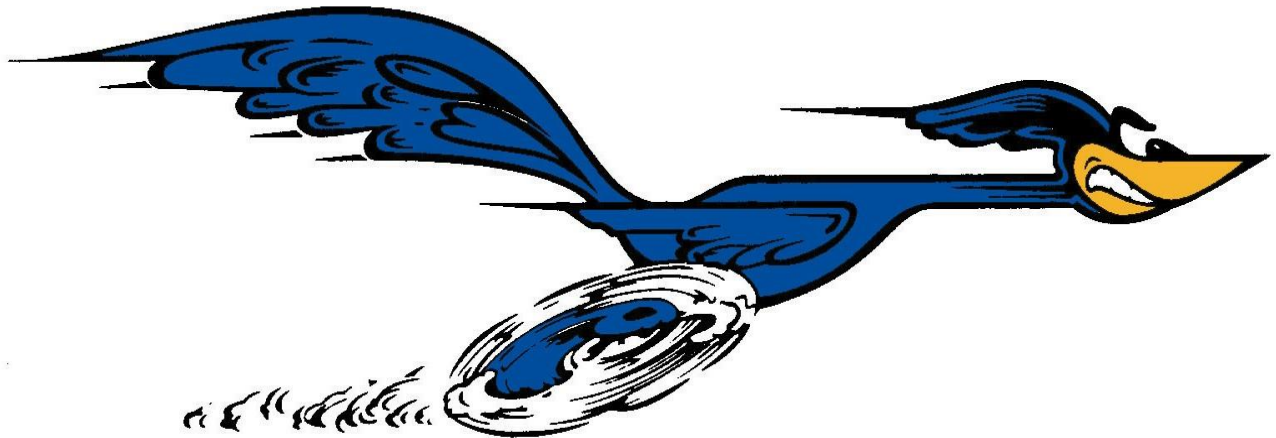


Buttonwillow Union School District

Home of the Roadrunners



Board of Trustees

Regina Houchin
Richard Garcia
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Clerk
Member
Member
Member

School District Administration

Stuart Packard
Hiedi Witcher

Superintendent
Assistant Superintendent/Principal

2018 - 2019 Parent/Student Handbook

BUTTONWILLOW UNION SCHOOL DISTRICT

42600 Highway 58, Buttonwillow, CA 93206
(661) 764-5166 Fax: (661) 764-5165

Stuart Packard

Hiedi Witcher
Dana Baugh

District Superintendent

Assistant Superintendent
Administrative Assistant

ELEMENTARY SCHOOL

(661) 764-5248 Fax: (661) 764-5805

Hiedi Witcher

Lydia Rodriguez
Belinda Ponce

Principal

School Secretary
Attendance & Special Education Secretary

ELEMENTARY TEACHERS

Preschool	Mrs. Ehinger	Room 39
Little Roadrunners	Mrs. Soberon	Room 14b
TK/Kindergarten	Miss Twiford	Room 13
Kindergarten	Miss Tobias	Room 14
First Grade	Mrs. Richardson	Room 5
First/Second Grade	Mrs. Thompson	Room 4
Second Grade	Mrs. Caulfield	Room 3
Third Grade	Mrs. Yanez	Room 1
Third Grade	Miss Sturm	Room 2
Fourth Grade	Miss Guzman	Room 10
Fourth/Fifth Grade	Mr. Guzman	Room 9
Fifth Grade	Ms. Alvarez	Room 6

JUNIOR HIGH TEACHERS

Sixth Grade	Mr. Arreola	Room 15
Sixth Grade	Mrs. Younger	Room 16
Seventh Grade	Mrs. Fischer	Room 25
Seventh Grade	Miss Contreras	Room 18
Eighth Grade	Mrs. Turpin	Room 24
Eighth Grade	Mrs. Lopez	Room 23

SPECIALISTS

Special Education SDC/RSP	Mrs. Ghilarducci	Room 12
Special Education Mod/Sev	Miss Camacho	Room 7
Special Education Mod/Sev	Miss Maldonado	Room 8
Special Education Mild/Mod	Mr. Parrish	Room 22
Speech & Language	Mrs. Patrick	Room 14a
Physical Education Teacher	Miss Mendoza	Gym
Band/Lab	Miss Payne	Music Room
Behavior Specialist/School Psychologist	Mrs. Gutierrez	

INSTRUCTIONAL PARAPROFESSIONALS

Amanda Barton	Irma Chacon	Rita Espinoza	Isolina Felix	Kristian Mecham
Dolores Medrano	Sonia Sanchez	Sherry Sandoval	Isabel Valenzuela	

SUPPORT STAFF

Steven Santillan	Lead Custodian/Bus Driver
Ruben Ramirez	Bus Driver/Custodian
Rosa Perez	Bus Driver/Custodian
Misty Green	Bus Driver/Custodian
Darryl Tindell	Bus Driver/Custodian
Monica Thomas	Cafeteria Service
Rosie Torres	Cafeteria Service
Clayton Parrish	Campus Safety Aide
Luisa Navarro	Campus Safety Aide
Sylvia Moreno	Data Entry Clerk, Family Service Facilitator
Isela Villa	Data Entry Clerk, Family Service Facilitator
Susan Watkins	Program Coordinator, Buttonwillow Resource Center

Buttonwillow Union School District



J. Stuart Packard, Superintendent

**42600 Hwy 58
Buttonwillow, CA 93206
Phone: 661.764.5166
Fax: 661.764.5165
Email: spackard@buttonwillowschool.com**

ANNUAL NOTICE TO PARENTS/GUARDIANS CONCERNING THEIR RIGHTS AND RESPONSIBILITIES 2018-2019

These are exciting times for our school as we move forward in ways to dramatically help and assist parents. We have made available to all parents the attached documentation that needs to come home at the beginning of each school year. We have also made the information more accessