground Rules for Shandon Elementary

1. Rough physical contact is prohibited, in all games, at all times. This includes blocking, tackling, kicking another person, or in any way playing a game so that there is risk of injury to other students. Students are informed they are to keep hands, feet and objects to themselves.
2. Students may play on the blacktop or grass area, not going past the end of the grass or over fences. Students should not be in front of the school, over by the doors to rooms 11, 12 and 13 (the portable classrooms), or by the doors to rooms 9 and 10.
3. Children may not be in the office without a pass from the teacher or yard duty supervisor.
4. Students are not to play in restrooms. Primary students are to use the restrooms by room 3. Older students are to use the restrooms in the newer building.
5. Students in grades 4, 5, 6, 7 & 8 may not play on the play structure unless supervised during P.E.
6. Students are not to run on the play structure. Jumping from it is also prohibited. Students are to go down the slides appropriately. No "tag" in the sandbox and play structure area.
7. Games are open to everyone, with the exception of playground supervisor organized activities.
8. Toys should not be brought from home or played with on the playground. Shandon Joint Unified School District is not responsible for broken, lost, or stolen personal item.
9. When the bell rings, students are to stop playing, return equipment, and line up with their class. The class is to wait quietly for the classroom teacher.
10. No balls are to be kicked on the blacktop except for ball wall game.
11. Rubber balls are not to be kicked, ever.
12. Students are to use extreme safety around the drinking fountains. No pushing or bullying.
13. Other school rules, such as the rules against put downs or profane language are always in effect.
14. No climbing on the ball wall.
15. Do not use basketball, football, or other hardballs on the ball-wall.
16. No games that involve students as targets may be played against the ball-wall.
17. No running on the blacktop.

Students who violate rules will face consequences, which include but are not limited to:

- | | |
|--|----------------------------|
| - Being asked to leave a game | - losing recess privileges |
| - Losing the privilege of playing on equipment | - parent contact |
| - Walking with a playground supervisor | |

Playground Rules for Parkfield Elementary

1. Rough physical contact is prohibited, in all games, at all times. This includes blocking, tackling, kicking another person, or in any way playing a game so that there is risk of injury to other students. Students are informed they are to keep hands, feet and objects to themselves.
2. Students are not to play in restrooms.
3. Students are not to run on the play structure. Jumping from it is also prohibited. Students are to go down the slides appropriately.
4. Games are open to everyone, with the exception of playground supervisor organized activities.
5. Toys should not be brought from home or played with on the playground. Shandon Joint Unified School District is not responsible for broken, lost, or stolen personal item.
6. When the bell rings, students are to stop playing, return equipment, and line up with their class. The class is to wait quietly for the classroom teacher.
7. Rubber balls are not to be kicked.
8. Students are to use extreme safety around the drinking fountains. No pushing or bullying.
9. Other school rules, such as the rules against put downs or profane language are always in effect.

Students who violate rules will face consequences, which include but are not limited to:

- Being asked to leave a game
- Losing the privilege of playing on equipment
- Walking with a playground supervisor
- losing recess privileges
- parent contact

SHANDON and PARKFIELD ELEMENTARY SCHOOLS

TK-8 Student Dress Code

1. Children need to be properly dressed for the normal activities of each school day.
2. All children must wear flat heeled shoes, under 1 inch, at all times for their own safety. Shoes must have a back strap on them. Clogs, flip-flops, and open-toed sandals are not permitted due to possible injury during athletic/playground activity.
3. Shorts/Skirts/Dresses are allowed but must be walking length (which is interpreted as halfway between the inseam and kneecap). **Clothes must conceal undergarments.**
4. Ripped pants and shorts must not have rips that expose undergarments or skin above what is considered walking length (halfway between the inseam and kneecap).
5. No halter tops or spaghetti straps and bras must be covered completely. The neckline must not plunge below a line drawn between the underarms. Shirts must cover your tummy when your arms are raised above your waist. No midriffs. **Clothes must conceal undergarments.**
6. Tattered clothes are also not appropriate for school wear, nor are any jewelry that creates a health or safety hazard. Studded or spiked belts, collars, or cuffs are not allowed. Any fabric that is sheer, transparent or fishnet type must include clothing worn under the fabric that meets the dress code standards. **Clothes must conceal undergarments.**
7. No gang-related clothing may be worn. Since this will be ever-changing, the School Recourse Officers and SLO County Gang Task Force will be consulted if necessary to determine what clothing is gang related. For example, solid blue or red personal items (shirts, belts, hats, shoes, etc.) may not be allowed as these colors have been associated with gang identification and are not conducive to a positive school environment. If violation of this rule occurs, parents will be notified.
8. Shirts must be worn at all times. (This includes physical education classes, except during swimming.)
9. No hats are to be worn within school buildings. The brim must face forward, not backwards or sideways when worn outside of school buildings. No bandanas or nets are to be worn on the head or other parts of the student's body.
10. No nonprescription sunglasses are to be worn inside (unless medically required).
11. No distracting or unsafe piercing/s.
12. No wide armhole tank tops. No Classics White A-Shirts (undershirt tank top).
This includes during physical education.
13. Pants must be no lower than the hipbones, and undergarments should not be visible.

No list of dress guidelines can be written that will anticipate potential dress and/or grooming extremes. The school reserves the right to determine whether student dress/grooming is disruptive, threatens to disrupt the educational process, and/or poses a safety risk.



Bus Safety Rules

Shandon Joint Unified School District
Transportation Department

Authority of Driver - Pupils transported in a school bus shall be under the authority of, and responsible to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway. (Title 5 CAC Sec. 14103)

Abuse of the following rules is reason for denial of transportation.

1. *Be courteous and obey the driver.*
2. *Use no profane language or obscene gestures.*
3. *Do not eat or drink on the bus.*
4. *No glass containers or cans.*
5. *No animals or live insects.*
6. *No tobacco, alcohol, or controlled substances.*
7. *Do not be destructive.*
8. *Stay in your seat.*
9. *Keep aisle clear at all times.*
10. *Keep all parts of body inside the bus.*
11. *No loud talking, whistling, or clapping.*
12. *Bus driver is authorized to assign seats.*
13. *Shirts and shoes are required.*

Bus students are responsible for checking in with the bus supervisor after being dismissed from class.

Remember – providing bus transportation is not required by law, but is a service and a privilege for students who cooperate.

Denial of Transportation:

Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. (Title 13 CAC 1217(h)).

Notice

Bus students must have a note from home for the driver if they need to exit at a different stop

Safe Drop off and Pick Up of Students **At Shandon Elementary School**

School will begin at 8:25am and students may arrive no earlier than 8:00am. The migrant parking lot next door to Shandon Elementary has been designated as the student drop off and pick up location. Parents are not allowed to exit their vehicles during drop off and pick up. A staff member will be on duty to help students exit and return to their vehicles. The disabled person parking stall at the elementary school will still be available for those who need to access it.

PROHIBITED CONDUCT POLICY, B.P. 5131

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Behavior is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful towards their teachers, other staff, students, and volunteers.

The Governing Board believes that certain behaviors are not acceptable at school sites or school activities and will not be tolerated. Violation of the Prohibited Conduct Policy may lead to an expulsion from the district.

1. A student found in possession of or furnishing a firearm at school or at a school activity off school grounds. **Mandatory Expulsion – EC 48915 (c)**
If a student possesses, sells, or otherwise furnishes a firearm at school or at a school event, the principal or designee must notify the appropriate local law enforcement authorities.
2. A student brandishing a knife at a person. **Mandatory Expulsion – EC 48915 (c)**
3. Selling a controlled substance. **Mandatory Expulsion – EC 48915 (c)**
4. Committing or attempting to commit a sexual assault or battery as defined in subsection (n) of EC Section 48900. **Mandatory Expulsion – EC 48915 (c)**
5. Behavior that endangers staff and/or students
6. Behavior that disrupts the orderly classroom or school environment
7. Harassment of students or staff, including bullying, intimidation, hazing, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering
8. Damage to or theft of property belonging to the district, staff, or students.
9. Possession, use or sale of alcohol, tobacco, vape, or other drugs.
10. Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose, including employment. (Penal Code 417.27)
Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.
11. Profane, vulgar or abusive language
12. Plagiarism or dishonesty in schoolwork or on tests
13. Inappropriate dress
14. Tardiness and unexcused absence from school
15. Failure to remain on school premises in accordance with school rules
16. Possession of Cellular Phones and Other Electronic Signaling Devices (see paragraph to follow)

Students may possess or use electronic signaling devices, including but not limited to pagers, beepers and cellular/digital telephones, provided that such devices do not disrupt the educational program or school activity. Electronic signaling devices shall be turned off during school hours. If disruption occurs, the employee will direct the student to turn off the device and/or confiscate the device until the end of the school day or activity.

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

RESTRICTED ITEMS

Due to health, safety, and theft problems the following items are specifically not allowed at school, in classrooms, or in school buses or vehicles:

1. **GUM**
2. **IPODS, MP3 Players and similar electronic devices**
3. **Sunflower seeds with shells still on**

For gum and sunflower seeds, the students will receive a warning on the first offense and a referral for each subsequent offence. For IPODS, MP3 players and similar devices the student will receive a warning on the first offence and the item will be taken away and then returned to the student at the end of the day. On any subsequent offense the student will have the item taken away and then a parent or guardian must pick up the item from the office.

CHEATING AND PLAGIARISM POLICY

Public education is free to all students in the U.S. and with that right, the responsibility for all students to learn at the best of their ability. School Boards confer diplomas upon the successful completion of Board and State requirements for high school graduation. That diploma signifies the recipient has attained a level of competency that employers and colleges can rely upon for job skills and educational background. When students copy or cheat as a way to meet graduation requirements, it cheapens the meaning of the diploma for all. Consequences for cheating (class work, homework, projects, and tests, including talking, copying by hand, photo, or machine, transmitting, text messaging or note passing) should be severe in order to dissuade students from attempting to copy or cheat. Consequences for cheating or plagiarism are as follows:

First occasion: The student shall receive a discipline referral and a zero or an "F" on that assignment or exam, and the teacher shall inform the parents in writing.

Second occasion: The student shall receive a discipline referral and an "F" for the semester for the course, and the teacher shall inform the parents in writing.

Parents may request a meeting with the teacher and/or principal to discuss and review the incident.

Attendance

Regular and prompt attendance is the responsibility of the students and the parents. *All absences must be verified with office personnel within 3 days of the absence. Any unverified absences will be considered unexcused for the remainder of the school year.* Parents are welcome to check into the office and walk their child to class before school starts, but they must exit campus before the Tardy Bell. Students who arrive after the Tardy Bell must check into the school office. To minimize class disruptions, parents will not be allowed to walk their children to class after the Tardy Bell.

Absences are either excused or unexcused:

Excused Absences

The State of California defines "excused absences" as:

1. Appointment with a doctor, dentist, or psychiatrist.
2. An illness of less than three days when accompanied by a note from parent or guardian. A note from a doctor must verify illness absences of more than three days.
3. Death from an immediate family member. 1 day in California, 3 days out of state. Immediate family members include mother, father, brother, sister (step or foster), spouse, grandparent, or any other relative living in the house. Bereavement is considered an illness and will require a doctor's note after two days.

The State provides for no exceptions to this rule unless arrangements for independent study have been made.

Excessive Absences

Parents will be notified by the office when a student exceeds 5 absences or tardies. Any additional absences will be handled on a case-by-case basis. After 5 absences, the student, parent, principal and, if needed, the teacher may be required to meet.

Unexcused tardies to classes are the same as unexcused absences. Any three unexcused tardies will count as one absence. *Any student that has an unexcused tardy of 30 or more minutes will be considered absent for attendance incentives. If a student is 30 minutes or later to school, a parent or guardian must sign the child in at the front office.*

When a student is checked out of school by a parent or guardian, the absence will be considered unexcused unless the check-out occurs for one of the reasons listed under the section of the manual on excused absences.

Independent Study

If your student will be gone from school for 3 or more days, please contact the office for an Independent Study Contract. *Independent study contracts must be requested 2 weeks prior to the student's absence. All contract requirements must be met in order to be eligible for attendance incentives.*

Perfect Attendance

Shandon and Parkfield Elementary will recognize students who have perfect attendance or one excused absence ~~with a doctor's note~~, during Trimester award assemblies. Students who have not missed more than three days during the school year may have the opportunity to participate in an end of the year fieldtrip. For attendance incentives, 3 unexcused tardies will count as 1 absence.

Perfect Attendance (continued)

Exceptions *can* ~~will~~ be made for students with conditions that effect attendance as identified in their Health Plans, IEP's, 504 Plans or COVID-19 related illnesses. Additional exceptions can be made on a case by case basis.

Medications

Our school has written policy to assure the safe administration of medication to students during the school day. It is based on California Education Code, rules that guide schools in providing safe care to children during the school day.

According to California Education Code 49423, every medication, even over the counter medication, must have a medication authorization form for the school filled out by the doctor.

If your child must have medication of any type given during school hours, including over-the counter drugs, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate time(s).
2. You may obtain a copy of a medication form from the school nurse. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor and by you, the parent or guardian. Prescription medicines must be brought to school in a pharmacy-labeled bottle that contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.
3. You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours). School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by both doctor and parent/guardian, and the medication has been received in an appropriately labeled container. This is to protect the safety of your child and in fairness to those administering the medication.

For students needing to self-administer medication, such as asthma inhalers, epi-pens, insulin, etc., the doctor must check the box that states your child may safely administer the medication by themselves.

If you have questions about the policy, or other issues related to the administration of medication in the schools, or any health-related issues, please contact the school nurse at 805-238-1782.



Health Services

If you are not feeling well or have an injury, please let your teacher or another adult staff member know, and you will be sent to the office. Parents will be notified if you have a temperature and/or need to go home. A temperature is defined as 100.4 or higher. Children will be allowed to return to school after being fever free for 24 hours without the use of fever reducing medications.

Head Lice

Each year we have some problems with head lice. It is our policy to exclude from school all children who have lice or nits (eggs). If students are sent home with head lice they are allotted only one excused absence. Any additional days will be unexcused.

Books and Supplies

Textbooks are issued free of charge to the student by the classroom teacher. Students are responsible for the care and return of these books and will be charged accordingly if books are lost or damaged beyond the wear normally expected through proper usage. When found, lost books will be returned to the main office. It is suggested that each student have a backpack or storage for pencils, crayons, and other materials.

K- 5 Grading System

Students will be graded in three trimesters. Each trimester is approximately 60 school days long. Conferences between parents and teachers will be held during the fall and spring trimesters. Students will be assessed by how well they retain California Standards in each academic subject. If a particular standard is not addressed that trimester, the student will not receive a grade. Instead of letter grades, all students in grades K-5 will receive a 4-point rubric score that indicates students' progress toward grade level academic expectations:

Performance Levels for Academic Expectations
4 - Exceeds Expectations
Student applies and connects standard(s) in ways that are in-depth and beyond grade level expectations.
3 - Meets Expectations
Student consistently demonstrates mastery of the standard(s) based on grade-level trimester benchmark.
2 – Approaches Expectations
Student demonstrates some understanding of the standard(s) based on grade-level trimester benchmark.
1 – Needs More Time/Practice to Develop
Student needs more time/practice to demonstrate understanding of the standard(s).
NE – Not Evaluated

Learning Behaviors

Parents of K-5 students will also be provided information regarding student behaviors that support learning. The four-level rubric score will be used to indicate a child's progress towards grade level behavior expectations. It is based upon observed behaviors that are aligned to 21st Century learning skills needed for college and career readiness.

BEHAVIORS THAT SUPPORT LEARNING
Self – Directed Learner
<i>The ability to be responsible for one's own learning</i>
Sets goals and evaluates progress towards achieving them
Works independently and asks for help when needed
Makes productive use of class time
Prepared for learning
Community Contributor
<i>The understanding that it is essential for human beings to work together</i>
Demonstrates respect to peers and adults
Follows school and classroom rules
Takes responsibility for own behavior
Complex Thinker
<i>The ability to demonstrate critical thinking and problem solving strategies</i>
Explains answers and makes adjustments
Solves problems in different ways
Thinks creatively
Quality Producer
<i>The ability to recognize and produce quality performance and quality products</i>
Strives to complete work neatly, correctly, and on time
Demonstrates fine motor skills (cut, copy, pencil control, etc.)
Effective Communicator
<i>The ability to communicate effectively</i>
Collaborates with peers
Listens effectively to peers and adults
Speaks audibly and expresses thoughts, feelings, and ideas clearly
Effective and Ethical User of Resources & Technology
<i>The ability to use a variety of resources effectively and ethically</i>
Draws upon multiple resources to produce quality products
Organizes and uses classroom resources responsibly
Performance Levels for Behavior Expectations
C - Consistently
Student regularly demonstrates the behaviors independently.

U - Usually
Student demonstrates most of the behaviors independently. Student may be working on developing skills in one of the areas. On occasions, the student may need teacher direction.
S - Sometimes
Student demonstrates some of the behaviors. The student is developing skills in two or more areas. The student often needs teacher direction.
N – Not Yet
Student demonstrates few of the behaviors without teacher direction.

Progress Report

A mid-term progress report may be issued during any trimester. Please read them carefully. These notices are used to help communicate student progress. If a student is not doing work at their ability level, then it is important for parents to encourage them and talk to the teacher to see what else can be done. In all cases of failing work, the notice will be issued before a failing grade is given on the trimester report. The form is used with the intention of encouraging student success.

Shandon Middle School Grading System Grades 6, 7 & 8

Grades

Parents and guardians have access to individual student performance through confidential access to AERIES, an online grade reporting system found at Shandonschools.org. Parents will receive account and login information from the school.

Teachers individually determine student grades on assignments in their courses and explain their individual grading policies at the beginning of the school year. Questions about grades should be addressed directly to teachers. Middle School report cards will be issued three times a year with parent teacher conferences being held in the fall and spring.

The academic grading system is determined on a letter basis as follows:

Letter Grade	Percentage
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76

C-	70-72
D+	67-69
D	63-66
D-	60-62
F	Below 60

Progress Reports

A mid-quarter progress report may be issued during any quarter. Please read them carefully. These notices are used to help communicate student progress. If a student is not doing work at their ability level, then it is important for parents to encourage them and talk to the teacher to see what else can be done. In all cases of failing work, the notice will be issued before a failing grade is given on the quarterly report. The form is used with the intention of encouraging student success.

Shandon Elementary School **8th Grade Promotion**

Eighth Grade Promotion Ceremony and Class Trip **Eligibility Requirements**

Trip Requirements:

1. **Grades:** Pass all courses.
2. **Grade Point Average:** Earn a **cumulative** GPA of 2.00 or higher in the eighth grade taking into account all courses taken by the fourth quarter progress report.
3. **Attendance:** In grade eight acquire **no more than eight unexcused absences** and commit no truancies (ditching a class). Any three unexcused tardies will count as one absence.
4. **Citizenship:** In grade eight commit ~~no offenses resulting in~~ **no more than 2 days of suspension**, acquire no more than three referrals for offenses that do not result in suspension, and do not otherwise exhibit behavior problems resulting in an administrative change of placement.

8th Grade Promotion Ceremony Requirements:

1. **Grades:** Pass all required courses.
2. **Grade Point Average:** Earn a **cumulative** GPA of 2.00 or higher in the eighth grade taking into account all courses taken by the fourth quarter progress report.
3. **Attendance:** In grade eight acquire no more than eight unexcused absences and commit no truancies (ditching a class). Any three unexcused tardies will count as one absence

4. **Citizenship**: In grade eight commit no offenses resulting in **more than four days of suspension**, acquire no more than three referrals per semester for offenses that do not result in suspension, and do not otherwise exhibit behavior problems resulting in an administrative change of placement.
5. **Ceremony Conduct**: Students who participate in the promotion ceremony are required to adhere to all school rules during the ceremony including, but not limited to dress code and chewing gum.

Appeal Process: Parents of eighth grade students will be sent notification two weeks prior to the class trip if their students are not eligible to participate in the class trip or promotion ceremony. Parents or students may submit a written appeal to the middle school Promotion Review Committee. Appeal letters must be submitted to the Review Committee within 1 week of initial notification. The Promotion Review Committee consists of the High School Principal, Elementary Principal and eighth grade teachers. The decision of the Promotion Review Committee is final.

Hints on How to Study

1. Make it a habit to do your homework in a regular place at a regular time.
2. While studying, sit at a desk or table in a chair that is comfortable.
3. Have all the necessary tools at hand, i.e., pencils, pen, paper, and books.
4. In doing an assignment, be sure to have in mind exactly what is wanted. Find the purpose of the lessons.
5. Outline the assignment on paper. It helps to jot down the parts you do not understand to ask questions about them.
6. Work for quality; try to go a little beyond what is required, to make your work be more than satisfactory. Extra practice, in athletics or music make the star, the artist. Doing more than is asked for in studying produces a top grade, and any extra practice results in greater mastery.
7. If the work assigned is too great or difficult, do as much as you can to the best of your ability.
8. Break your study into intervals with short rest periods in between. Study with concentration for a time, and then walk around for a minute or two.
9. In reading, first read the material rapidly to get the main ideas. Then read it a second time more slowly and accurately to promote comprehension.
10. Review notes and class work before tests or written lessons. Don't cram!
11. Plan your work; give yourself time to do things right. Do not wait until the last minute; working under pressure can cause haphazard results.
12. Review study materials regularly throughout the trimester, not just the night before the test.
13. Studying in the morning when rested is more effective than a double amount of time in the evening when tired (Ten minutes in the morning is equal to 20 minutes study at night).
14. Do your homework!
15. Don't just memorize. Read sentences aloud if necessary to understand their meaning.
16. Use a dictionary frequently. Look up new words. Jot them down in a notebook just for the purpose of building a strong vocabulary.
17. Write down your assignments in your organizer.
18. Review the previous lesson before studying the advanced one. When the assignment calls for both studying and written work, it is better to do the studying first and save the written work for the end of the study period.

Homework Policy

Homework is provided for students to allow them to practice skills taught in class and to expand their learning by completing additional activities. Regular homework is assigned beginning in kindergarten. Through their homework, students can reinforce academic skills taught in school and learn how to conduct research effectively, develop ideas creatively, and become lifelong learners.

- Homework is the responsibility of the student.
- It is the student's job to develop regular study habits.
- It is the student's job to do most assignments independently.
- The school encourages parents to help as a contributing resource and encourages teachers to structure homework assignments so as to involve the parent without diminishing the student's sense of responsibility.
- Homework should not place an undue burden on students or families.
- Homework should reinforce classroom-learning objectives and be related to individual student needs and abilities.
- Failure to complete homework may result in the lowering of a student's report card grade.
- Students should expect to spend an average of 20-30 minutes of homework at the primary level and an average of 40 minutes of work at the intermediate level (grades 4-5), at least four days per week. Grades 6, 7 & 8 will vary according to need.
- All students are encouraged to read at least 20 minutes each night.
- Students who have been absent from school are responsible for making up all missed work, including homework, assigned in their absence.
- Students who are absent may have parents call the school by 10:00 a.m. and request homework.
- Students are not allowed to call home when homework is forgotten.
- Students can turn in homework later, but such work may be given less credit than if it had been turned in on time.

Please contact your child's teacher or the principal if you have questions regarding homework.

Parent Involvement

Shandon Joint Unified School District believes that key to each individual child's success is the support, involvement, and collaboration of the parents/guardians. Therefore, we encourage you to become a part of the educational process.

Communication is Key

We make every effort to promote clear communication between the school and family on school programs and children's progress.

- A monthly bulletin is sent home, and posted on the school website, with information about school and classroom activities.
- Notices about student achievement and behavior are sent home on a regular basis.

Communicating with your student's teacher regarding any praise, concerns or questions you may have is vital. A message may be left at the front office.

Direct School Involvement

Parents are welcomed to volunteer in the classrooms, playground, lunch area, and library. Attending field trips, school events, student performances, parent meetings, assemblies, and sports events are other ways to be directly involved at your child's school. Due to legal requirements, parents who volunteer need to have a completed volunteer packet on file with the school.

Parents are encouraged to be actively involved in the decision-making process. Parent participation in School Site Council, Migrant Parents Advisory Committee, and other advisory groups and organizations is an important component in making our schools great.

Other Involvement

Parents are encouraged to supervise homework and participate in home-learning activities along with their children. These may include daily reading and family discussion that reinforces and enriches children's classroom learning.

Shandon Joint Unified School District strives to provide opportunities for parents to develop their parenting and child-rearing skills. The training is provided in appropriate languages to help parents learn about proper nutrition, quality health care, fostering self-confidence, appropriate behavior, and high expectations, as well as providing a safe, drug-free, and positive home condition.

Non-discrimination Policy

The Shandon Unified School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to:

Coordinator of Title IX,
Section 504, and Title IV
Shandon Unified School District
P.O. Box 79, Shandon, CA 93461

Closed Campus

The elementary schools operate as closed campuses. That means that students may not leave the school grounds from the time they arrive in the morning until dismissal. Parents who wish to take a child from school early are asked to check in at the office. *If a middle school student needs to be signed in or checked out, this must be done at the Shandon Elementary School office.* If you are to be picked up by someone who is not listed on your emergency card a phone call or a note from your parents must be given to the office. Persons picking up students may be asked to present identification.

Student Safety

Shandon Elementary students walking to school are required to use the painted crosswalks in front of the elementary school and the high school. Parents are encouraged to walk children to school until students are familiar with the safest route.

Bicycle riders (helmets are mandatory) are reminded that they should practice safe riding habits, including walking bicycles across crosswalks and watching out for motorists. Students should walk their bikes on the school grounds and lock them in the bike rack.

Skateboards, scooters and in-line skates are not to be brought to school. For safety reasons, students must not ride the above items or bicycles around the campus. This rule applies 24 hours a day, 7 days a week.

Parents may drop off forgotten items to the school office. At no time should items be passed through the fence to students.

Student Property

Items such as clothing, lunch boxes, lunch sacks, etc., should be marked with your name. If you lose an item, please check the lost and found area. Smaller lost and found items such as eyeglasses, retainers, etc., are kept in the office. At the end of December, Spring Break and the end of the school year, all unclaimed clothing is donated to charity. Please do not bring toys, sports equipment, radios, cameras, tape recorders, electronic devices, tools, glass containers, or pets to school. Shandon Joint Unified is not responsible for lost or stolen personal items.

Library

The library is used for quiet research, silent study, and pleasure reading. Books are checked out for a period of one week. Students are responsible for books they check out. If a book or magazine is lost, the student will be required to provide funds for replacement. If the article is found after payment has been made, a refund will be issued.

S.S.C. Meetings

The S.S.C. (School Site Council) meets generally one day each month. The dates of these meetings will be listed in the calendar section of the monthly newsletter & on our school website, shandonschools.org. Please try to attend these meetings, if your schedule allows. Attending these meetings are strongly encouraged in order to gather information on district performance and to provide input for improvement.

Field Trips

Field trips are planned throughout the year to enhance the learning experience of the children. Written parent permission will be required to be turned in to the teacher prior to the field trip. Parents who are volunteering to chaperone should not bring any other children or family. Please note that all chaperones will need to have a completed volunteer packet on file.

Parties

Parents must give the office 24 hours notice before bringing store bought treats to celebrate their child's birthday. Please inform the office if your child has any dietary restrictions.

Visitors, Guests, Relatives and Volunteers

We welcome visitors and volunteers to our school. If you wish to spend time in the classroom, please contact the office at least one day before the planned visit. All volunteers and visitors are to check in at the office. No other visitors will be allowed on campus. All classroom volunteers must have a completed volunteer packet on file and be fingerprinted prior to working extensively with students.

Communication

Please contact the school whenever the need arises. Teachers may be contacted by note or by phone. If you call during the school day, the office will leave the teacher a note to return your call. We ask parents not to conference with the teacher during class time. If you would like to talk with the teacher, please make an appointment before or after school or call your child's teacher. We welcome your input on how we can help you and your child.

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, breakfast and a well-balanced lunch are served. This school year we are offering free breakfast and lunch to all students. Breakfast will be served in the classroom for grades Tk-5 and will begin promptly at the start of every school day. Breakfast for grades 6-8 will be offered before school and then again at morning break.

Change of Address and Phone Numbers

If at any time during the school year it becomes necessary for parents or guardians to change their home or mailing address or phone number we ask that they please report this change immediately to the office. The office needs this information so that each student's school record and emergency card can be kept up-to-date. Please make sure your child knows your current phone number also. For younger children it is suggested that your phone number be put on an index card and kept in the backpack.



Telephone Use

The school phone is for school business purposes only. Students may use the phone only in emergencies, such as illness or injury. Students will not be allowed to phone for lunch money, homework, baseball mitts, etc. Any student wishing to make a call must have a note from his or her teacher. Please make your transportation and after school care arrangements with your child prior to the beginning of school each day. Should you need to change your transportation or after school care arrangements, please call the school prior to 2:00 p.m. in order for your message to be delivered to your child--except in the case of an emergency. We cannot guarantee that messages called in after 2:00 p.m. will be delivered to the student.



Student Services

Shandon Joint Unified provides some special student services. These services are listed below. If you would like further information, please contact your school.

Student Study Team - This team of educators meets regularly to discuss and develop plans to meet the needs of students. This team will also make recommendations on grade retention.

Resource Specialist Program - This program provides instruction specific to the learning-handicapped student.

Counseling Services - The School Counselor is available for individual and group counseling on the Shandon Elementary campus. Services offered are social and emotional, academic, group counseling, and guidance. Counseling can be done on a one-time basis or on a continuing basis. In addition, the counselor can assist in referrals to outside agencies. Students wishing to see the counselor should notify their teacher. Parents may also leave a message for the School Counselor in the school office.

Migrant Education Services - This program provides assistance for the children of migrant workers.

Internet

Internet access is available to students and staff in the Shandon School District. This allows local and distant computers to communicate. The computer system is intended to support learning, increase opportunities for communication, and add resources for learning.



Network Conduct and Acceptable Use:

The Shandon computer system should be shared and available to all approved users. *Inappropriate conduct may result in disciplinary action.* This includes damage, vandalism, or theft of equipment, services, and software. The system may not be used to communicate unlawful information or to transmit computer viruses.

Accessing information which is pornographic, sexist, obscene, racist, or abusive is unacceptable. Users may not plagiarize or violate copyright laws. Users may not disrupt computer systems or network, destroy or modify computer data, or harm or destroy any computer or network hardware. Users may not use inappropriate language. Downloading of alcohol, drug paraphernalia, pornography, or any illegal activities is strictly forbidden. *Students are not allowed to use Chat Rooms or send E-Mail unless it is school related!* Shandon Schools may also find other conduct objectionable.

Network Etiquette:

Network users need to respect the privacy of all users. *Do not reveal the personal address, names, or phone numbers of yourself or anyone else.* Keep passwords confidential.

Network Monitoring:

It is possible that your child(ren) may find material on the Internet that you would consider objectionable. Although your student's use of the Internet will be supervised by staff, we cannot guarantee that your child(ren) will not gain access to inappropriate material. Shandon staff members will determine what is appropriate use of technology resources. The district staff will refer for disciplinary action any individual who does not comply with the provisions of this agreement. Cancellation of user privileges or disciplinary action will be at the discretion of the staff after application of due process.

Penalties for Improper Use:

Any user violating rules, applicable to state and federal laws, or posted classroom and District rules, is subject to loss of network privileges and other disciplinary action. In addition, pertaining to State and federal laws, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of Section 502 of the California Penal Code or applicable federal laws and is subject to criminal prosecution.

Shandon Joint Unified School District **Power Outage Procedures**

While circumstances may vary between the two ends of the district (Shandon and Parkfield), basically, if there is no power to start school at either end of the district, we will revert to our Late Start procedures. Everything will be “backed up” roughly two hours. An initial call will be sent shortly after 6:00 A.M. announcing a Late Start school day. If there is no subsequent call in the next two hours, plan on the Late Start schedule—school will begin at 10:00 A.M. If school is being completely canceled, you will receive a second phone call before 8:00 A.M. announcing this. District employees and students will be subject to “make up” this day, if school is canceled and never started. Please be reminded that decisions will be based on the school’s location, not necessarily conditions at your home.

If we lose power once everyone is at school, site administrators will call PG & E to determine the length of the outage. If the power is going to be out for greater than four hours, two scenarios exist...if we lose power before or during the serving of lunch, students will be sent home at a time when busses can arrive and we can insure our younger student’s parents have adequate notification for their student’s home supervision (1-2 hours); if we lose power after lunch is served, students will remain at school for the remainder of the regular day and busses will run their normal routes. We will have to work around foreseeable problems of not having computers, smartboards, and, in “interior” classrooms on our sites, no visibility, but our top priority, as always, is our student’s safety. Adjustments can be made.

And finally, what if students are in school and the power goes out at one end of the district but not the other? Since all schools’ bus routes are tied together, if, for example, power is lost at Shandon High School but not Shandon Elementary, whatever decision is made at SHS would apply to SES. We do not have resources to run two separate bus routes. In this same scenario, if there is power in Shandon but not Parkfield, students would remain in our Shandon schools, keeping to their normal schedules. A separate decision can be made regarding Parkfield students and staff.

Cell Phone Policy for Shandon and Parkfield Elementary Schools

According to SB 1253, school districts can regulate the possession and use of electronic signaling devices.

Cell phones are to be turned off once the student arrives on campus. During class periods, recess and lunch, phones may not be used ***for any reason*** (including talking, listening, ringing, text messaging, checking the time, taking pictures, etc.). The phones must be ***powered off*** during class time. Phones may ***not*** be on, ring, or vibrate during the school day.

Parents who need to get information to their students during school hours are encouraged to leave a message in the school office. If a student feels they need to check their phone for an important family matter or emergency, they are to come to the office during a recess or lunch break and request permission to turn on their phone to check messages.

The discipline matrix for violations of this policy will be as follows:

1st Violation

Confiscate the cell phone and return phone to the student at the end of day or class period.

2nd Violation

Confiscate the cell phone, contact parent, assign 1 day of after school detention, return phone to the student at the end of the day or class period.

3rd Violation

Confiscate the cell phone, contact parent, 5 days after school detention, and possible suspension or Saturday School for defiance, return phone to the student at the end of the day or class period.

Notice to Parents

In the case of a major disaster, we want to assure you that your child will have maximum safety and security in our school. Shandon Joint Unified has a Disaster Preparedness Plan and conducts annual drills and exercises to ensure readiness. As a result, the following procedures and information have been developed:

At any time that a possible emergency exists, all children will remain at school or be transported to an authorized location, such as the high school, to ensure their safety regardless of the location of the emergency. Children retained at school will be released to parents--or an adult whose name appears on the emergency card--or to a responsible adult at the discretion of the adults in charge of the child. Records will be kept on all children released to adults. Children will be released only through the main office or Command Center. (It is important to keep emergency cards updated throughout the year.)

Our schools may be used as an emergency-receiving center during fire, earthquake, or other disaster. The schools are prepared to work in conjunction with the Sheriff's Department, disaster personnel from San Luis Obispo and Monterey County, and the American Red Cross.

It is important that the above information be discussed with your child. You should have a family plan that takes into account a situation in which your child is on the way to or from school and/or that he/she may be alone at home.

It is recommended that you tune your radio to 1230 AM or 92.5 FM for news reports and additional information during an emergency.

Your cooperation and help is appreciated.

Notice

We want to ensure that all students are given the opportunity to reach their full and individual potential, to instill a love for life-long learning for all students, to foster success for all students through connections between school and real-life experiences, and to develop responsible and productive citizens for the future.

We strive to accomplish these goals by means of a coordinated school curriculum in which a commitment has been made to focus on reading, writing, language arts, and math. The staff and adult volunteers in the school are committed to an educational program of excellence and growth for all students.

The Shandon Joint Unified School District does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The district also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the Americans with Disabilities Act and Section 504 may be forwarded to:

Dr. Kristina Benson
P.O. Box 79
Shandon, CA 93461
(805) 238-0286

9.8

SHANDON UNIFIED SCHOOL DISTRICT

**EMPLOYMENT AGREEMENT FOR SHORT-TERM
CERTIFICATED RETIRED ANNUITANT**

THIS AGREEMENT is entered into by and between the Shandon Unified School District ("District") and Jeanne Neely, secondary "THRIVE!" Counselor (Retired Annuitant) (refer to as Counselor) with respect to a short-term position.

THE PARTIES AGREE AS FOLLOWS:

1. Offer of Employment & Approval by Governing Board. The Counselor's signing of this Agreement, constitutes acceptance of this offer. However, this Agreement constitutes an offer of employment only and confers no legal or equitable rights until and unless it is approved or ratified by the Governing Board.
2. Acceptance of Short-Term Position. The Counselor agrees to serve in the Assignment above for the period of employment identified below. Counselor acknowledges that the District's offer of employment is based upon her voluntary willingness to perform short-term work.
3. Qualifications. Counselor acknowledges and represents that she meets all required job qualifications.
4. Duties. Counselor agrees to competently perform all duties assigned by the Superintendent, all duties specified by District policy and law, and such other duties as may be assigned. Specific duties including student responsibilities, schedule, work location, etc. are attached.
5. Term of Employment. Counselor is hired for the Assignment for a period commencing May 1, 2022 and terminating on June 30, 2022.
6. Contractual Obligation to Complete Term. Counselor acknowledges that she is expected to complete the term of employment under this contract unless released by the District. If the term is not completed, compensation shall be pro-rated based on time served. Nothing in this section shall limit the District's ability to terminate Counselor from the Assignment, as discussed in paragraph ten (10) of this Agreement.
7. Compensation. The Counselor's rate of pay shall be Sixty-five dollars per hour (\$65/hour), which rate is based upon the compensation for similar District positions. Total compensation paid to the Counselor under this Agreement shall not exceed the hours allowed by CalSTRS for a retired annuitant for the period of the short-term assignment. Counselor is responsible for tracking the total time worked by Counselor and complying with statutes and regulations regarding limitations on hours applicable to CalSTRS retirees. Counselor acknowledges that the compensation is the sole remuneration for the Assignment.
8. Status of Employment. Counselor acknowledges that her employment in the Assignment is short-term and at-will. Counselor specifically acknowledges that this Agreement does not establish any right to probationary or permanent employment status with the District.
9. No Entitlement to Benefits. Counselor acknowledges that she shall not accrue sick leave, health benefits or any other entitlements or benefits as a result of this Agreement.
10. Termination. Counselor agrees that the District may terminate Counselor's employment in the Assignment for any reason without cause, due process, a statement of reasons, or a hearing.
11. Fingerprinting Clearance. Counselor certifies that she has not been convicted of a violent or serious felony, or sex or drug offense. Counselor acknowledges that this employment Agreement is conditioned upon the District having received or receiving verification from the Department of Justice that Counselor has not been convicted of a serious or violent felony. Counselor further acknowledges that unless fingerprint clearance has been received from the Department of Justice by the first day of the work year, Counselor will not perform any duties and will

not be considered an Counselor even if this Agreement has been fully executed and approved by the Governing Board. All work performed prior to receipt of the Department of Justice fingerprint clearance shall be considered to have been performed as a volunteer and will be uncompensated.

12. Tax/Retirement Liability. Notwithstanding any other provision of this Agreement, the District shall not be liable for any retirement or state/federal tax consequences to the Counselor, any designated beneficiary, heirs, administrators, executors, successors or assigns of the Counselor. The Counselor shall assume sole responsibility and liability for all state and federal tax consequences of this Agreement and all retirement consequences of this Agreement. The Counselor agrees to defend, indemnify and hold the District harmless from all such tax and retirement consequences.
13. Adherence to Laws. Counselor agrees to faithfully adhere to all laws of the State of California and the United States of America, the regulations of the State Board of Education, the regulations, policies, and directives of the Governing Board of the District, and all lawful directives of Counselor's superiors.
14. Entire Agreement. This Contract constitutes the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions and no party has relied upon any representations, express or implied, not contained in this Contract. All prior understandings, terms or conditions are deemed to be merged into this Contract.

SHANDON UNIFIED SCHOOL DISTRICT

Kristina L. Benson, Ed.D
Superintendent

Date: _____

DATE OF GOVERNING BOARD APPROVAL: _____

ACCEPTANCE OF OFFER

I accept the above offer of employment and the terms and conditions thereof and will report to work as directed. I certify under penalty of perjury under the laws of the State of California that all statements contained in my application for employment and other documents I submitted in connection with my application are true and complete. I understand that if the District discovers false, incomplete, or misleading statements on my application or any other documents I submitted in connection with my application or prospective employment, such statements shall justify immediate dismissal for cause.

Signature: _____

Date: _____

Name (print): _____

Address: _____

Phone: _____

9.9

SHANDON UNIFIED SCHOOL DISTRICT

**EMPLOYMENT AGREEMENT FOR SHORT-TERM
CERTIFICATED RETIRED ANNUITANT**

THIS AGREEMENT is entered into by and between the Shandon Unified School District ("District") and Terry Lassiter, secondary "THRIVE!" Counselor (Retired Annuitant) (refer to as Counselor) with respect to a short-term position.

THE PARTIES AGREE AS FOLLOWS:

1. Offer of Employment & Approval by Governing Board. The Counselor's signing of this Agreement, constitutes acceptance of this offer. However, this Agreement constitutes an offer of employment only and confers no legal or equitable rights until and unless it is approved or ratified by the Governing Board.
2. Acceptance of Short-Term Position. The Counselor agrees to serve in the Assignment above for the period of employment identified below. Counselor acknowledges that the District's offer of employment is based upon her voluntary willingness to perform short-term work.
3. Qualifications. Counselor acknowledges and represents that she meets all required job qualifications.
4. Duties. Counselor agrees to competently perform all duties assigned by the Superintendent, all duties specified by District policy and law, and such other duties as may be assigned. Specific duties including student responsibilities, schedule, work location, etc. are attached.
5. Term of Employment. Counselor is hired for the Assignment for a period commencing May 1, 2022 and terminating on June 30, 2023.
6. Contractual Obligation to Complete Term. Counselor acknowledges that she is expected to complete the term of employment under this contract unless released by the District. If the term is not completed, compensation shall be pro-rated based on time served. Nothing in this section shall limit the District's ability to terminate Counselor from the Assignment, as discussed in paragraph ten (10) of this Agreement.
7. Compensation. The Counselor's rate of pay shall be Sixty-five dollars per hour (\$65/hour), which rate is based upon the compensation for similar District positions. Total compensation paid to the Counselor under this Agreement shall not exceed the hours allowed by CalSTRS for a retired annuitant for the period of the short-term assignment. Counselor is responsible for tracking the total time worked by Counselor and complying with statutes and regulations regarding limitations on hours applicable to CalSTRS retirees. Counselor acknowledges that the compensation is the sole remuneration for the Assignment.
8. Status of Employment. Counselor acknowledges that her employment in the Assignment is short-term and at-will. Counselor specifically acknowledges that this Agreement does not establish any right to probationary or permanent employment status with the District.
9. No Entitlement to Benefits. Counselor acknowledges that she shall not accrue sick leave, health benefits or any other entitlements or benefits as a result of this Agreement.
10. Termination. Counselor agrees that the District may terminate Counselor's employment in the Assignment for any reason without cause, due process, a statement of reasons, or a hearing.
11. Fingerprinting Clearance. Counselor certifies that she has not been convicted of a violent or serious felony, or sex or drug offense. Counselor acknowledges that this employment Agreement is conditioned upon the District having received or receiving verification from the Department of Justice that Counselor has not been convicted of a serious or violent felony. Counselor further acknowledges that unless fingerprint clearance has been received

from the Department of Justice by the first day of the work year, Counselor will not perform any duties and will not be considered an Counselor even if this Agreement has been fully executed and approved by the Governing Board. All work performed prior to receipt of the Department of Justice fingerprint clearance shall be considered to have been performed as a volunteer and will be uncompensated.

12. Tax/Retirement Liability. Notwithstanding any other provision of this Agreement, the District shall not be liable for any retirement or state/federal tax consequences to the Counselor, any designated beneficiary, heirs, administrators, executors, successors or assigns of the Counselor. The Counselor shall assume sole responsibility and liability for all state and federal tax consequences of this Agreement and all retirement consequences of this Agreement. The Counselor agrees to defend, indemnify and hold the District harmless from all such tax and retirement consequences.
13. Adherence to Laws. Counselor agrees to faithfully adhere to all laws of the State of California and the United States of America, the regulations of the State Board of Education, the regulations, policies, and directives of the Governing Board of the District, and all lawful directives of Counselor's superiors.
14. Entire Agreement. This Contract constitutes the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions and no party has relied upon any representations, express or implied, not contained in this Contract. All prior understandings, terms or conditions are deemed to be merged into this Contract.

SHANDON UNIFIED SCHOOL DISTRICT

Kristina L. Benson, Ed.D
Superintendent

Date: _____

DATE OF GOVERNING BOARD APPROVAL: _____

ACCEPTANCE OF OFFER

I accept the above offer of employment and the terms and conditions thereof and will report to work as directed. I certify under penalty of perjury under the laws of the State of California that all statements contained in my application for employment and other documents I submitted in connection with my application are true and complete. I understand that if the District discovers false, incomplete, or misleading statements on my application or any other documents I submitted in connection with my application or prospective employment, such statements shall justify immediate dismissal for cause.

Signature: _____

Date: _____

Name (print): _____

Address: _____

Phone: _____

9.10

TEMPLETON UNIFIED SCHOOL DISTRICT
960 County Road, Templeton, CA 93445

DATE: May 10, 2022

TO: Shantal Gonzalez, Occupational Therapist

FROM: Yvette Reynoso, HR Coordinator TUSD

RE: **2022-2023 Shared Employment Work Agreement**

The purpose of this letter is to establish the terms and conditions of a shared employment work agreement between, Occupational Therapist, Shantal Gonzalez and the listed employing agencies:

- Templeton Unified School District
- Shandon Unified School District, and
- Almond Acres Charter School

The shared nature of this agreement is to provide needed Occupational Therapist services to identified students, the employment position is intended to be split or shared between these agencies in the following agreed manner:


- 0.50 FTE to Templeton Unified School District
 - 0.10 FTE to Shandon Unified School District, and
 - 0.40 FTE to Almond Acres Charter School
- 1.0 FTE total employment FTE of shared employment work agreement

It is understood that for the 2022-2023 school work year, the employee will be placed on the Templeton Unified School District salary schedule and that TUSD will be reimbursed for all pro-rata shared employment costs, as identified herein, from each of the partner school district agencies identified in the agreement.

TUSD will notify the partner agencies of their associated shared employment agreement costs, on a monthly basis.

The signatures below indicate that the employee, and each of the agencies -- agree to the explicit terms of this agreement.

Signature


Shantal Gonzalez, Occupational Therapist

Date:

6/3/22

2022-2023 Shared Employment Work Agreement (continued)

Approximated Salary Cost for Districts:

- Templeton USD (50%)
- Almond Acres (40%) plus mileage costs
- Shandon USD (10%) plus mileage costs

TEMPLETON UNIFIED SCHOOL DISTRICT:

Name (Printed)

Signature

Title

Date: 6/8/22

SHANDON UNIFIED SCHOOL DISTRICT

Name (Printed)

Signature

Title

Date: 6/30/22

ALMOND ACRES CHARTER SCHOOL

Name (Printed)

Signature

Title

Date:



9.11

San Luis Obispo County Office of Education

James J. Brescia, Ed. D., Superintendent

3350 Education Drive
San Luis Obispo, CA 93405

**Memorandum of Agreement Between
San Luis Obispo County Office of Education
Induction Programs
and
Shandon Joint Unified School District
2022-2023**

This is a memorandum of agreement among the Member Agencies of the San Luis Obispo County Induction Programs and the San Luis Obispo County Office of Education.

The purpose of the MOA is to establish a formal working relationship between the parties of this agreement and to set forth the operative conditions that will govern this partnership. The goals of the partnership include:

- Providing new teachers with a two-year, individualized, job-embedded system of mentoring or coaching, support and professional learning that begins in the teacher's first year of teaching with a preliminary credential.
- Providing new administrators with individualized professional development activities for the advanced preparation program based upon individual candidate needs.

This MOA is meant to:

1. Define general responsibilities
2. Define fiscal responsibilities

1.0 Local Education Agency (LEA) Responsibilities

1.1 Adoption of the San Luis Obispo County Induction Programs requires the consent of the administration of each participating LEA. In adopting the programs, each participating LEA agrees to carry out the duties and responsibilities assigned to it within the programs. Each LEA shall cooperate with other agencies to serve individuals involved in the program, review and approve revisions to the program, and participate in the governance of the program through their designated representative to the Induction Leadership Council.

1.2 The LEAs agree to the following:

- Coordinate the program at the district level

- Indicate their representative or designee (space provided at the end of this document) on an annual basis
- Select the participating mentors/coaches according to program guidelines:
 - Assign a mentor/coach for each candidate within their first 30 days in the program
 - Match mentor/coach with candidate according to their credentials held, grade level and/or subject area, as appropriate to the candidate's employment
- Follow the eligibility requirements for participants as follows:
 - P-12 CTC credentialed candidate needing Induction to clear the credential
 - Employed in an accredited California school with a certificated employee contract
 - Employment position must meet all of the conditions necessary to clear credentials through the Induction Standards

Teacher candidate will:

1. Possess a valid preliminary teaching credential
2. Work with groups of students in a classroom setting
3. Design and implement long and short term plans for instruction
4. Design and implement a classroom management system
5. Work with English Learners and Special Populations
6. Complete the SLOCOE Teacher Induction Program

Administrator candidate will:

1. Possess a valid preliminary administrative services credential
 2. Possess a valid teaching or services credential
 3. Verify two years of successful experience in a full time administrative position with an employing agency after issuance of a preliminary administrative services credential
 4. Complete the SLOCOE Clear Administrative Services Credential Program
- Ensure that the participant Individual Learning Plan or Individual Induction Plan will be used solely for the purpose of professional growth and development of the participating teacher or administrator and not for evaluation for employment purposes
 - Ensure that all mentors/coaches and candidates understand their responsibilities and the requirements of the Induction Programs, including possessing an appropriate valid California credential
 - Participate in the professional development provided for candidates, mentors, and coaches
 - Conduct an initial orientation for candidates to inform them about district resources, personnel, procedures, and policies
 - Provide release days for each participating candidate
 - Provide up to six (6) release days for mentors to attend required training and observe participating teachers

- Communicate Induction information with district and site administrators
- Provide training space when requested by SLOCOE at no cost
- Participate in program evaluation and comply with reporting procedures and timelines
- Provide information to the SLOCOE Induction Director
- Assist site administrators to ameliorate challenging assignments for participating candidates and provide additional support as needed

2.0 Fiscal Responsibility

2.1 The San Luis Obispo County Office of Education, as the Responsible Local Agency (RLA) of the San Luis Obispo County Induction Programs

- Agrees to underwrite up to 25% of the program cost during 2022-2023 which includes a director, administrative support, materials, professional development, and external program fees

2.2 Participating LEAs agree to fund the following:

Teacher Induction Program:

- Program fee of \$1,750 per teacher candidate to SLOCOE
- Mentor Stipend of \$1,500 per participating teacher
- Special Education Like Credential Mentor Stipend of \$300 per participating teacher clearing a Special Education credential
- Special Education Mentor Stipend and Like Credential Stipend for a combined total of \$1,800 per participating teacher clearing a Special Education credential
- Up to six (6) days of release time for mentor training/observations (substitute cost)
- Mileage for mentors

Administrator Induction:

- Program Fee of \$2,500 per administrator candidate to SLOCOE
- Coach Stipend of \$2,500 per participating candidate. In the event an Agency member district hires a coach currently employed by another district, the Agency member district pays the stipend plus the stipend-driven statutory employer paid benefits.
- Mileage for coaches

3.0 Hold Harmless:

Both parties agree to indemnify, defend, and hold harmless the other from any and all claims and losses resulting from the action of either agency's employees for any activity undertaken under this contract.

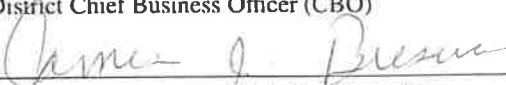
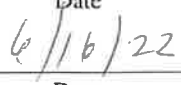
4.0 Nondiscrimination:

Neither party, nor any officer, agent, employee or subcontractor of a party, shall discriminate in the treatment or employment of any individual or groups of individuals on any ground prohibited by law, nor shall any of them harass any person in the course of performing this MOU based on gender or any other basis prohibited by applicable law.

5.0 Termination:

Either party wishing to terminate this agreement for the subsequent year must do so in writing on or before February 1st to meet March 15th Workforce Reduction Notification timelines.

For the agency represented below, I accept the terms of this Memorandum of Agreement:

_____ District Superintendent or Designee (Signature)	_____ Date
_____ Print Name	_____ Date
_____ District Chief Business Officer (CBO)	_____ Date
 James J. Brescia, Ed.D, RLA Superintendent	 Date
_____ LEA Administrative Representative for Induction Leadership Council (Print Name)	
_____ LEA Induction Coordinator (Print Name)	

Please complete and return to the Induction Program at the San Luis Obispo County Office of Education by September 30, 2022



SHANDON JOINT UNIFIED SCHOOL DISTRICT

101 South First Street Box 79, Shandon, CA 93461

Dr. Kristina Benson, Superintendent/Principal TELEPHONE: (805) 238-0286 FAX: (805) 238-0777

Board of Trustees: Jesse Cuellar, Jennifer Moe, Nataly Ramirez, Flint Speer, Marlene Thomason,

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

9.12

District: Shandon Joint Unified School District

Person completing this form: Dr. Kristina Benson Title: Superintendent

Quarterly Report Submission Date: ☐ January - March 2022
(check one) ☒ April - June 2022
☐ July - September 2022
☐ October - December 2022

Date for information to be reported publicly at governing board meeting: August 8, 2022

Please check the box that applies:

☒ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
TOTALS	0		

Kristina Benson

Type or Print Name of District Superintendent

Signature of District Superintendent

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 8 2022

10.2

AGENDA ITEM TITLE:

Discussion and Approval of the Annual Notification to Parents 2022-23 School Year

PREPARED BY:

Gabriela Gavilanes and Enrique Ramirez

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Discussion/Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

-Each school district must notify parents and guardians of their legal rights and obligations at the beginning of the first semester or quarter of the regular school year. The following summarizes those rights and responsibilities.

RECOMMENDED ACTION:

Approval

**ANNUAL NOTICE TO PARENTS/GUARDIANS
CONCERNING THEIR RIGHTS AND RESPONSIBILITIES
2022 - 2023**

Each school district must notify parents and guardians of their legal rights and obligations at the beginning of the first semester or quarter of the regular school year. The following summarizes those rights and responsibilities.

Please sign and return the attached acknowledgment indicating that you have received and reviewed these materials. Also, please check the appropriate box below which will allow the district to send future versions of the Annual Notice to you electronically instead of a hard copy.

If you have any questions, please contact the district office.

Sincerely,

District Superintendent

PARENTAL ACKNOWLEDGMENT

E.C section 48982 Requires Parents to Sign and Return this Acknowledgment

By signing below, I am neither giving nor withholding my consent for my student(s) to participate in any program nor am I agreeing to, or disagreeing to, the information contained in this Notice. I am merely indicating that I have received and read the attached notice regarding my rights relating to activities which might affect my student(s).

- ☐ I wish to receive the district's Annual Notice by logging onto the district website
- ☐ I wish to receive the district's Annual Notice only by email

Date: _____

Signature of Parent

Printed Name of Student

Printed Name of Parent

Printed Name of Student

EXCUSED ABSENCES

According to law (E.C. section 48205), your child will be excused for absence when it is:

- a. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- b. Due to quarantine under the direction of a county or city health officer.
- c. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- d. 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.
- e. For the purpose of jury duty in the manner provided by law.
- f. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
- g. 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 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/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
- h. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- i. 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 E.C. 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.
- j. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.



k. For the purpose of participating in a cultural ceremony or event.

l. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

Obtaining Confidential Medical Services (E.C. section 46010.1)

A pupil may be excused from the school for the purpose of obtaining medical services that are private in nature and scheduled confidentially, that is, without the consent of the pupil's parent or guardian.

Absence for Religious Purposes (E.C. section 46014)

With your written permission, your child may be excused to attend religious exercises or to receive moral and religious instruction away from school. However, your child will be required to complete a certain number of minutes for that day. Such absences are limited to four days per month.

Absence to Care for a Sick Child (E.C. section 46015)

Absence to care for a sick child is an excused absence and the school is prohibited from requiring a note from a doctor for such an absence.

No Grade Reduction or Loss of Academic Credit for an Excused Absence (E.C. section 48205)

A pupil's grade shall not be reduced or lose academic credit for any excused absence(s) if missed assignments and tests can be reasonably provided and are satisfactorily completed in a reasonable time.

SCHOOL ATTENDANCE OPTIONS

Enrollment in Neighborhood School (E.C. section 48980)

Generally, children may attend a school run by the district in which their parents reside. Districts usually enroll children in their neighborhood school. Their neighborhood school is the school which the district has designated to serve the area in which their parents reside.

In addition, the district tries to provide options so that parents who reside in one attendance area may choose to enroll their child in a school that is designated to serve another attendance area. Further, families may choose to enroll their child at a school run by another school district all-together instead of attending a school run by their own school district.

The rules governing enrollment/attendance options are designed to not only address the diverse needs and interests of district families, but also balance enrollment in order to maximize the efficient use of district facilities. There are limitations and requirements associated with each such option and transportation assistance to and from the receiving school receiving the student is generally not provided.

Intradistrict Open Enrollment (E.C. section 35160.5(b))

The parents/guardians of any student who is residing within a district's boundaries may apply to enroll their student in any district run school instead of their neighborhood school. However, no student currently residing within a school's attendance area may be displaced by another student transferring from outside the attendance area.

Enrollment priority is given to:

- The victim of an act of bullying (if there is no available school for an intradistrict transfer, the district cannot prohibit the student's interdistrict transfer). (E.C. section 46600(d)(2).)
- Students whose neighborhood school has been classified as "persistently dangerous." (20 USC 7912; 5 CCR 11992-11993.)
- Any student who is a victim of a violent crime while on school grounds. (20 USC 7912; 5 CCR 11992-11993.)
- Any student enrolled in a district school receiving Title I funds that has been identified for program improvement (PI), corrective action, or restructuring. (20 USC 6316.)
- Any student enrolled in a district school that has been identified on the state's Open Enrollment List. (E.C. sections 48350-48361; 5 CCR 7400-4705.)

Additional priorities are set forth in the school district's intradistrict open enrollment policy (BP and AR 5116.1).

The district determines the number of spaces available for each grade level and/or program at each district school to which a student attending another district school may transfer. Except for priorities listed above, the school district uses a random, unbiased selection process to determine who shall be admitted whenever the school receives enrollment requests that are in excess of the school's capacity at the pertinent grade level or in the pertinent program.

The application and selection process is more fully explained in the school district's intradistrict open enrollment policy (BP and AR 5116.1) and the Open Enrollment Act transfers policy (BP and AR 5118).

Interdistrict Transfers (E.C. sections 46600(a)(b) and 46601)

A. Interdistrict Attendance Agreements and Permits

A student who resides in one district may transfer to and enroll at a school in another district pursuant to a permit issued under an interdistrict attendance agreement between the two school districts. Both districts must consent to the transfer.

The victim of an act of bullying, committed by a pupil of the district of residence, is given priority for interdistrict attendance. Unless the interdistrict attendance agreement expressly provides otherwise, the student does not have to reapply annually, or at all, and must be allowed to continue to attend the school in which he or she first enrolls. Neither the sending nor receiving districts are required to consent to the transfer. There is an appeal process if an application is denied. The appeal is to the county board of education with jurisdiction over the district denying the transfer.

The application and selection process is more fully explained in the school district's interdistrict enrollment policy (BP and AR 5117).

B. Open Enrollment Act Transfers Pursuant to an Interdistrict Attendance Agreement (E.C. sections 48350-48361; 5 CCR 7400-4705)

A student may enroll in a school outside the district under an interdistrict attendance agreement in conjunction with the Open Enrollment Act. A student in a school on California's list of 1,000 lowest achieving schools may transfer to another school with a higher API in the school district or, if none, in a nearby district. Once enrolled at a school pursuant to an interdistrict transfer, the transferring student may remain at that school unless the interdistrict attendance agreement between the two school districts expressly provides otherwise. The sending district may not deny the transfer request. The receiving district, however, may deny the transfer request. The county board of education may overrule a denial.

The application and selection process is more fully explained in the school district's Open Enrollment Act transfer policy (BP and AR 5118).

C. School District of Choice Program (E.C. sections 48300-48317)

A school district may enact the School District of Choice Program. The program allows the receiving district to enroll non-district students without the agreement of their district of residence. Under this program, priority must be given to siblings of children already in attendance and the receiving district may also give priority to children of military personnel.

Once enrolled pursuant to the School District of Choice Program, the transfer is renewed automatically unless the governing board withdraws the program. However, the student does not have a regulatory right to stay at the same school as in the case of a Section 46600 interdistrict attendance agreement. Additionally, the district of residence may impose a statutorily-set cap on the total number of students transferring out of the district, and the district of choice is required to give certain notices to districts of residence.

If a district has not chosen to become a School District of Choice, then a parent may not choose to transfer under the provisions of the program. The process is more fully explained in the school district's interdistrict enrollment policy (BP and AR 5117).

Employment-Based Residency (E.C. section 48204(b))

A school district may adopt a policy which permits non-district students to enroll, without the agreement of their district of actual residence, if the student's parent or guardian is physically employed for a minimum of at least 10 hours per week within the geographical boundaries of the school district. A district adopting such a policy is not required to enroll every such student.

Once a student has enrolled pursuant to the employment-based residency rule, the student must be allowed to continue to attend a school within the district. However, there is no regulatory requirement that the student be allowed to continue to attend any particular school as in the case of a Section 46600 interdistrict attendance agreement.

The process is more fully explained in the school district's interdistrict enrollment policy (BP and AR 5111.12(a)).

Students Residing with a Caregiving Adult (E.C. section 48204(a)(5))

A student who lives in the home of a caregiving adult within the boundaries of the school district is a resident of the school district. If the caregiver provides an affidavit under penalty of perjury, pursuant to the California Family Code (commencing with Section 6550), that is a sufficient basis for determining the pupil lives in the home of the caregiver, unless the school district determines from actual facts that the pupil is not living in the caregiver's home.

The process is more fully explained in the school district's residency policy (BP and AR 5111.1).

Students Residing in a Licensed Children's Institution (E.C. section 48204(a)(1))

A student placed in a regularly established licensed children's institution, or a licensed foster home, or a family home pursuant to a commitment or placement under Welfare and Institutions Code, located within the boundaries of the school district may attend a school run by the district.

The process is more fully explained in the school district's residency policy (BP and AR 5111.1).

Foster Youth (E.C. sections 48204(a)(2) and 48853.5)

Students who are or become "Foster" children must be permitted to continue their education at their "school of origin" through the end of the academic year and maybe longer if that placement is in their best interests. This rule applies as long as they remain "Foster" children. On the other hand, if the district's Educational Liaison and the Foster family agree that enrollment in a "new" school is in the best interest of the "Foster" child, the new school must immediately enroll the child. Foster children must be allowed to matriculate with their peers in accordance with the established feeder patterns of the school district when transitioning to middle school or high school.

The process is more fully explained in the school district's education for foster youth policy (BP and AR 6173.1).

Emancipated Youth (E.C. section 48204(a)(4); Fam. Code section 7000 and following)

An emancipated student whose residence is located within the boundaries of a school district is considered a resident of that district and may attend the district's schools. An emancipated student is a minor whose parent or legal guardian has been relieved of responsibility, control, and authority through an emancipation procedure in court.

The process is more fully explained in the school district's residency policy (BP and AR 5111.1).

Students Residing in a State Hospital (E.C. section 48204(a)(6))

A student residing in a state hospital located within the boundaries of a school district is deemed a resident of that district.

The process is more fully explained in the school district's residency policy (BP and AR 5111.1).

"Homeless" Students (42 USC 11413-114350)

A student whose parents come within the McKinney-Vento criteria for homelessness may, if they so choose, continue enrollment in the school they were attending prior to becoming homeless even if now living elsewhere in or outside of the district's boundaries. Note that they may also choose the neighborhood school in their new district instead.

Also note that McKinney-Vento gives homeless students transportation rights. The new district and old district, together, must make transportation arrangements for the student.

The process is more fully explained in the school district's education for homeless children policy (BP and AR 6173).

Students Receiving Special Education Services Pursuant to an Individualized Education Program (IEP) or a 504 Plan (20 USC 1400 and following; 34 CFR 300.114-300.118)

IEP teams and the Individuals with Disabilities Education Act (IDEA), not district administrators and/or other federal/state legislation, determine the placement of IDEA eligible students. The requirements of IDEA necessitate placement where the student can receive a Free and Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). LRE tends to create a preference favoring sites in relatively close proximity to the student's home provided that the student can receive FAPE at that site.

The same is generally true of students receiving special education services pursuant to Section 504 of the Rehabilitation Act of 1973 (29 USC 794; CFR 104.33 and 104.34).

The process is more fully explained in the school district's policies on Identification and Education Under Section 504 and on Individualized Education Programs (BP and AR 6164.6 and 6159).

Individualized Instruction (E.C. sections 48206.3 and 48980(b))

If your child has a temporary disability which prevents your child from attending regular classes, the district will provide individual instruction when possible.

Students in Hospitals Outside of School District (E.C. sections 48206.3, 48207 and 48208)

If, due to a temporary disability, your child is in a hospital or other residential health facility which is located outside your school district, your child may be eligible to attend the school district in which the hospital is located. If this situation should arise, you should notify both the district where you reside and the district where the hospital is located so that individualized instruction, if possible, can be provided.

Alternative School or Class Group Within the District

A school district may establish and maintain an “alternative” school or a separate class group within the district, pursuant to E.C. section 58500 that is designed to maximize the opportunity for students to develop the positive values of self-reliance, self-motivation, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.

Charter Schools (E.C. sections 47600-47663; 5 CCR 11963)

Charter Schools are governed by the Education Code, but free of most of the code’s restrictions. The two main forms of charter schools are classroom-based or non-classroom-based instruction. Non-classroom-based instruction, commonly referred to as “independent study,” takes place primarily at home or outside the traditional classroom-based school setting.

Private Schools

Children may be instructed in a private full-time day school by persons qualified to teach in the State of California (E.C. sections 33190 and 33195). Private schools are selected and paid for by the student’s parents.

Mentally Gifted Students (E.C. section 48223)

Children who are mentally gifted may be taught in a private full-time day school by persons qualified to teach in the State of California. Parents bear the costs of such schools.

Private Tutors (E.C. section 48224)

As an alternative to a private school, children may be instructed by a private tutor, who must hold a valid state credential for the applicable grade level. Private tutors are selected and paid for by student’s parents.

Homeschooling

Homeschooling in California is either performed by a parent who files a private school affidavit, a parent who qualifies as a private tutor, or untrained parents who simply teach their child at home.

STUDENT MISCONDUCT AND DISCIPLINE

The Obligations of a Student While at School (5 CCR 300)

Every student must:

- Attend school punctually and regularly;
- Conform to the regulations of the school;
- Obey promptly all the directions of his teacher and others in authority;
- Observe good order and propriety of deportment;
- Be diligent in study; respectful to his/her teacher and others in authority; kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language.

Teachers Are Required to Hold Students to Strict Account for Misconduct (E.C. section 44807)

Every teacher must hold students to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. Teachers may exercise the amount of physical control that is reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

Rules of the District Pertaining to Student Discipline (E.C. section 35291)

Student discipline is regulated by the California legislature and by board policy and procedures. The student discipline rules are detailed and exhaustive. Their purpose is to give school officials the legal authority to impose student discipline and also provide accused students with due process. The rules governing student discipline are more fully explained in board policies BP and AR 5144 and 5144.1.

Prohibited Behavior (E.C. section 48900 and following)

If a student engages in prohibited behavior, in addition to other forms of corrective action, he/she may be disciplined, including in school suspension, suspension from school and expulsion from the school district, depending on the circumstances.

Prohibited behavior includes volitional conduct amounting to or related to: assault, battery, threat, alcohol, drugs including Soma, firearms, knives, explosives, other dangerous objects, drug paraphernalia, robbery, extortion, destruction of property, stealing, receiving stolen property, tobacco, obscene acts, habitual profanity, disrupting school activities, defying the valid authority of teachers, administrators, or other school

personnel, possessing an imitation firearm, sexual battery, sexual assault, intimidation of student witnesses, hazing, bullying sexual harassment, hate violence, harassment, intimidation and terroristic threats.

Classroom Correction and Non-Punitive in School Correction Preferred When Appropriate (E.C. sections 48900.5, 48900.6 and 48900.9)

Other means of correction are always preferred over in-school suspension, suspension from school, expulsion and any other form of exclusionary discipline that results in a pupil being removed from his/her regular classroom.

Suspension from School (E.C. section 48911)

A school principal (or the principal's duly assigned designee or the Superintendent) may suspend a pupil from school for any conduct prohibited by Section 48900. The maximum duration of any single suspension is five school days.

Expulsion from the School District (E.C. section 48918)

When appropriate, the governing board may expel a student from the school district for any conduct proscribed by the Education Code, except 48900(k) disruption/defiance. The student is entitled to a hearing and due process. If expelled, the student is to receive a Rehabilitation Plan and a copy of the procedures to apply for readmission to the district.

Discipline of a Disabled Student Who Is Eligible for Special Education Pursuant to IDEA or Section 504 (E.C. section 48915.5 and 20 USC 1415(k))

Federal law governs the authority of school districts to suspend and expel disabled children from school. If the misconduct is a manifestation of the student's disability, after 10 days of suspension, the student must be returned to the pre-suspension placement unless his/her IEP team and parents agree otherwise. A disabled student may not be expelled for misconduct which is a manifestation of the student's disability. The rules governing the discipline of students with disabilities are more fully explained in board policy AR 5144.2.

Student Searches (*New Jersey v. T.L.O.* (1985) 469 U.S. 325)

A warrant or probable cause is not necessary for searches of students by school officials and the level of suspicion to justify the search need not rise to the level of probable cause. Rather, such a search by school officials must be:

- Justified in its inception - it must be reasonable to suspect the items searched contain evidence of prohibited conduct;

- Reasonably related in scope to the circumstances which justified the search in the first place. That is, the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The rules governing search and seizure are more fully explained in board policy BP and AR 5145.12.

Law Enforcement Notification (E.C. section 48902)

The Education Code requires that the school principal to notify law enforcement in cases of student misbehavior involving:

- Assault with a deadly weapon or other instrument;
- Assault by means of force likely to produce serious bodily injury;
- Use, possession or sale of drugs and alcohol;
- Arranging for the sale of a substance represented to be drugs or alcohol;
- Possession of a firearm within a school zone;
- Possession of other weapons such as dirk or dagger at school; and
- Possession or furnishing of a firearm or an explosive at school.

Release of a Student to a Peace Officer (E.C. section 48906)

If a school official releases your student from school to a peace officer for the purpose of removing your student from the school premises, the school official will take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or responsible relative that the child is in custody and the place where the child is being held, unless the child would be endangered by disclosure of the place.

Property Damage or Personal Injury - Parents Liable (E.C. section 48904(a) and Civ. Code section 1714.1)

Parents are liable for property damage or personal injuries caused by their child's willful misconduct in an amount up to \$25,000.00.

Damaged Library Materials - Parents Liable (E.C. section 19910)

The parent or guardian of a minor who willfully and maliciously cuts, tears, defaces, breaks, or injures any book, map, chart, picture, engraving, statue, coin, model, apparatus, or other work of literature, art, mechanics, or object of curiosity, deposited in any public library, gallery, museum, collection, fair, or exhibition is liable for all damages so caused by the minor.

Over Due Library Materials - Parents Liable (E.C. section 19911)

The parent or guardian of a minor who willfully and maliciously detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after the expiration of the time for which by the rules of the institution the article or property may be kept, is liable for all damages so caused by the minor.

Withholding Grades, Diploma, or Transcript (E.C. section 48904(b))

When your child willfully damages school property or if school property is loaned to your child and your child refuses to return it when due, grades, diplomas and transcripts may be withheld. A voluntary work program in lieu of the payment of money may be arranged.

Attendance by Parent for a Portion of the School Day (E.C. 48900.1)

If your student willfully defies the authority of his/her teacher, disrupts classroom activity, commits an obscene act or habitually uses profanity or vulgarity, you may be required to attend school with your student for a portion of the school day.

Dress Code or Uniforms (E.C. section 35183(d))

Please see the Shandon High School Student/Parent Handbook for the student dress code.

Student Sexual Harassment (E.C. section 231.5; 5 CCR 4917)

The district takes allegations of sexual harassment seriously. The district prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The district 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. Students in grades 4 through 12 may be suspended or expelled for engaging in sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in BP and AR 5145.7.

A copy of the district's policy on student sexual harassment is enclosed for your review.

Social Media Monitoring (E.C. section 49073.6)

The district intends to and will collect data from pupils' social media, and may use such data in disciplinary actions involving students and/or district employees. The information gathered and/or maintained will pertain directly to school or student safety.

Pupils and their parents/guardians may inspect this information and request correction or deletion. The information will be deleted within one year of the pupil reaching the age of 18 or within one year of the pupil no longer being enrolled in the district, whichever comes first. The social media records of a pupil may be inspected by the pupil or the pupil's parent/guardian and corrections or deletion of the information may be requested. Requests to inspect a pupil's collected social media information, or to correct or delete the information, may be made to the principal or other site administrator who, within five school days, shall make the records available for inspection or respond to the request for correction or deletion of the information. Students and their parents/guardians also may have a district-level hearing to appeal the decision not to change or delete records.

Involuntary Transfer of a Student Convicted of a Violent Felony or Misdemeanor Where Victim Enrolled at Same School (E.C. section 48929)

Pursuant to board policy, a student perpetrator who has been convicted of a violent felony or a misdemeanor involving a firearm may be involuntarily transferred to another school site if the victim of the offense is enrolled at the same school as the perpetrator. District policy provides that (i) the school first attempt to resolve their conflict using restorative justice or counseling, if the victim will participate; (ii) the student perpetrator be notified of the pupil's right to request a meeting with the school principal before the principal makes a recommendation; (iii) the Superintendent or the pupil's designee make a recommendation to the governing board; and (iv) the board deliberate in closed session as may be necessary to maintain the confidentiality of student information. The board's decision will be final.

STUDENT SERVICES

Special Education Services for Disabled Pupils (E.C. sections 56020 and following and 56301; 34 CFR 104.36)

If you have reason to believe that your child (ages 0 through 21 years) has a disability which requires special services or accommodations, bring this to the attention of the school office. You may request an assessment for eligibility for special education instruction or services through the school principal. Your child will be evaluated to determine whether your child is eligible for special instruction or services.

Any request for assessment must be made in writing and received by the district. If a request for assessment is made via e-mail, the request will be considered received by the district when the e-mail is opened.

You will be notified in writing of all district decisions regarding the identification, evaluation, or educational placement of your student if your student has a disability or suspected disability. All such notifications will include a statement regarding procedural safeguards, including but not limited to your rights to (1) examine relevant records, (2) have an impartial hearing with an opportunity for participation by you and your counsel, and (3) a review procedure.

The rules governing the rights and obligations associated with Special Education are more fully explained in board policy BP and AR 6159-6259.4.

Prospectus of School Curriculum (E.C. sections 49063 and 49091.14)

The curriculum of every course offered by the schools of the district is compiled annually by each school in a prospectus which contains the titles, descriptions, and instructional aims of every course offered by each school. Each school prospectus is available for review upon request at each school site.

Pupil Nutrition/Notice of Free Meals (E.C. sections 49501.5; 42 USC 1758 and 1773)



A school district or County Superintendent of School maintaining kindergarten or any of grades 1 to 12, inclusive, shall provide two school meals free of charge during each school day to any pupil who requests a meal without consideration of the pupil's eligibility for a federally funded free or reduced-priced meals, with a maximum of one free meal for each meal service period.

Fingerprinting (E.C. section 32390)

Districts are authorized to offer fingerprinting programs for children enrolled in kindergarten or newly enrolled in the district. If the district has adopted such a program, on your child's initial enrollment you will be notified of procedures, any applicable fee, and your right to decline your child's participation.

Sex Equity in Course Selection and Career Counseling; Advance Notice (E.C. section 221.5)

Commencing with the 7th grade, parents must be notified in advance of Course Selection and Career Counseling. Parents may participate in such counseling along with their child. Recommendations by counselors cannot differentiate between students on the basis of the student's sex and shall affirmatively explore with each student the possibility of careers and courses leading to careers that may be considered nontraditional for that student's sex.

HEALTH AND SAFETY

Immunizations (E.C. sections 49403, 48216 and 48853.5; Health and Safety Code sections 120335, 120370, 120372, 120372.05 and 120375; 17 CCR 6025-6051, 6055 and 6070; 42 USC 11431; also see district BP/AR 5141.31.)

In order to protect the health of all students and staff and to curtail the spread of infectious diseases, the school district cooperates with state and local public health agencies to encourage and facilitate immunization of all district students against preventable diseases. Accordingly, parents must provide documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases:

1. Measles, mumps, and rubella (MMR);
2. Diphtheria, tetanus, and pertussis (whooping cough) (DTP, DTaP, or Tdap);
3. Poliomyelitis (polio);
4. Hepatitis B;
5. Varicella (chickenpox);

6. Haemophilus Influenza Type B (Hib meningitis); and
7. Any other disease designated by the CDPH.

Any first time newly admitted student who has not obtained the required immunization(s) within 10 school days following the parent/guardian's receipt of notice, must be excluded from school unless the student is exempt from immunization for medical reasons.

A medical exemption requires a written statement from a licensed physician to the effect that the physical condition or the medical circumstances of the child are such that immunization is not safe.

Beginning January 1, 2020, a medical exemption must be submitted using the standardized form developed by the California Department of Public Health (CDPH) and transmitted through the California Immunization Registry (CAIR). The information must include a description of the medical basis for which the exemption for each individual immunization is sought and whether the medical exemption is permanent or temporary.

A student who has a medical exemption issued prior to January 1, 2020, will be allowed to continue enrollment until the next grade span, except that after July 1, 2021, a student may not be admitted or advanced to grade 7 unless the student has been immunized or a medical exemption form filed as stated above.

A temporary exemption cannot exceed one year, and all medical exemptions cannot extend beyond the grade span.

If a student's medical exemption is revoked by CDPH on the basis that the exemption does not meet applicable criteria for medical exemptions, the student shall continue in attendance and, within 30 calendar days of the revocation, commence the immunization schedule required for conditional admittance.

The student's parent/guardian may appeal a revocation to the Secretary of California Health and Human Services. If a revocation is appealed, the student may continue in attendance and cannot be required to commence the immunization schedule required for conditional admittance provided the appeal is filed within 30 calendar days of the revocation.

If it is determined, however, that a child has been exposed to one of the 10 diseases named in the immunization requirements and does not have proof of immunization, the child may be temporarily kept out of school.

A student may also be exempt from the state immunization requirements if the student is enrolled in an independent study program pursuant to Education Code sections 51745-51749.6 and does not receive any classroom-based instruction.

The “personal beliefs” exemption to the immunization requirements requires that parent submit a letter stating that they object to immunizations based on their personal beliefs and that letter must have been submitted no later than January 1, 2016. As most newly enrolling students were not born by January 1, 2016, this exemption is not available to them. For any continuing student, note that any personal beliefs exemption granted prior to January 1, 2016 is only effective until the student enters the next grade span. For this purpose, Health and Safety Code 12335 defines three grade spans: birth through preschool, grades K-6 (including TK), and grades 7-12. For example, a student granted a personal beliefs exemption in preschool must be immunized when entering kindergarten, and a student granted such an exemption in grade 4 must be immunized when entering grade 7.

If the student has not been granted a valid exemption, the student must remain excluded from school until an immunization record is provided that certifies that the student has received a dose of each required vaccine due at that time.

An immunization record must be either a personal record with entries made by a physician or agency performing the immunizations or a school record from the student’s previous school documenting the student’s immunizations.

A special education student who is not fully immunized must nevertheless continue to receive all special education and related services. That is, the IEP must continue to be fully implemented.

Homeless children and foster youth must be immediately enrolled even if they are unable to produce records normally required for enrollment, including medical records.

Military families must be given 30 days from the date of enrollment to show that their children are fully immunized before being excluded. A transfer student must be given 30 days while his/her records are being transferred from a previous school before being excluded.

The rules governing the rights and obligations associated with immunizations and exclusion from school are more fully explained in board policy BP and AR 5141.31 and AR 5112.2.

If you have questions or concerns, you may contact and discuss those questions and concerns with the school nurse. If you are having financial difficulty fully immunizing your child or difficulty locating a medical provider, contact the school nurse for guidance. If you need a short extension of this timeline, also contact the school nurse.

Table A, “California Immunization Requirements for Pre-Kindergarten,” sets forth, according to age or grade, the required immunizations and number of doses for admission to and attendance at a pre-kindergarten facility.

TABLE A: CALIFORNIA IMMUNIZATION REQUIREMENTS FOR PRE-KINDERGARTEN¹

AGE WHEN ADMITTED	TOTAL NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION^{2 3}				
2 through 3 months	1 Polio	1 DTaP	1 Hep B	1 Hib	
4 through 5 months	2 Polio	2 DTaP	2 Hep B	2 Hib	
6 through 14 months	2 Polio	3 DTaP	2 Hep B	2 Hib	
15 through 17 months	3 Polio	3 DTaP	2 Hep B	1 Hib ⁴	1 Varicella
	On or after the 1st birthday:				1 MMR
18 through 5 years	3 Polio	4 DTaP	3 Hep B	1 Hib ⁴	1 Varicella
	On or after the 1st birthday:				1 MMR

¹ A pupil's parent or guardian must provide documentation of a pupil's proof of immunization to the governing authority no more than 30 days after a pupil becomes subject to any additional requirement(s) based on age, as indicated in Table A.

² Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.

³ Any vaccine administered four or fewer days prior to the minimum required age is valid.

⁴ One Hib dose must be given on or after the first birthday regardless of previous doses. Required only for children who have not reached the age of five years.

Table B, "California Immunization Requirements for Grades K-12," sets forth, according to age or grade, the required immunizations and number of doses for admission to and attendance at a school.

TABLE B: CALIFORNIA IMMUNIZATION REQUIREMENTS FOR GRADES K-12

GRADE	NUMBER OF DOSES REQUIRED				
ADMITTED	OF EACH IMMUNIZATION^{1 2 3}				
K-12 Admission (7th-12th)⁸	4 Polio⁴ 1 Tdap	5 DTaP⁵	3 Hep B⁶	2 MMR⁷	2 Varicella
7th Grade Advancement					
9 10	2 Varicella¹⁰	1 DTaP⁸			

¹ Requirements for K-12 admission also apply to transfer pupils.

² Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.

³ Any vaccine administered four or fewer days prior to the minimum required age is valid.

⁴ Three doses of polio vaccine meet the requirement if one dose was given on or after the fourth birthday.

⁵ Four doses of DTaP meet the requirement if at least one dose was given on or after the fourth birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday. One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement.

⁶ For 7th grade admission, refer to [Health and Safety Code section 120335](#), subdivision (c).

⁷ Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Only doses administered on or after the first birthday meet the requirement.

⁸ For 7th through 12th graders, at least one dose of pertussis-containing vaccine is required on or after the seventh birthday.

⁹ For children in ungraded schools, pupils 12 years and older are subject to the 7th grade advancement requirements.

¹⁰ The varicella requirement for seventh grade advancement expires after June 30, 2025.

Control of Communicable Disease (E.C. section 49403)

The district cooperates with the local health office in the control and prevention of communicable disease in school-age children. If you consent in writing, the district may permit any person licensed as a physician and surgeon, or any person licensed as a registered nurse, to administer an immunizing agent to your child. You will be advised in writing before any immunization program is instituted.

Administering Medication and Monitoring Health Conditions (E.C. sections 49414.1, 49414.5, 49423 and 49423.1; 5 CCR 600-611; *American Nurses Association v. Torlakson* (2013) 57 Cal. 4th 570)

The district recognizes that during the school day, some students may need to take medication prescribed or ordered by an authorized health care provider to be able to fully participate in the educational program. Upon your written request and with the approval of your child's authorized health care provider, together with a release by parents, foster parents, or guardians of civil liability for such self-administration, a student with a medical condition who requires frequent treatment, monitoring, or testing (including but not limited to diabetes and asthma) may be allowed to self-administer, self-monitor, and/or self-test. Your child must observe universal precautions in handling blood and other bodily fluids.

Any medication prescribed by an authorized health care provider, including an emergency anti-seizure medication for a student with epilepsy, may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received a written statement from you indicating your desire for the district to assist your child in taking the medication and a written statement from your child's authorized health care provider detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken. If the medication, dosage, frequency of administration, or reason for administration changes at some point in the year, you must provide a new written statement from your child's authorized health care provider.

When unlicensed personnel are authorized by law to administer a medication, such as emergency anti-seizure medication, epinephrine auto-injector, glucagon, or insulin, the Superintendent or designee will ensure that school personnel designated to administer it to students receive appropriate training from qualified medical personnel before any medication is administered. Additionally, such unlicensed personnel will be supervised by, and provided immediate communication access to, a school nurse or physician. In an emergency situation, such as a public disaster or epidemic, a trained, unlicensed district employee may administer medication to a student.

If your child is on a continuing medication regime for a non-episodic condition, you must inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician. Necessary medications must be provided in properly labeled, original containers, along with the authorized health care

provider's instructions. For prescribed or ordered medication, the container must have the name and phone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. With your consent, the school nurse or other designated employee, may communicate with your child's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student.

The District's BP 5141.21 more fully explains rights, obligations and policy regarding administering medication and monitoring health conditions.

Use of Sunscreen Permitted (E.C. section 35183.5)

Students may carry and use sunscreen without a doctor's note or prescription, and may also wear sun-protective clothing.

Health Care Coverage Information (E.C. section 49452.9)

[Districts are required by this section to provide with their enrollment forms an informational item on health care coverage options and enrollment assistance.]

The district has information on health care coverage options and enrollment assistance. If interested, please contact the school office for this information.

Physical Examinations (E.C. section 49451; 20 USC 1232h)

[20 USC 1232h requires districts to notify parents, at the beginning of the school year, of the specific or approximate dates during the school year when physical exams or screenings are scheduled and the process to opt out of participation.]

Physical examinations and screenings may be conducted at various times throughout the year. Those approximate times are as follows: ***[insert times]***. If you want your child to be exempt from physical examinations at school, file a written statement signed by you with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, your child may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist.

Dental Fluoride Treatment (Health and Safety Code section 104830)

Pupils may be provided the opportunity to receive topical application of fluoride or other decay-inhibiting agent to their teeth. Parents/guardians or eligible pupils should submit a written request for this treatment.

Medical and Hospital Services (E.C. section 49472)

The district provides coverage for immediate medical and surgical treatment of bodily injuries to a regularly enrolled student resulting from an accident occurring on school grounds or other facilities being used in the district's educational programs or during transportation to and from those places. This includes field trips and all interscholastic athletic competitions with the exception of tackle football. Coverage may be applicable for up to 52 weeks following the accident, with a limit of \$2,500, and the coverage applies for expenses that exceed the limit of, are less than the deductible of, or are simply not covered by, other insurance available to the student.

Scoliosis Screening (E.C. section 49452.5)

If your child is enrolled in grades 7 through 12 and is suspected of having curvature of the spine, please notify the school office. The district may screen female students in grade 7 and male students in grade 8 for the condition known as scoliosis. If the initial screening indicates the student may have scoliosis, additional screening may be required. You may request in writing that your student not be screened. If your child is identified at school as having this condition, you will be notified in accordance with the law.

Sight and Hearing Test (E.C. section 49452)

The district is required to provide for testing the sight and hearing of each student enrolled in its schools unless you submit a written denial of consent.

Information for Use in Emergencies (E.C. section 49408)

For protection of your child's health and welfare, we ask that you fill out and return the enclosed Emergency Information Card.

[Design and use your own form.]

Confidential Medical Services Without Parental Consent (E.C. section 46010.1)

[Per E.C. section 46010.1, this notification must be given to students as well. We advise that the required notification be in a student handbook. Further, this is a sensitive topic. Consult legal counsel regarding your district's practices.]

According to the law, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parents.

Management Plan for Asbestos-Containing Material (40 CFR 763.84 and 40 CFR 763.93)

A complete, updated management plan for asbestos-containing material in school buildings is available at each school office.

Pesticide Warnings (E.C. sections 17612 and 48980.3)

The district has implemented an integrated pest management program designed to effectively control pests using a combination of techniques. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment may be used according to established regulations and treatment thresholds.

Pursuant to the Healthy Schools Act of 2000, the district is required to notify staff and parents of the name of all pesticide products expected to be applied at the school facility during the upcoming year. Those products are as follows:

<u>Product Name</u>	<u>Active Ingredient</u>	<u>Pest Treated</u>
Borid-D	Boric Acid	Silverfish, Roaches, and Ants
Dragnet SFR	Permethrin	fleas, roaches, ticks, ants, mole crickets, chinch bugs and other insects
Hancho Plus Herbicide	Isopropylamine Salt of Glyphosate	Weeds and Grasses
Masterline	Bifenthrin	ants, fleas, spiders, roaches, bed bugs, and mites
P,C,Q Rodenticide- CA SLN	Diphacinone 0.01%	Rodents
Phantom	Chlorfenapyr	termites, ants, cockroaches, and bed bugs
Precor	Methoprene	Fleas
AgriSolutions Cornerstone Plus Herbicide	Isopropylamine salt of glyphosate	Weeds and Grasses
Suspend	Deltamethrin	<u>spiders, bed bugs, ants, carpenter ants, fleas, ticks, clothes moths</u>
Talstar	Bifenthrin	Ants, Bed Bugs, Bees, Beetles, Cockroaches, Crickets, Earwigs, Fleas, Flies, Gnats, Mosquitoes, Moths, Silverfish, Spider Mites, Spiders (including Black Widow, Brown Recluse and Hobo Spiders), Springtails, Stink Bugs, Ticks (including Brown Dog Ticks), Vinegar (Fruit) Flies and Wasps
Termidor	Fipronil	Termites
Tri-Die-D	Pyrethrin/Silica	Ants, Bed Bugs, Bees, Booklice, Boxelder Bugs, Carpet Beetles, Carpenter Ants, Centipedes, Clover Mites, Cluster Flies, Crickets, Cockroaches, Drywood Termites,

		Earwigs, Elm Leaf Beetles, Firebrats, Fleas, Ground Beetles, Lice, Millipedes, Pillbugs, Scorpions, Silverfish, Sowbugs, Spiders, Stored Product Pests, Powder Post Beetles, Ticks and Wasps
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If you wish to receive notification of individual pesticide applications at the school facility, please complete the attached registration form. **[Attach form.]** You will receive notification at least 72 hours prior to the application.

Request for Individual Pesticide Application Notification

Shandon Joint Unified School District

I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at this school.

I would prefer to be contacted by (check one): U.S. Mail____ E-mail____ Phone____

Please print neatly:

Name of Parent/Guardian:

____ Date:_____

Address:_____

Day Phone:()_____ Evening Phone:()_____

E-mail: _____ Return to

Shandon Joint Unified School District, 101 S 1st Street Box 79 Shandon CA,
93461

Information regarding pesticides may be obtained at the California Department of
Pesticide Regulation website: <http://apps.cdpr.ca.gov/schoolipm/>

School Safety Plans (E.C. section 32280 and following)

Each school site has established a Safety Plan. Details of the Safety Plan are available to the public through the district office on request, and copies are provided to local law enforcement.

School Buses and Passenger Safety (E.C. section 39831.5)

39831.5. (a) All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:

(1) Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following:

- (A) A list of school bus stops near each pupil's home.
- (B) General rules of conduct at school bus loading zones.
- (C) Red light crossing instructions.
- (D) School bus danger zone.
- (E) Walking to and from school bus stops.

(2) At least once in each school year, all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, as described in paragraph (3), proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors.

(3) Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:

- (A) Proper fastening and release of the passenger restraint system.
- (B) Acceptable placement of passenger restraint systems on pupils.
- (C) Times at which the passenger restraint systems should be fastened and released.
- (D) Acceptable placement of the passenger restraint systems when not in use.

(4) Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment.

Instruction also may include responsibilities of passengers seated next to an emergency exit.

(b) The following information shall be documented each time the instruction required by paragraph (2) of subdivision (a) is given:

- (1) Name of school district, county office of education, or private school.
- (2) Name and location of school.
- (3) Date of instruction.
- (4) Names of supervising adults.
- (5) Number of pupils participating.
- (6) Grade levels of pupils.
- (7) Subjects covered in instruction.
- (8) Amount of time taken for instruction.
- (9) Bus driver's name.
- (10) Bus number.
- (11) Additional remarks.

The information recorded pursuant to this subdivision shall remain on file at the district or county office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.

Sex Offender Information: "Megan's Law" (Penal Code section 290.4)

The California Department of Justice operates a website that lists designated registered sex offenders in California. The district does not disseminate this information but you may visit <http://www.meganslaw.ca.gov> to learn more and find helpful information for you and your family.

Tobacco-Free Schools/No Smoking Policy (Health and Safety Code section 104420)

The district's governing board recognizes that the health hazards associated with smoking and the use of tobacco products, including breathing second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff. The law requires that all recipients of any state and/or federal grant or contract maintain tobacco-free school sites.

Use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Prohibited products include any product containing tobacco or nicotine including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for use or possession of prescription nicotine products.

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate. Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from use of tobacco products. If the person fails to comply with this request, the Superintendent or designee may direct the person to leave school property, request local law enforcement assistance in removing the person from school premises, and/or prohibit him/her from entering district property for a specified period of time.

Concussion/Head Injury During Athletic Activity (E.C. section 49475)

[Districts offering an athletic program, other than those conducted during the regular school day or as part of a physical education course, must annually provide a concussion and head injury information sheet to students and parents and must require that the sheet be signed and returned by the student and the student's parent before the student starts practice or competition. The CIF provides a sample information sheet in both English and Spanish to meet the notification requirement. The information sheet can be found in both English and Spanish at:

<http://www.cifstate.org/index.php/the-latest-news/concussions>

The district offers an athletic program in which your child may wish to participate. By law we must provide you with information regarding concussions and head injuries. Please review with your child the attached information sheet about concussion and head injuries. You and your child must sign and date the sheet where indicated and return it to your child's school prior to your child beginning practice or competition in our athletic program.

Pupil Mental Health Services Available on Campus or in the Community (E.C. section 49429.5)

The District provides mental health services on the high school campus through the Thrive! Counselors and through a grant with Friday Night Live for mental health/drug and alcohol services counseling. Friday Night Live sponsored counseling is also available at Shandon Middle School. For additional needs, the District provides a counselor for TK – 12 and a school psychologist for the same grade span.

PARTICULAR EDUCATION ISSUES

Comprehensive Sexual Health Education, HIV Prevention Education, and Assessments Related to a Student's Health Behaviors and Risks Including Attitudes Concerning or Practices Relating to Sex (E.C. sections 51934-51939)

A parent or guardian of a pupil has the right to excuse their student from all or part of comprehensive sexual health education, HIV prevention education, and assessments

related to that education through a written “opt-out” process. You may opt out by so advising the district in writing.

The written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection.

Comprehensive sexual health education or HIV prevention education may be taught by school district personnel or by outside consultants.

The date of the instruction is _____.

The name of the organization or affiliation of each guest speaker is _____.

You may request a copy of Education Code sections 51934-51939.

If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered.

Anonymous, voluntary, and confidential research and evaluation tools to measure pupils’ health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the pupil’s attitudes concerning or practices relating to sex, may be administered to any pupil in grades 7 to 12, inclusive. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey through a written “opt-out” process. You may opt out by so advising the district in writing.

You will be notified in writing if and when such a test, questionnaire, or survey is to be administered.

You have the right to review the test, questionnaire, or survey.

If the school has received a written request from the student’s parent or guardian excusing the pupil from participation in comprehensive sexual health education, HIV prevention education, and assessments related to that education, the student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

A pupil may not be subject to disciplinary action, academic penalty, or other sanction if the pupil’s parent or guardian declines to permit the pupil to receive comprehensive sexual health education or HIV prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on pupil health behaviors and risks.

While comprehensive sexual health education, HIV prevention education, or anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks is being administered, an alternative educational activity shall be made available to pupils whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

More information regarding sexual health and HIV/AIDS prevention instruction may be found in the district's BP and AR 6142.1.

Health Instruction Conflicting with Religious Training and Beliefs of Parent or Guardian (E.C. section 51240)

Upon written request, a parent or guardian has the right to excuse their student from any part of a school's instruction in health that may conflict with their religious training and beliefs or personal moral convictions.

Assessments Containing Questions About a Student's Personal Beliefs or Those of His/Her Family (E.C. section 51513; 20 USC 1232h)

No test, questionnaire, survey, or examination containing any questions about a student's personal beliefs or practices in sex, family life, morality, and religion, or any questions about the pupil's parents' or guardians' beliefs and practices in sex, family life, morality, income, political affiliations, mental/psychological problems and religion may be administered unless:

- The parent or guardian of the pupil is notified in writing that this test, questionnaire, survey, or examination is to be administered; and
- The parent or guardian of the pupil gives written permission for the pupil to take the test, questionnaire, survey, or examination.

More information regarding family privacy and questions pertaining to personal beliefs may be found in the district's BP and AR 5022.

Statewide Pupil Assessment Program (E.C. sections 60604 and 60615; 5 CCR 852)

The California Assessment of Student Performance and Progress (CAASPP) is a statewide assessment program that tests the degree to which pupils are achieving the academically rigorous content and performance standards, adopted by the state board, that reflect the knowledge and complex skills that student will need in order to succeed in the information-based, global economy of the 21st century.

A parent or guardian may annually submit to the school a written request to excuse his or her child from any or all parts of the test for the school year. Such a request will be granted.

Right to Refrain from Harmful Use of Animals (E.C. sections 32255-32255.6)

Your child may participate in a course during this year that utilizes live or dead animals or animal parts to help your child obtain knowledge, information, or experience required in the course. If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with your pupil to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the course. The school will need a signed note from you indicating your child's objection.

Homeless Youth Education (42 U.S. 11432; E. C. section 48851)

Homeless students and their parents have various rights regarding public education. Information on this subject is explained in the school district's Education for Homeless Children Policy BP/AR 6173.

Minimum Days or Pupil Free Staff Development Days (E.C. section 48980(c))

Minimum days for K-12 students are every Wednesday. Kindergarten-5th grade get out at 1:00PM and 6th-12th grade get out at 1:20PM

Free and Reduced Price School Meals - Delinquent Payments and Excess Account Balances

The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. (E.C. section 49557.5.)

The Superintendent or designee may enter into an agreement with a student's parent/guardian for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year. (CDE's Nutrition Services Division Management Bulletin SNP-03-2017.)

The district shall not direct any action toward a student to collect unpaid school meal fees. (E.C. section 49557.5.)

The district's efforts to collect debt shall be consistent with 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges. (CDE's Nutrition Services Division Management Bulletin SNP-03-2017.)

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss. (CDE's Nutrition Services Division Management Bulletin SNP 06-2015 and SNP-03-2017.)

The Rights of Pregnant and Parenting Pupils (E.C. sections 46015, 221.5, and 222.5)

Pregnant and parenting pupils have the right to the following options and accommodations:

- Absence to care for a sick child is an excused absence and the school is prohibited from requiring a note from a doctor for such an absence.
- The school may not exclude nor deny any pupil from any educational program or activity, including class or extracurricular activity, solely on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.
- The school may require any pupil to obtain the certification of a physician or nurse practitioner that the pupil is physically and emotionally able to continue participation in the regular education program or activity.
- The school may not require pregnant or parenting pupils to participate in pregnant minor programs or alternative education programs. Pregnant or parenting pupils who voluntarily participate in alternative education programs shall be given educational programs, activities, and courses equal to those they would have been in if participating in the regular education program.
- The school must treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disabling condition.
- Pregnant and parenting pupils are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children.
- A pregnant or parenting pupil is entitled to eight weeks of parental leave, which the pupil may take before the birth of the pupil's infant if there is a medical

necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the pupil who gives, or expects to give, birth and the infant, and to allow the pregnant or parenting pupil to care for and bond with the infant.

- A pregnant or parenting pupil who does not wish to take all or part of the parental leave to which they are entitled shall not be required to do so.
- A pregnant or parenting pupil is entitled to receive more than eight weeks of parental leave if deemed medically necessary by the pupil's physician.
- When a pupil takes parental leave, the supervisor of attendance shall ensure that absences from the pupil's regular school program are excused until the pupil is able to return to the regular school program or an alternative education program.
- During parental leave, schools shall not require a pregnant or parenting pupil to complete academic work or other school requirements.
- A pregnant or parenting pupil may return to the school and the course of study in which he or she was enrolled before taking parental leave.
- Upon return to school after taking parental leave, a pregnant or parenting pupil is entitled to opportunities to make up work missed during his or her leave including, but not limited to, makeup work plans and reenrollment in courses.
- Notwithstanding any other law, a pregnant or parenting pupil may remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements, unless the local educational agency makes a finding that the pupil is reasonably able to complete the local educational agency's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school.
- A pupil who chooses not to return to the school in which he or she was enrolled before taking parental leave is entitled to alternative education options offered by the local educational agency.
- A pregnant or parenting pupil who participates in an alternative education program shall be given educational programs, activities, and courses equal to those he or she would have been in if participating in the regular education program.
- A pupil shall not incur an academic penalty as a result of his or her use of the accommodations specified in this subdivision.

LIMITED ENGLISH PROFICIENT STUDENTS AND AVAILABLE LANGUAGE ACQUISITION ISSUES

English Learners/Available Language Acquisition Programs (E.C. sections 310(b)(2), 313.1, 313.2 and 440)

If your child is an English learner, your child may be offered English language development instruction targeted to their English proficiency level and designed to ensure English acquisition as rapidly and effectively as possible. Such programs are designed to be aligned with the state content standards and curriculum framework. They are based on sound instructional theory, use standard-aligned instructional materials, and will assist students in accessing the full educational program.

You will be notified when your child is assessed for English language proficiency within 30 days after the start of the school year. The notice will include:

1. Whether the child is a long-term English learner or English learner at risk of becoming a long-term English learner, as those terms are defined in Section 313.1.
2. The manner in which the program for English language development instruction will meet the educational strengths and needs of long-term English learners or English learners at risk of becoming long-term English learners.
3. The manner in which the program for English language development instruction will help long-term English learners or English learners at risk of becoming long-term English learners develop English proficiency and meet age-appropriate academic standards.

A teacher who is assigned to provide either English language development, specially designed academic instruction in English, and/or primary language instruction to English learners, must hold an appropriate authorization from the California Teaching Commission. The district's language acquisition programs for grades K-3 comply with class size requirements.

Parents/guardians of English learners may choose a language acquisition program that best suits their child. The district may offer one or more of the following language acquisition programs:

1. A dual-language immersion program which provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding.

2. A transitional or developmental bilingual program for English learners, which provides instruction to pupils that utilize English and a pupil's native language for literacy and academic instruction and enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order skills, including critical thinking, in order to meet state-adopted academic content standards.
3. A structured English immersion program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English.

An English learner may transfer to an English language mainstream classroom when the pupil has developed the English language skills necessary to succeed in an English-only classroom is reclassified as fluent English proficient.

SCHOOL RECORDS

Pupil Records/Notice of Privacy Rights of Parents and Students (E.C. sections 49060 - 49085; 20 USC 1232g; 20 USC 1232h; 34 CFR 99.3; 34 CFR 99.7; 34 CFR 99.30; 34 CFR 99.31; 34 CFR 99.33; 34 CFR 99.34; 34 CFR 99.35; also see district board policy BP/AR 5125)

With certain exceptions, pupil records are confidential and will not be disclosed without your consent. If you have completed and signed a Caregiver's Authorization Affidavit for the purpose of enrolling a minor student in school, you have the right to access the student records of the child for whom you provide care. If you are 14 years old or older and are identified as both homeless and an unaccompanied youth, you may access your student records without parental consent.

Pupil records are any items of information (in handwriting, print, tape, film, microfilm, or other medium) that are directly related to an identifiable student, other than "directory information," and are maintained by the district or required to be maintained by an employee in the performance of his/her duties. Pupil records include the student's health record. District officials responsible for maintaining your child's records are as follows: Shandon Joint Unified School District.

When your child enrolls or intends to enroll in another district, agency, or institution, we will forward his or her records to that district, agency, or institution within 10 school days of receiving a request as long as the disclosure is for purposes related to the student's enrollment. Various original records or copies of those records shall be retained permanently by the district.

Additionally, your child's records may be shared with school officials and employees of the district, and other persons connected with the district who have a legitimate educational interest, or other legally authorized purpose, and who may need your child's records to perform his or her tasks. "School officials and employees" are individuals whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. A "legitimate educational interest" is an interest held by a school official, employee, or person outside the district, as further defined here and in board policy, whose duties, responsibilities or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records. Persons outside the district who may have access to particular records that are relevant to their legitimate educational interest, or other legally authorized purpose, include those with a formal written agreement or contract with the district regarding the provision of services or functions outsourced to him/her by the district, including: contractors, consultants, insurance carriers, claims adjusters, accountants, attorneys, investigators, or other parties to whom the district has outsourced institutional services or functions, including third-party vendors and service providers who provide online educational software and/or services that are part of the district's educational program or who manage certain data stored in a secure cloud computing or web-based system for the district. The

district uses the following outside vendors and may contract in the future to add similar products or services:

San Luis Obispo County Office of Education, AERIES and County of San Luis Obispo Department of Social Services

For additional information, please see E.C. section 49076 and 34 Code of Federal Regulations section 99.1 and following, or contact **Dr. Kristina Benson, Superintendent** or the Student Privacy Policy Office, U. S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Pursuant to E.C. section 49064, a log or record must be maintained for your child's records listing all persons, agencies, or organizations requesting or receiving information from the records and legitimate interests for that information. This log can be inspected at ***[your child's school or other appropriate location]***.

As a parent, you have a right to inspect and review your child's school records, including records possessed by a vendor under contract with the district to provide online services or products, and also including any information about your child collected from social media if the district is operating a social media collection program. To access individual student records, please contact your child's school. You also have a right to challenge the contents of your child's records, have an administrator assist you in interpreting the records, request amendment to ensure they are not inaccurate, misleading, or otherwise in violation of your child's privacy rights, seek expungement of those records, have a district-level hearing to appeal the decision not to change records, and file a complaint with the state and/or United States Department of Education if the district fails to comply with state and federal law with regard to your child's records. If your child's records include information concerning any disciplinary action taken in connection with your student, you have the right to include in the record a written statement or response concerning the disciplinary action. To review policies related to the review and/or expungement of your child's records, please contact your child's school. You also have the right to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable program. If you would like a copy of your child's records, the cost of such duplication is 10¢ per page.

Release of Pupil Directory Information (E.C. sections 49061(c)), 49070, 49073 and 51938; 34 CFR 99.37; 20 USC 7908; 20 USC 1232h; also see district board policy BP/AR 5125)

With certain exceptions, the law requires that the district obtain your written consent prior to disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district that you do

not wish this information to be released in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school and/or district publications. Outside organizations to which directory information may be disclosed include but are not limited to companies that sell class rings, school photography, graduation attire, and/or publish school yearbooks; news media; including but not limited to newspapers, magazines, and radio and television stations; nonprofit organizations; military recruiters; employers; and institutions of higher education.

Directory information is defined by district policy as information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information may include a student's name, address, phone number, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and the most recent previous school attended by the student.

By law, the district must give notice to parents of the district's decision to release designated directory information, and must allow a parent to inform the district in writing that any or all of the information designated as directory information should not be released without parent consent. **THIS IS YOUR NOTICE.** If you do not want directory information about your student to be disclosed without your written consent, you must inform your child's school within thirty (30) days from the date of receiving this notification.

Directory information regarding a student identified as a homeless child or youth will not be released unless a parent, or student accorded parental rights, has provided written consent that directory information may be released.

School Accountability Report Card (E.C. section 35256)

The School Accountability Report Card is available on request and is accessible at the following website: shandonschools.org. This contains information regarding the quality of the district's programs and its progress toward achieving stated goals.

COMPLAINTS

Uniform Complaint Procedures (E.C. sections 32289 and 52075; 5 CCR 4600-4670; also see district board policy BP/AR 1312)

The district annually notifies its students, employees, parents or guardians of its students, advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures ("UCP") process.

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

A. Programs and Activities Subject to the UCP

1. Accommodations for pregnant and parenting students (E.C. section 46015)
2. Adult education programs (E.C. sections 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (E.C. sections 8482-8484.65)
4. Agricultural career technical education (E.C. sections 52460-52462)
5. Career technical and technical education and career technical and technical training programs (E.C. sections 52300-52462)
6. Child care and development programs (E.C. sections 8200-8498)
7. Compensatory education (E.C. section 54400)
8. Consolidated categorical aid programs (E.C. section 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content when students in grades 9-12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met (E.C. sections 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in E.C. section 200 or 220, Gov't Code section 11135, or Penal Code section 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
11. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program (E.C. sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2)

12. Every Student Succeeds Act (E.C. section 52059; 20 USC 6301, et seq.)
13. Local Control and Accountability Plan (E.C. section 52075)
14. Migrant education (E.C. sections 54440-54445)
15. Physical education instructional minutes (E.C. sections 51210, 51222, and 51223)
16. Student fees (E.C. sections 49010-49013)
17. Reasonable accommodations to a lactating student (E.C. section 222)
18. Regional occupational centers and programs (E.C. sections 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (E.C. section 64001)
20. School safety plans (E.C. sections 32280-32289)
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (E.C. section 65000)
22. State preschool programs (E.C. sections 8235-8239.1)
23. State preschool health and safety issues in license-exempt programs (E.C. section 8235.5)

The district's UCP shall be used to investigate and resolve any complaints alleging failure to comply with federal and state laws and regulations governing any district program or activity subject to the UCP and/or alleging unlawful discrimination, harassment, intimidation or bullying.

B. Contact Information

The staff member, position, or unit responsible to receive UCP complaints in the district is:

Dr. Kristina Benson, Superintendent, 101 South First St, Box 79 Shandon, CA 93461. 805-238-0286, kbenson@shandonschools.org

C. Investigation and Decision

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with the district's UCP policies and procedures.

The complainant has a right to appeal the district's Decision to the California Department of Education by filing a written appeal within fifteen (15) days of receiving the district's Decision. The appeal must be accompanied by a copy of the originally filed complaint and a copy of the district's Decision.

The district advises any complainant of civil law remedies including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of the district's UCP shall be available free of charge.

Complaints Regarding Textbooks and Other Instructional Materials, Teacher Vacancies or Mis-assignment and the Condition of School Facilities (E.C. sections 17592.72, 35186 and 35292.5; 5 CCR 4680-4687)

The district has a complaint process specifically designed to help identify and resolve insufficiencies related to textbooks and other instructional materials, teacher vacancies or mis-assignment, the condition of school facilities, and non-compliance with the requirement that feminine hygiene products are made available in bathrooms at no charge to students in low income schools. The complainant is entitled to an investigation and a response from the district. Additionally, such complaints may be filed anonymously.

Complaints Regarding Employees

The district also has a process which permits the public to submit complaints against district employees in an appropriate and expeditious way which protects the rights of involved parties and holds employees accountable for their actions without disrupting the educational process.

Complaints Regarding Discrimination and Discriminatory Harassment (Section 504 of the Rehabilitation Act of 1973, Title VI Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972; 34 CFR 104.8, 34 CFR 106.9 and 34 CFR 110.25)

The district is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental

status, immigration status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, Section 504 of the Vocational Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA), which prohibit discrimination on the basis of disability. The California Department of Education and the Office for Civil Rights of the U. S. Department of Education have authority to enforce these laws and all programs and activities that receive federal funds. Complaints or inquiries regarding compliance with Section 504 or Title II of the Americans with Disabilities Act may be directed to the district Section 504 Coordinator **Dr. Kristina Benson 101 S 1st Street Box 79 Shandon CA, 93461, (805)238-0286** or to the Director of the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

Complaints of unlawful discrimination are investigated through the uniform complaint process. For a complaint form or additional information, please contact: **Dr. Kristina Benson 101 S 1st Street Box 79 Shandon CA, 93461, (805)238-0286**

Safe Place to Learn Act (E.C. sections 220, 221.5, 234.1 48900(r) and 48985)

[The Safe Place to Learn Act requires that each district posts its nondiscrimination policy in all schools, offices, staff lounges, and student government meeting rooms. It is also advised that this policy be posted on the district's website and distributed with the Annual Notice. If 15 percent or more of a school's students speak a single primary language other than English, the nondiscrimination policy, related complaint procedures, and all complaint forms must be translated into that other language.]

The district is committed to providing a safe school environment that is free from harassment and discrimination, and allows all students equal access and opportunities in the district's academic and other educational support programs, services, facilities, and activities. At any school or school-sponsored or school-related activity, the district prohibits unlawful discrimination, harassment, sexual harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, immigration status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Students who engage in discrimination, harassment, intimidation, bullying, or retaliation will be disciplined.

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

For copies of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to file a complaint regarding a violation of these policies using the uniform complaint procedures form, please contact the district's Coordinator for Nondiscrimination **Dr. Kristina Benson 805-238-0286**.

Each student is permitted to participate in sex-segregated school programs and activities and access facilities consistent with the student's gender identity, irrespective of the gender listed on the student's records. To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students, the district will address each situation on a case-by-case basis in accordance with law and board policy. If any student believes his/her privacy or religious beliefs and/or practices require increased privacy the student may contact the district's Coordinator for Nondiscrimination **Dr. Kristina Benson 805-238-0286**.

Sexual Harassment/Discrimination and Title IX Complaint Procedures (E.C. sections 212.5, 220, 231.3 and 48980; 20 USC 1681-1688; and 34 CFR 106.1-106.82)

(34 CFR 106.8 requires school districts to provide notice to students and parents/guardians of its policy prohibiting sexual harassment. Grievance procedures must provide for the prompt and equitable resolution of sexual harassment complaints. In addition, school districts must provide the Title IX Coordinator's contact information on its website and in any handbook for students or parents/guardians. Further, state law (E.C. sections 231.5, 231.6, 234.6, and 48980) requires distribution of the district's sexual harassment policy through the parental notification at the beginning of the school year, in any orientation program for new and continuing students, in any publication of rules of student conduct, and by posting the policy on the district's website, in school offices, and in a poster displayed in locker rooms and bathrooms.)

The district's policy prohibiting sexual harassment of and by students (as well as others) in a school setting and related complaint procedures required by Title IX are set out by district board policy BP/AR 5145.7 and 5145.71 regarding students. Also, BP/AR 4119.11, 4219.11, 4329.11, 4119.12, 4219.12, and 4319.12 regarding employees.

The district prohibits sexual discrimination and has procedures for the prompt and equitable resolution of sexual harassment/discrimination complaints.

Students, their parents or anyone else, who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student, an employee or a third party, or who have experienced off-campus sexual harassment that has a continuing effect on campus, are strongly encouraged to immediately contact a teacher, the principal, the district's Title IX Coordinator, or any other available school employee.

Similarly, anyone who has witnessed or otherwise learned of school-related sexually harassing behavior are strongly encouraged to report the conduct.

A report may be made at any time, including during non-business hours, and either in person, by mail, phone, or email.

Any employee who receives a report or observes an incident of sexual harassment must immediately notify the school district's Title IX Coordinator.

Sexual harassment means any unwelcome sexual advance, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone in the educational setting. Examples include:

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

12. Electronic communications containing sexual comments, words, or images.

The district has designated and authorized the following employee as the district's Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking:

Sadie Howard
Confidential Accounting Technician
101 S 1st Street. Shandon, CA 93461
805-238-0286
showard@shandonschools.org

The Title IX Coordinator will review the allegations and see that they are investigated and resolved per district policy AR 5145.71 and as required by Title IX of the Education Amendments Act of 1972. If sexual harassment is found, the Title IX Coordinator will see that prompt action is taken in order to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

MISCELLANEOUS

Local Control and Accountability Plan (E.C. sections 52060-52077)

[E.C. section 52075 requires districts to include information about the legal requirements related to the Local Control and Accountability Plan in their Annual Notice.]

The district is required to adopt a three-year Local Control and Accountability Plan (LCAP) and to update the LCAP on or before July 1 of each subsequent year. The LCAP is required to identify annual goals, and specific actions geared toward implementing those goals, and must measure progress for student subgroups across multiple performance indicators based on eight priorities set by the state. The priorities must be aligned to the district's spending plan. The LCAP must be approved before the annual district budget can be adopted. Once the budget and the LCAP are adopted at the local level, the plan will be reviewed by the County Superintendent to ensure alignment of projected spending toward goals and services. The following are the eight state priorities:

1. Providing all students access to fully credentialed teachers, instructional materials that align with state standards, and safe facilities;
2. Implementation of and student access to state academic content and performance standards;
3. Parent involvement and participation;
4. Improving student achievement and outcomes along multiple measures;

5. Supporting student engagement;
6. Highlighting school climate and connectedness;
7. Ensuring all students have access to classes that prepare them for college and careers; and
8. Measuring other important student outcomes related to required areas of study.

The board of education is required to establish a parent advisory committee (PAC) and English learner parent advisory committee (ELPAC) to provide advice to the board of education and the Superintendent regarding the LCAP. (ELPACs are required if enrollment in the district includes at least 15 percent English learners and the district enrolls at least 50 pupils who are English learners. Districts are not required to establish a new ELPAC if an English learner parent committee has already been established). PACs must include parents or legal guardians of low-income students, English learner students, and foster youth.

Each district is required to consult with its teachers, principals, administrators, other school personnel, local bargaining units, parents, and pupils in developing the LCAP. As part of this consultation process, districts must present their proposed plans to the PAC and ELPAC. The advisory committees can review and comment on the proposed plan. Districts must respond in writing to the comments of the PAC and ELPAC. Districts are also required to notify members of the public that they may submit written comments regarding the specific actions and expenditures proposed in the LCAP.

Districts must hold at least two public hearings to discuss and adopt (or update) their LCAPs. The district must first hold at least one hearing to solicit recommendations and comments from the public regarding expenditures proposed in the plan and then adopt (or officially update) the LCAP at a subsequent hearing.

Districts are required to post the LCAP approved by the board of education, and any updates or revisions to the LCAP, on the district's website, and establish policies for filing a complaint of noncompliance under E.C. section 52075 using the uniform complaint procedures. Information regarding the requirements for the LCAP and the complaint process must be provided to pupils, parents/guardians, and employees on an annual basis.

Miscellaneous Parental Rights (E.C. section 49091.10)

The Education Empowerment Act of 1998 establishes various rights for parents in addition to other rights identified in this Annual Notice. Your rights as a parent include the following:

Inspection of Instructional Materials: All primary supplemental instructional materials and assessments, including textbooks, teacher's manuals, films, audio and video recordings, and software shall be compiled and stored by the classroom instructor and made available promptly for your inspection in a reasonable time frame or in accordance with procedures determined by the district's governing board.

Observation of School Activities: You have the right to observe instruction and other school activities that involve your child in accordance with procedures determined by the district's governing board to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents will be considered by the district's governing board. Upon written request, school officials will arrange for observation of a requested class or classes or activities in a reasonable time frame and in accordance with procedures determined by the district's governing board.

Consent for Evaluations: Your child may not be tested for a behavioral, mental, or emotional evaluation without informed written parental consent.

Affirmation or Disavowal of Beliefs: A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. The law does not relieve pupils of any obligation to complete regular classroom assignments.

Other Parental Rights

The rights of parents of district pupils include the following:

1. To observe in your child's classroom (upon reasonable notice).
2. To meet with your child's teacher and the school principal (upon reasonable notice).
3. To volunteer your time and resources at the school.
4. To be notified on a timely basis if your child is absent from school without permission.
5. To be notified concerning your child's classroom and standardized test performance.
6. To request a specific school and teacher and to receive a response from the district. (This does not obligate the district to grant the request.)
7. To have a safe learning environment for your child.

8. To examine curriculum materials of your child's class.
9. To be informed of your child's progress and appropriate school personnel to contact in the event of problems.
10. To access student records for your child.
11. To receive information concerning expectations for student learning.
12. To be informed in advance about school rules, policies, dress codes, and procedures for visiting the school.
13. To receive information about any psychological testing of your child and to deny permission for such testing.
14. To participate as a member of any school site councils or parental advisory councils at the school, in accordance with governing membership.
15. To question, and receive an answer regarding, items in your child's record that appear inaccurate, misleading, or that invade privacy.

The Professional Qualifications of Your Student's Teacher(s) (34 CFR 200.61)

Federal law requires that the district tell you about your right to request information about the professional qualifications of your student's teacher(s). The same right extends to information about any paraprofessional assigned to work with your student.

You are entitled to ask for the following information:

- Whether the teacher has met state credential or license criteria appropriate to the grade level and subject matter in the class.
- Whether the teacher serves under an emergency permit or other provisional authorization.
- Whether the teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your student is provided services by a paraprofessional, and if so, that person's qualifications.

To submit a request for information about the qualifications of your student's teacher(s) or paraprofessional(s), please contact your student's school.

Technology, Use of the Internet and/or Online Sites and Online Advertising (20 USC 6777; 20 USC 1232g and 20 USC 1232h; E.C. sections 35182.5 and 49073.1)

The district provides internet connections for many students during the educational day, and those internet connections are filtered using a software program or programs designed to eliminate access to visual depictions that are obscene, child pornography, or harmful to minors. While the filters are designed to prevent connections to such material, new websites and material are added to the internet every day and the district is unable to ensure that each and every inappropriate website or all such material will be blocked.

The district provides technology to students in many educational programs, including computers or electronic devices such as tablets or iPads or similar devices, and also provides Internet access as required for an educational program. Student use of such technology is subject to an Acceptable Use Policy and Agreement which describes acceptable and unacceptable uses of both the Internet connections and the computers or devices. Acceptable uses include communications between teachers and students about class assignments and other classroom topics, and between students on cooperative or collaborative learning projects. During that communication, which may include the use of social media (such as a district-sponsored Facebook page or similar types of social media), personally identifiable information may be shared by your student with other students and the teacher. The district prohibits disclosure of such information outside the classroom assignment/environment but cannot ensure that recipients of the information will comply with the restrictions. Unauthorized disclosures may lead to disciplinary action. If you do not want your student to be subjected to the risk of unauthorized disclosure of personally identifiable information that is disclosed by your student in the classroom assignment/environment, you will have an opportunity to so declare when required to read and agree to the Acceptable Use Policy and Agreement for your student. Refusal to sign the Acceptable Use Policy and Agreement will prevent your student's participation in such educational programs and may require transfer of your student to a technology-free classroom or environment.

[Districts may adopt a "Bring Your Own Device" (BYOD) program permitting pupils to bring their personal electronic devices for use in the classroom. Due to the risks of such devices also containing miscellaneous software applications known to collect personally identifiable information from the device and from other devices to which it may be connected, we recommend use of the following section if the district is proposing or contemplating a "BYOD" program, as well as adoption of a BYOD agreement. If no such program is contemplated for the upcoming school year, the following section is not required.]

The district may also permit personal devices to be used at school, which is also regulated by the Acceptable Use Policy and Agreement. Students' use of their personal devices may involve unintentional disclosure of personally identifiable information about your student via non-district software programs (apps) your student has on the personal

device, or which other students may have on their personal devices, some of which are known to collect and use personal information for purposes having nothing to do with the district's educational program. Your permission for your student to bring and use a personal device on campus will be the subject of a written agreement and may be part of the Acceptable Use Policy and Agreement. Refusal to sign the Acceptable Use Policy and Agreement or other agreement will prevent your student's use of a personal device in such educational programs. If you do not consent to such disclosures via data collecting software present on the personal devices of other students, your student will not participate in such educational program and may be transferred to a technology-free classroom or environment.

[Districts are required to hold public hearings and give notice to parents relating to acquisition of any electronic products or services that will disseminate advertising to pupils. Districts may enter into such contracts at public hearings after making a finding that the product or service is an essential component of the educational program, that the district cannot afford the product or service unless the district permits the dissemination of advertising to pupils, provides notice to parents that the advertising will be used in the classroom or learning center, and offers parents an opportunity to opt out of their pupil's participation in the program. The parental request may be for a year or longer and may be withdrawn at any time.]

The district does not intend to subject students to any advertising and will take steps to prevent advertising that targets students based on the advertiser's use of personally identifiable information. However, due to financial constraints under which the district is otherwise unable to provide the product or service which the advertising accompanies or to which it is attached, the district may be required to permit some advertising that is not targeted at individual students. Any such product or service will have been found by the district to be an integral component of pupil education. Parents/guardians of students in these programs may request that their student not be exposed to this advertising and the district will comply. This means your student will not participate in the educational program but will be required to obtain the educational benefit via a different method if the district is unable to block or otherwise avoid the advertising being presented to your student.

The district uses or contemplates using the following third-party vendors of data storage/management products and services and educational software products and services from third-party vendors, including cloud-based services:

[INSERT NAMES OF THIRD-PARTY TECHNOLOGY VENDORS (Kern County educational agencies participating in the Kern Integrated Data System (e.g. Google's G-Suite for Education, Instructure's CANVAS platform, and_____).]

These third-party technology vendors are considered school officials with whom students' personally identifiable information can be shared without parental consent because they have a legitimate educational interest in the education records generated by or filtered through their software.

The district's contract with third-party vendors of products and services will include legally required contractual provisions, including requirements to maintain the confidentiality of pupil information and also including parental right to review pupil records and correct erroneous information.

Distance Learning

Distance learning can be a viable alternative instructional strategy that supports student achievement of academic goals. Distance learning opportunities may be offered to students participating in independent study, credit recovery courses, enrichment courses, or other courses identified by the Superintendent or designee, or in the event that a school site is physically closed due to widespread illness, natural disaster, or other emergency condition making a school site unsafe or otherwise interrupting the district's ability to effectively conduct operations at a school site.

The district may offer distance learning through a variety of delivery methods as appropriate for the grade level and subject matter. Distance learning opportunities may include video, audio, and/or written instruction in which the primary mode of communication between the student and teacher is online interaction, instructional television, live or prerecorded video, telecourses, and other instruction that relies on computer or communications technology. They may also include the use of print materials with written or oral feedback. As appropriate, courses may be self-directed to allow students to complete assignments at their own pace and/or may involve real-time interaction among the teacher and students.

To ensure that distance learning opportunities are available to all students, the district may contract with third parties for technological devices and the internet connections and, consistent with the district's budget and technology plan, may loan devices to students to use at home and/or assist families in identifying free service providers. Students are expected to use district technology responsibly in accordance with the district's Acceptable Use Agreement. In a distance learning environment, there may not be an option for you to elect a technology-free classroom or environment and personally identifiable information may be shared by your student with other students and the teacher, and any online vendors or service providers under contract with the district.

The district reserves the right to monitor student use of district technology within the jurisdiction of the district without advance notice or consent. Students' use of district technology including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices used with any district technology shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

Kern Integrated Data System

The district is participating, or will participate in the future, in the Kern Integrated Data System which is a database of student and other information from educational agencies of all types in Kern County, the purpose of which is to increase the rate of student achievement for Kern County students by providing structure and a framework for sharing personally identifiable student information, consistent with the terms, conditions, limitations, and exclusions on sharing information by primary, secondary, and postsecondary institutions set forth in law, for the purpose of studying, analyzing, tracking, and improving student progress in a manner compliant with both state and federal law on student data privacy.

[If the district's practice is to have the acceptable use policy/agreement be attached to the Annual Notice, indicate that here. If the district's practice is to describe the acceptable use policy/agreement, add the description here.]

Code of Conduct for Employee-Pupil Interactions (E.C. section 44050 and BP sections 4219.21, 4119.21 and 4319.21)

The district has a code of conduct for employees that includes employee interaction with pupils. Inappropriate employee conduct toward students includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student.
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time.
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members.

7. Willfully disrupting district or school operations by loud or unreasonable noise or other action.
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity.
9. Being dishonest with students, parents/guardians, staff, or members of the public including, but not limited to, falsifying information in employment records or other school records.
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information.
11. Causing damage to or engaging in theft of property belonging to students, staff, or the district.
12. Wearing inappropriate attire.
13. An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of, but fails to report, inappropriate employee conduct may also be subject to discipline.
14. The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

(Section 44050 of the Education Code became effective January 1, 2018. It requires that parents be notified of the district's employee code of conduct regarding interactions with pupils.)

Know Your Rights

Your Child Has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
 - In California:
 - All children have the right to a free public education.

- All children ages 6 to 18 years must be enrolled in school.
- All students and staff have the right to attend safe, secure, and peaceful schools.
- All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
- All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information.
 - These federal and state laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

Family Safety Plan if You Are Detained or Deported

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a

trusted adult to make educational and medical decisions for your child.

Right to File a Complaint

Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

(Effective January 1, 2018, AB 699, now Education Code section 234.7(d), requires school districts to provide information to parents and guardians, regarding their children's right to a free public education, regardless of immigration status or religious beliefs. A "know your rights" immigration enforcement document prepared by the California Attorney General must be used and may be provided in the annual notification.)

Programs to Encourage Parental Involvement/Annual Objectives (E.C. section 11503, 20 USC 6312 and 20 USC 6318)

To ensure that parents/guardians and family members of students are provided with opportunities to be involved in their children's education, each year the district endeavors to involve parents/guardians and family members by:

- Establishing district-level parent advisory committees;
- Inviting input from district committees and school site councils;
- Providing information about opportunities for parents/guardians and family engagement through the district newsletter, website, or other written or electronic means
- Providing copies of working drafts to parents/guardians;
- Providing a master calendar of district activities and district meetings;
- Ensuring that there is an opportunity at a public board meeting for public comment; and
- Assisting parents/guardians in understanding the state academic content standards and academic achievement standards, state and local academic assessments, and how to monitor a child's progress.

A more complete discussion may be found in board policy BP and AR 6020 and in the district's LCAP Annual Update posted on the district's website.

Procedures for Preventing Acts of Bullying, including Cyberbullying (E.C. section 234.1)

Any complaint of bullying must be investigated and, if determined to be discriminatory bullying, resolved in accordance with law and the district's uniform complaint procedures specified in board policy AR 1312.3. Discriminatory bullying includes bullying on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, age, disability, and/or another legally protected category. When "discriminatory bullying" is committed and the bullying is sufficiently serious to create a hostile educational

environment for the alleged victim to otherwise deny or limit the student's educational benefits and services, including denial of a free appropriate public education, the victim must be afforded the protections specified under relevant state and/or federal law.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

The district must develop strategies for addressing bullying in its schools and do so with the involvement of students, parents/guardians, and staff. District may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

For more information regarding the district's general anti-bullying policy please review board policy BP and AR 5131.2 and 5145.3.

Child Health and Disability Prevention Program (Health and Safety Code sections 124025–124110; E.C. section 49452.8)

Good health, including good oral health, is important to your child's learning and successful academic career. State law requires that students have a comprehensive health screening within 18 months prior to each child entering into the first grade or within 90 days thereafter. The parent must present evidence of the comprehensive health screening on the "Report of Health Examination for School Entry" certification form provided by the Department of Health Care Services, signed by the student's health examiner certifying that the student has completed a comprehensive health screening within 18 months prior to entry into first grade or within 90 days thereafter. Likewise, state law requires that by May 31 of your child's first school year in a public school, proof of an oral health assessment by a licensed dentist must be presented. You may file with the district a written objection or waiver stating the reasons if you are unable to obtain such services. Your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the comprehensive health screening is conducted. These services may be available to you at no cost through the Child Health and Disability Prevention Program ("CHDP"). For information, you may contact **Dr. Kristina Benson 101 S 1st Street Box 79 Shandon CA, 93461, (805)238-0286.**

Vision Appraisal (E.C. section 49455)

The district is required to appraise each student's vision upon initial enrollment and in grades 2, 5, and 8, except that a student first enrolling in grade 4 or grade 7 will not be reappraised the following year. The appraisal will include tests for visual acuity and color vision; however, color vision will be appraised once and only on male students. The evaluation may be waived upon presentation of a certificate from a physician and surgeon, physician's assistant, or optometrist setting out the results of a determination of the student's vision, including visual acuity and color vision. The appraisal does not apply to a pupil whose parent/guardian files with the principal a written statement that they adhere to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depend on prayer for healing in the practice of their religion.

Type 2 Diabetes (E.C. section 49452.7)

<http://www.cde.ca.gov/ls/he/hn/type2diabetes.asp/>

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

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type2 diabetes in his or her lifetime.

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

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

Risk Factors Associated with Type 2 Diabetes

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

Risk Factors

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

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

Warning Signs and Symptoms Associated with Type 2 Diabetes

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

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts

- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

Type 2 Diabetes Prevention Methods and Treatments

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

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

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

Types of Diabetes Screening Tests That Are Available

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

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions

Open Campus (E.C. section 44808.5)

All Shandon schools are closed campuses. Students may not check themselves out of school during lunch. Only a parent or guardian may check their student out from school for lunch. In the rare event of an emergency

Release of Information to Military Services Representatives (20 USC 7908)

Federal law requires school districts receiving assistance under the No Child Left Behind Act to provide military recruiters the same access to secondary school pupils as is provided to post-secondary educational institutions or to prospective employers. Parents may request that the district not release their pupil's name, address and phone number without prior written consent. Written notice must be submitted to the school if the parent wishes to deny access to this information.

California High School Proficiency Exam (5 CCR 11523; E.C. section 48412)

The California High School Proficiency Exam ("CHSPE") is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all course work required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

Automatic Cal Grant Program Applicant Status - Opt Out (E.C. section 69432.9)

[Districts must notify students enrolled in grade 12 that unless they opt out they will be automatically deemed a Cal Grant applicant, and their grade point average will be submitted electronically to the Student Aid Commission. This written notice must be provided to all grade 12 students, and to the parents of students who are under 18, by October 15 of the student's twelfth grade year. Eligible students and parents may opt out within a period of time, not less than 30 days, set by the district. The notice must indicate when the school will send grade point averages to the Commission. Select these two dates and insert in the blanks below.]

The district must give notice by October 15 of a pupil's grade 12 academic year to each grade 12 pupil (and for a pupil under 18 years of age, his or her parent or guardian) that the pupil will be deemed a Cal Grant applicant unless the pupil opts out within a period of time. **THIS IS YOUR NOTICE.** You may opt out of such automatic designation by submitting a written opt-out request by October 15 of your grade 12 academic year. Grade point averages will be sent to the Student Aid Commission beginning January 1 of each year. Until a pupil turns 18 years of age, only a parent/guardian may opt out; once a pupil turns 18 years of age, only the pupil may opt out and, if prior to the conclusion of the notice period, the pupil may opt in over a parent/guardian's prior decision to opt out.

College Admission Requirements and Career Technical Education (E.C. sections 51229 and 51225.3)

a. **History/Social Science (20 credits):**

UC: World History 10 credits and U.S. History 10 credits (or U.S. History 5 credits and U.S. Government or civics 5 credits).

CSU: Any college preparatory Social Science course 10 credits and U.S. History 10 credits (or U.S. History 5 credits and U.S. Government or civics 5 credits).

b. **English (40 credits):** Four different courses of college preparatory English.

c. **Mathematics (30 credits):** Three courses covering Algebra I, Geometry, and Algebra II. A fourth, higher-level course is recommended.

d. **Laboratory Science (20 credits):** Two yearlong college preparatory laboratory sciences.

UC: Any 2 subjects of biology, chemistry, or physics; all 3 subjects are recommended.

CSU: Ten credits must be a biological science and 10 credits must be a physical science.

e. **Language other than English (20 credits):** Two yearlong college preparatory courses in one foreign language. **UC** recommends 3 courses.

f. **Visual and Performing Arts (10 credits):** One yearlong course in music, dance, visual arts, or drama/theater.

g. **Elective (100 credits):** Two semesters of "advanced-level" courses not used to fulfill other "a-g" requirements.

College Admission GPA: College preparatory courses completed in grades 10-12 are considered in the "a-g" Subject Requirements GPA. The UC minimum GPA is 3.0 while the CSU minimum GPA is 2.0.

UC Subject Requirement: Completing 11 "a-g" college preparatory courses by the end of grade 11 and 15 by the end of grade 12 fulfills the UC subject requirement.

UC Admission Tests - SAT or ACT test score taken by the senior year is combined with the College Admission GPA to determine qualifying Admission Index required for incoming college freshmen. SAT Subject Tests may be recommended for certain programs.

CSU Admission Tests: SAT or ACT test must be taken by December (November for Cal Poly SLO) of the senior year. The writing portions of these tests are not required. Admission Test is combined with Admission GPA to determine qualifying Eligibility Index. Admission Test is not required if Admission GPA is 3.0 or above, except for impacted campuses and programs.

Future College or University (E.C. section 48980(d))

Because of rising costs, it is important for you to invest early for the future college or university education of your child. You may wish to consider appropriate investment options including but not limited to U. S. Savings Bonds.

High School Graduation Requirements – Exemptions, Options and Accommodations Available to (i) Homeless Youth; (ii) Foster Youth; (iii) Former Juvenile Court School Students; and (iv) Children of Military Families (E.C. sections 51225.1, 51225.2 and 51225.3)

Generally, to obtain a high school diploma, a student must complete all the courses required by the Education Code and fulfill any additional graduation requirements prescribed by the district's governing board. However, there are exceptions.

Homeless youth, foster youth, former juvenile court school students, and children of military families, who have transferred into the district from another school district or transferred between high schools within the district after having completed his/her second year of high school, must be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of the student's fourth year of high school.

Such students and their parents have the right to be timely informed (within 30 days) of the exemption and whether or not they qualify for the exemption.

Such students and their parents must be given and informed of the option of remaining in school for a fifth year, if needed, to complete district graduation requirements.

Such students and their parents must be informed how a fifth year may affect the student's ability to gain admission to a post-secondary educational institution.

Such students and their parents must be informed that a complaint may be filed against the school for non-compliance, pursuant to the district's uniform procedures.

High School Graduation Requirements – Exemptions, Options and Accommodations Available to (i) Migratory Children and (ii) Children Participating in an English Language Proficiency Program for Newly Arrived Immigrant Children (E.C. sections 51225.1 and 51225.3)

Migratory children and children participating in an English language proficiency program for newly arrived immigrant students, who have transferred into the district from another school district or transferred between high schools within the district after having completed the student's second year of high school, must be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of the student's fourth year of high school.

Such students and their parents have the right to be timely informed (within 30 days) of the exemption and whether or not they qualify for the exemption.

Such students and their parents must be given and informed of the option of remaining in school for a fifth year, if needed, to complete district graduation requirements.

Such students and their parents must be informed how a fifth year may affect the student's ability to gain admission to a post-secondary educational institution.

Such students and their parents must be informed that a complaint may be filed against the school for non-compliance, pursuant to the district's uniform procedures.

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 8 2022

10.3

AGENDA ITEM TITLE:

Discussion and Possible Approval of the Parkfield Elementary Internet Project

PREPARED BY:

Dr. Kristina Benson

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Discussion/Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

-Provided for your approval is the electrical proposal from Rossi Carr.

RECOMMENDED ACTION:

Approval



Incorporated 1978
Member NECA/IBEW
Ca Small Business #0010891
C10 License # 438266
CA DIR Public Works #1000002335

Rossi & Carr Electrical Inc.

805.238.3502

CA C10 License #438266

ELECTRICAL PROPOSAL

SUBCONTRACTOR:

Rossi & Carr Electrical Inc.
PO Box 3938
Paso Robles, Ca 93447

PROJECT:

Parkfield ES Data Network

Date: 7/12/22

We propose to provide electrical labor and materials for the above referenced project as described below. Tax is included.

Included:

1. IDF cabinet - order and install in closet above door height to the right as you are entering room.
2. New electrical circuit for IDF cabinet (panel is in IDF closet/storage room)
3. Backing board for Frontier above exterior window
4. 2 separate exterior camera Cat6A network connections, one near front door, other around the side of building pointing toward gates
5. 1 set of 2 Cat6A connections in middle of room ceiling for wireless access point installation
6. 1 set of 2 Cat6A connections at front of classroom, middle of wall underneath white boards
7. 3 sets of 2 Cat6A connections along window wall, above wall workbench spaced on left side, middle of workbench, and near teacher desk on right hand side of workbench
8. 1 set of 2 Cat6A to the left of IDF closet door as you looking at it from room

We exclude from our scope of work:

1. Permits and fees.
2. Cost of bonds (Rossi & Carr is bondable for this project at a rate of 1.5%).
3. Insurance requirements in excess to those required for subcontractors in the general conditions. Rossi & Carr carries CGL limit of \$3M per occurrence/\$4M aggregate per project.
4. Utility company requirements not shown on plans, including excess wire charges.
5. Handling or disposal of hazardous waste.
6. Painting.
7. Supply or installation of network electronics, WAPs, and camera equipment.

Price for work described above:

\$11,400.00

This proposal will remain in effect and will not be withdrawn by the subcontractor for a period of 30 days.

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 8 2022

10.4

AGENDA ITEM TITLE:

Discussion and Approval of the District Wide Safe School Plan 2022-23 School Year

PREPARED BY:

Dr. Benson

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Discussion/Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

-Provided for your approval is the updated district wide school plan.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District

District Wide Safe School Plan



**for
Shandon Elementary School
Parkfield Elementary School
Shandon High School**

2022-2023

Board Approved

District Wide Comprehensive Support Programs

Shandon Joint Unified School District

Vision

The schools in the Shandon Joint Unified School District will provide a safe environment where students learn to respect themselves, others and their surroundings, resulting in an environment conducive to high academic achievement.

Mission

Shandon Joint Unified School District is committed to providing a quality education in a safe environment which empowers students with the skills, knowledge and attitudes necessary for success.

District Wide Comprehensive Support Programs

Programs that promote Safe and Drug Free Schools for all students
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<u>Elementary Schools</u>	<u>Middle School</u>	<u>High School</u>
❖ Character Counts	❖ CC Boys and Girls Club After-School Events	❖ Friday Night Live
❖ CC Boys and Girls Club After-School Club	❖ GREAT	❖ Resource Officer from Sheriff's Department Available five days a week
❖ Counseling, "Circle of Friends"	❖ Friday Night Live	❖ Weekly Counseling by Drug & Alcohol Services Counselor through FNL Grant
❖ Red Ribbon Week	❖ Resource Officer from Sheriff's Department Available five days a week	❖ Thrive! Counselors
	❖ Drug & Alcohol Services Counselor through Friday Night Live Grant	❖ FFA Program

Support Funded in part by:

- | |
|---|
| <ul style="list-style-type: none"> ❖ Safety Incentive Funds ❖ FNL Grant – Drug and Alcohol Services Funded Counselor ❖ Carl Perkins Grant ❖ District Contribution |
|---|

District Wide Comprehensive Support Programs

Dr. Kristina Benson, District Coordinator (805) 238-0286

Safe School Plan
Support Groups
School Activities to Promote Positive Values

Shannon Kepins, Site Coordinator (805) 238-1782

Shandon Elementary and Parkfield Elementary
Support Groups
School Activities to Promote Positive Values

TBD, Site Coordinator (805) 238-0286

Shandon High School
Safe and Drug-Free Schools
Circle of Friends

Dr. Kristina Benson, Coordinator (805)238-0286

Shandon District MOT & Safety Director

Friday Night Live (FNL) Support Counselor (805)238-0286

Miguel Arellano , School Psychologist (805)238-0286

Funding Cycle

2022-2023

Safe Schools Incentive	Funded by the District
Crossing Guard	Funded by the District
Playground Supervisors	Funded by the District

Programs to Meet Individual Needs of Students

Student Referred by Teacher, Administrator, Parent, or Self

- ❖ Student Study Team
- ❖ Reading Intervention
- ❖ Professional Development/Collaboration
- ❖ Counseling
- ❖ CC Boys and Girls After-School Club
- ❖ Drug & Alcohol Specialist Counseling through FNL Grant (K-12)
- ❖ Thrive! Counselors
- ❖ After School Tutoring

Safe School and Violence Prevention Act

Goal: To make the schools safer by reducing and preventing acts of violence on campus.

Strategies:

- ❖ Bullying Awareness, Conflict Resolution, Restorative Justice Practices, Emergency Response, Staff Professional Development
- ❖ Citizenship Rewards
- ❖ School Resource Officer Presentations
- ❖ Cooperation and Collaboration with Local Law Enforcement
- ❖ Campus Supervision
- ❖ Crossing Guard
- ❖ Teacher-Parent/Administrative Conferences
- ❖ Behavior Plans and Contracts
- ❖ Lock Block on Doors
- ❖ Emergency Response Drills
- ❖ SHS & Middle School FNL Activities for high school (Awareness Week and Teen Issues Day)

Safe & Drug-Free Schools

Goal: To attain totally drug-free and violence-free campuses where students can excel academically and socially.

Strategies:

- ❖ Resource Officer from the Sheriff's Department available five days a week
- ❖ SLO County Sheriff GREAT Program
- ❖ Red Ribbon Week Activities – K-8
- ❖ Counseling Services- K-12
- ❖ Health Education
- ❖ Conflict Resolution Programs (School based and Thrive!)
- ❖ Drug, Violence and Gang Prevention Staff Professional Development
- ❖ Communications to Families in English and Spanish on Bullying, Vaping and Gang Violence Prevention
- ❖ SHS & SES Library Bullying and School Violence Prevention Videos and Books
- ❖ Conferences
- ❖ Athletics Random Drug-Testing
- ❖ Campus Supervisors
- ❖ Good Attendance Awards
- ❖ Academic Excellence Awards

Student Counseling and Support Groups

Goal: All students will have access to counseling and support services for their individual needs.

Strategies:

- ❖ School Counselor Counseling
- ❖ Friday Night Live Drug and Alcohol Services Counseling
- ❖ Counseling Services Provided by the School Psychologist
- ❖ Referrals for the Student and Family to County Public Service Agencies
- ❖ Thrive! Counselors

Teenage Pregnancy Prevention

Goal: To prevent teenage pregnancies in the student population.

Strategies:

- ❖ Maturation Films Shown, by the School Nurse, Annually to 5th Grade Students. Parent Consent Required.
- ❖ Health Classes
- ❖ Teen Aid Program in the Health Ed Class
- ❖ High School Supplemental Health Instructional Materials, DVD's & Videos, Reviewed and Approved by Planned Parenthood in April 2010
- ❖ CAPSLO Health Education Program Each Year

Safe and Drug Free (SDFSC) & Tobacco Use

Goal: Provide information that discourages students from smoking now and in the future resulting in a reduction of the number of student smokers.

Strategies:

- ❖ Risks of Smoking Health Lessons
- ❖ Red Ribbon Week Activities
- ❖ Sheriff Department's School Resource Officer Presentation on Tobacco and Drug Use
- ❖ Counselor Provided Information As Requested
- ❖ Student Referrals to Cessation Programs
- ❖ Campus Posting of Permanent "Tobacco Free Campus" Signs
- ❖ SHS Library Collection of Books and Videos On Smoking and Smokeless Tobacco
- ❖ Anti-vaping posters and assemblies
- ❖ Anti-vaping bathroom monitoring

Component 1: Personal Characteristics of Students and Staff

Goal: Students and staff feel safe, confident, and secure in the schools, enabling them to excel in their efforts.

Areas of Pride:

1. Students and staff are held to high standards of behavior. The standards emphasize respect for others by: a) respecting and appreciating cultural differences; b) using respectful language and behaviors; c) adhering to the dress code (for students); d) stopping bullying; and e) peaceful conflict resolution.
2. Staff demonstrates a high level of going “above and beyond” to meet student needs.
3. Programs are in place throughout the District to promote self-regulation of aggressive/violent behaviors as early childhood is a key stage in the development of such behaviors.
4. Student achievements are celebrated, work is displayed, and honor roll lists are posted and published.
5. Student/parent handbooks, newsletters, and most communications are sent home in English and Spanish.
6. Strong student leadership teams are very involved in school activities.

Areas for Desired Change:

1. Motivate students to set more goals for academic success and strive to their utmost to achieve them.
2. Eliminate drug, alcohol, and tobacco use among the student population.
3. Develop more comprehensive needs assessments for staff and students.
4. Increase parent involvement.
5. Reduce teen pregnancies.

Objective	Activities	Person(s) Responsible/Title	Timeline
<u>Professional Development</u> Staff will participate in Professional Development annually: <ul style="list-style-type: none"> • Child abuse reporting policies • Disaster response procedures • Discipline procedures, including suspension/expulsion policies, and notification of expelled students • Sexual harassment policy • School-wide dress code 	1. Shandon Joint Unified School District Professional Development Training Days 2. Online SIPE Training Modules 3. SLOCOE Professional Development Trainings	Dr. Kristina Benson, Superintendent Shannon Kepins, SES Principal	Professional Development schedule initiated the first three days of the school year each year and continued throughout the year.

<ul style="list-style-type: none"> • Safety on campus, safe ingress and egress from campus • Hate crime policies/procedures • Suicide Prevention <p><u>Physical/Health Concerns</u></p> <p>Administration and staff will promote and coordinate activities and programs encouraging a healthy lifestyle, focusing on prevention and intervention of alcohol, tobacco, and drug use.</p>	<ol style="list-style-type: none"> 1. Friday Night Live activities, 2. Open House Community Outreach Night 3. Community Agency Presentations on Alcohol, Tobacco, and Drug Intervention 4. Harvest of the Month and Children's Farmers Market 5. Family Movie Night 6. Conflict Resolution, Cultural Awareness, Drug and Alcohol Use Prevention, Gang Involvement Prevention and Bullying Prevention Professional Development 7. Red Ribbon Week 	<p>FNL Coordinator</p> <p>FNL Coordinator</p> <p>District Counselor</p> <p>Shandon District Cafeteria Manager</p> <p>SES Staff</p> <p>Shannon Kepins, SES Principal Dr. Kristina Benson, Superintendent</p> <p>ASB Advisor</p>	<p>FNL Meetings will be held at least twice a month.</p> <p>Open House Community Outreach will be held in September of each year.</p> <p>Community agency presentations will be held periodically throughout the year.</p> <p>Harvest of the Month and Children's Farmers Market will be held monthly throughout the school year.</p> <p>Family Movie Night will be held once a trimester.</p> <p>Professional Development initiated by August 31 each year and updated throughout the year.</p> <p>Red Ribbon Week activities will be held the last week of October.</p>
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<p><u>Ethnic/Cultural Diversity</u></p> <p>All students and staff will be recognized and respected for their ethnic and cultural diversity.</p>	<ol style="list-style-type: none"> 1. Curriculum Embedded with Ethnic/Cultural Diversity 2. Ethnic/Cultural Diverse Hiring Practices 3. Translation of all District Publications to Spanish 4. Celebrations of Special Cultural Events 5. Professional Development Re: Cultural Proficiency 	<p>District Staff</p> <p>Dr. Kristina Benson, District Superintendent</p> <p>Bilingual Clerks</p> <p>ASB Officers/Teachers</p> <p>Dr. Kristina Benson</p>	<p>Curriculum development throughout the year will include ethnic and cultural diversity.</p> <p>Candidates whose culture and ethnicity reflect those of the community will have priority in the hiring process.</p> <p>Throughout the year all written material and voice messages published by the District will be translated.</p> <p>Celebration of special cultural events will occur thought the year.</p>
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Component 2: The Schools' Physical Environments

Goal: The facilities provided by Shandon Unified School District will provide a safe environment and be a source of pride for the students, staff, and community.

Areas of Pride:

1. Shandon Elementary, Shandon High School and Parkfield Elementary School are all located centrally in their community and are an integral part of the community.
2. Custodial and maintenance staffs are supportive and responsive to requests of staff and the community.
3. Maintenance and facility repairs/modernizations are occurring through the passing of the Measure K Bond.

Areas for Desired Change:

1. Funding shortages challenge the areas of staffing and resources.
2. Emergency supplies such as tarps, blankets, water, and dried foods are inadequate to meet student and staff needs in an emergency situation.

Objective	Activities	Person(s) Responsible/Title	Timeline
<u>School Location</u> Schools will continue to be an integral part of the community and foster cooperation and support within the community.	<ol style="list-style-type: none"> 1. Community Service and Campus Improvement Projects 	Counselor High School Class Advisors	Projects ongoing throughout the year.
<u>School Grounds</u> Schools will maintain a “closed campus” policy with students staying on campus after arrival until being dismissed from school or being checked out of school by their parent.	<ol style="list-style-type: none"> 2. Community Use of School Facilities 1. Student Handbooks Defining Closed Campus Policy 2. Staff Enforcement of School Policy 	<p>Dr. Kristina Benson, Superintendent</p> <p>Teacher</p> <p>Campus Supervising Staff</p>	<p>Activities will occur throughout the year.</p> <p>“Closed Campus” policy will be explained to students at the beginning of each year as part of the Student Handbook review. Daily monitoring of students will be done.</p>

<p><u>School Buildings and Classrooms</u></p> <p>Classrooms will be adequate in size for the student/teacher ratio, will be clean and well-maintained, and will incorporate bulletin boards, posters, and displays.</p>	<ol style="list-style-type: none"> 1. Periodic Room Inspections 2. Student Work Displays 3. Routine Cleaning of Classrooms 4. Assessment of Student/Teacher Ratio Per Classroom Size 	<p>Maintenance Staff</p> <p>Teachers</p> <p>Maintenance Staff</p> <p>Dr. Kristina Benson, District Superintendent Shannon Kepins, SES Principal Maintenance Staff</p>	<p>Monthly room inspections will take place as part of the Safety Committee Meeting.</p> <p>Displays will be changed at least once a month.</p> <p>Classrooms will usually be cleaned daily or as needed.</p> <p>Student/Teacher Ratio per classroom size for each classroom will be determined at the beginning of the year and monitored throughout the year.</p>
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<p><u>Internal Security</u></p> <p>School staff will notify and collaborate with the SLO County Sheriff School Resource Officer or other law enforcement representatives as appropriate on law enforcement related incidences.</p>	<p>1. SLO County Sheriff School Resource Officer Program Participation</p> <p>2. Collaborative Relationship Between District and Law Enforcement</p>	<p>Staff School Resource Officer</p> <p>Dr. Kristina Benson, Superintendent</p> <p>All Staff</p> <p>Dr. Kristina Benson, Superintendent Maintenance Staff</p>	<p>The District will participate in partnership with SLO County Sheriff School Resource Officer Program throughout the school year.</p> <p>Collaboration will occur throughout the year.</p> <p>The Emergency Response Plan and Safe School Plan will be reviewed yearly and updated.</p> <p>Periodic planning meetings will occur throughout the year.</p>
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Component 3: The Schools' Social Environment

Goal: Students have a positive learning environment where they have warm and supportive interactions with other students and staff.

Areas of Pride:

1. Shared-decision making is an important component in the administration of the schools.
2. District English Language Advisory Committee (DELAC), School Site Council, and Shandon Boys and Girls Club Afterschool Program enhance the school curriculum.
3. Staff regularly model mutual respect for each other.
4. An increase in bilingual staff members provides increased academic support for students at home by providing materials and resources in English and Spanish.

Areas for Desired Change:

1. There is a need for more activities to promote positive interactions and understanding of diverse cultures.
2. Parents are active in the schools, volunteering significant time in the classrooms and on field trips.

Objective	Activities	Person(s) Responsible/Title	Timeline
<u>Leadership</u> Administrators will provide clear and direct leadership, setting a positive and supportive tone for students and staff.	1. Well Organized Staff Meetings 2. Open Communication Between Administration and Staff	Dr. Kristina Benson, Superintendent Shannon Kepins, SES Principal Administration, Staff, Students, and Board Members	Site and District Staff Meetings will be held monthly throughout the year. All District stakeholders will be encouraged to participate in shared decision-making throughout the year.
<u>School Site Management</u> All staff will demonstrate respect, awareness, and appreciation of cultural diversity, and will show sensitivity and responsiveness to individual student needs.	1. Respectful Work Environment 2. Superintendent and Principal Actively Involved In All Extra-	All Staff Dr. Kristina Benson, Superintendent	Staff will demonstrate respect for others throughout the year. A schedule of events will be planned before school begins

<u>Classroom Organization and Structure</u>	Curricular Activities	Shannon Kepins, SES Principal	each year.
Classroom instruction and conditions will be conducive to learning and will feature positive relations among students and staff.	<ol style="list-style-type: none"> 1. Diverse Instructional Strategies Addressing Individual Student Learning Styles 2. Student Study Teams 	<p>Dr. Kristina Benson Superintendent Shannon Kepins, SES Principal</p> <p>Dr. Kristina Benson, Superintendent Shannon Kepins, SES Principal Counselor RSP Teachers Classroom Teachers</p> <p>Dr. Kristina Benson, Superintendent Shannon Kepins, SES Principal Counselor</p>	<p>Throughout the year instruction will be monitored to verify inclusion of diverse instructional strategies.</p> <p>Held as needed to address individual student needs.</p> <p>Tutors will be scheduled at the beginning of the school year.</p>
Interruptions to classroom instructional time will be minimized.	<ol style="list-style-type: none"> 1. Emergency Only or Parent/Guardian Requested Sign Out Only Interruptions 	<p>Dr. Kristina Benson, Superintendent Shannon Kepins, SES Principal</p>	<p>Throughout the year classroom instructional time will be interrupted as little as possible.</p>
All staff will receive training on recognizing and preventing bullying.	<ol style="list-style-type: none"> 1. Bullying Awareness Training 2. Incident Forms 	<p>Dr. Kristina Benson, Superintendent Shannon Kepins, SES Principal</p> <p>Dr. Kristina Benson, Superintendent Shannon Kepins, SES Principal</p>	<p>Bullying prevention training will occur annually at the beginning of the school year.</p> <p>Forms will be available by the first of each school year, and an adequate supply maintained throughout the year.</p>

<p><u>Discipline and Consequences</u></p> <p>Discipline procedures will be fair and consistent, clearly delineated, and will be well known by students and staff.</p>	<p>1. Collaboration With School Resource Officer</p> <p>3. K-5 Progressive Discipline and Classroom Management Plan</p> <p>4. Discipline Policies Published in Student Handbook, Newsletters, and Classroom Postings</p>	<p>Dr. Kristina Benson, Superintendent Shannon Kepins, SES Principal</p> <p>Shannon Kepins, SES Principal K-5 Staff</p> <p>Dr. Kristina Benson, Superintendent Shannon Kepins, SES Principal District Administrative Assistant Classroom Teachers</p>	<p>The School Resource Officer will be immediately notified of and included in serious discipline issues that could involve infraction of the law including truancy.</p> <p>Continued monitoring of the effects of discipline consequences and positive rewards throughout the year.</p> <p>The Discipline Policy will be published annually and/or whenever changes are made.</p>
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Component 4: The School's Culture
(The general atmosphere or spirit of the school)

Goal: Students and staff feel safe, confident, and secure in the schools, enabling them to excel in their efforts.

Areas of Pride:

1. Counselor meets regularly with students in support groups and individually.
2. Students and staff are recognized for their accomplishments and special efforts.
3. Motivational resources and programs in values, beliefs, and attitudes are available.

Areas for Desired Change:

1. There is a need for more activities featuring cultural/ethnic diversity.

Objective	Activities	Person(s) Responsible/Title	Timeline
<u>Affiliation and Bonding</u> The general atmosphere or spirit of each school will be safe, positive, and encouraging.	1. Promotion of Sense of "Family" Within School By Students, Parents, and Staff 2. Security Screening of Employees and Volunteers	Dr. Kristina Benson, Superintendent Shannon Kepins, SES Principal Thrive Counselors! Dr. Kristina Benson, Superintendent District Administrative Assistant	Strategies will be developed during professional development throughout the year. Every new employee and all volunteers will complete District screening process before being allowed to work with students.
<u>Behavioral Expectations</u> Behavioral expectations will be well-known and clearly delineated.	1. Clearly Communicated Behavioral Expectations 2. Staff will model positive, encouraging, and supportive behavior for students.	Dr. Kristina Benson, Superintendent Shannon Kepins, SES Principal Teachers All staff	Behavioral expectation will be made clear to students and parents the first week of school and be reinforced throughout the year. Staff will model expected student behaviors throughout the year.

<p><u>Academic Expectations</u></p> <p>Students will be successful in their academic endeavors.</p>	<p>1. Staff Expectation of Best Effort and Performance of All Students</p> <p>2. Student Assistance Services</p> <ul style="list-style-type: none"> - Title III - Title I - ELD - Special Education - Remedial Math and Language Arts - Supplementary Classes - Ongoing Data Analysis and Evaluation - Curriculum Review Committees - Standards-Based Instruction - Tutoring - Homework Club - Remediation Classes - Reading Specialist <p>3. Effective and Productive Use of Class Time</p>	<p>Dr.Kristina Benson, Superintendent Shannon Kepins, SES Principal Teachers</p> <p>Dr.Kristina Benson, Superintendent Shannon Kepins, SES Principal Teachers</p> <p>All Staff</p>	<p>Staff expectations of students will be ongoing throughout the year.</p> <p>Services will be ongoing throughout the year as available funding allows.</p> <p>Students will be on task at all times.</p>
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<p><u>Support and Recognition</u></p> <p>Recognition will be given to students and staff for positive behaviors and accomplishments.</p>	<ol style="list-style-type: none"> 1. Immediate Recognition and Positive Feedback To Students 2. Shandon Elementary School Classroom and Playground Good Behavior Recognition 3. Shandon High School Academic Excellence Rewards 4. Good Attendance Recognition 5. Shandon Elementary School K-5 Academic Awards 6. Sports Award Presentations 7. FFA Awards Banquet 8. Shandon Elementary School 6-8 Academic Awards 9. Middle School Student of the Month 	<p>All staff</p> <p>Shannon Kepins, SES Principal Elementary School Teachers</p> <p>Dr. Kristina Benson , Superintendent ASB Advisor</p> <p>Dr. Kristina Benson, Superintendent Shannon Kepins, SES Principal Counselor</p> <p>Shannon Kepins, SES Principal Elementary School Teachers</p> <p>Dr. Kristina Benson, Superintendent Athletic Director</p> <p>Deanna Morton, Teacher Jon Fuller, Teacher</p> <p>Shannon Kepins, SES Principal Elementary School Teachers</p> <p>Middle School Teachers</p>	<p>Administration will review periodically to ensure success.</p> <p>Recognition will be given weekly.</p> <p>Awards Assemblies will be held in January and June of each year.</p> <p>Good Attendance Recognition awards will be given out at least every quarter or trimester.</p> <p>Academic Awards will be given at least every trimester.</p> <p>Sports Awards will be given out in May of each year for all sports.</p> <p>FFA Awards will be given out in May of each year.</p> <p>Award Assemblies will be held in December and June of each year.</p> <p>Each month staff will choose a student of the month.</p>
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SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 8 2022

10.5

AGENDA ITEM TITLE:

Interdistrict Transfer Student 2022-23-02

PREPARED BY:

Dr. Benson

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Discussion/Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

-Provided for your reconsideration is the IDT student 2022-23-02.

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 8 2022

10.6

AGENDA ITEM TITLE:

Interdistrict Transfer Student 2022-23-05

PREPARED BY:

Dr. Benson

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Discussion/Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

-Provided for your approval is IDT 2022-23-05. The IDT committee met and recommends approval.

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 8 2022

10.7

AGENDA ITEM TITLE:

Discussion and Possible Approval of New Course Description for Practical Mathematics

PREPARED BY:

Dr. Benson

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Discussion/Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

New Course Description:

Shandon High School Staff would like to offer a Practical mathematics course, beginning with the 2022/23 school year. Topics include wages, taxes, insurance, budgets, bank accounts, credit cards, interest calculations, and comparison shopping. This is a non-college preparatory course but it will meet the mathematics requirement for graduation. Dr. Benson requests the approval of this course for the 2022/23 school year and beyond if successful.

RECOMMENDED ACTION:

Approval

Practical Mathematics - Consumer Applications focuses on the mathematics involved in making wise consumer decisions. Students explore the many ways in which mathematics affects their daily lives. The first semester will cover paychecks and wages, taxes, insurance, budgets, bank accounts, credit cards, interest calculations, and comparison shopping.

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 8 2022

10.8

AGENDA ITEM TITLE:

Discussion and Possible Approval of FFA Leadership Retreat

PREPARED BY:

Dr. Benson

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Discussion/Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

FFA Retreat:

FFA Leadership Retreat will be held at an AirBnB in Cayucos this year. Students will leave campus after school on Friday, Aug 19, 2022 and spend the weekend, returning on Sunday, August 21, 2022. Retreat activities include: plan yearly theme, meeting dates and develop a program of activities for FFA members. Leadership development activities and roles will be the main focus of the retreat. This is an overnight activity and the FFA advisors, Ms. Deanna Morton and Mrs Savannah Florek, request your approval of this activity.

RECOMMENDED ACTION:

Approval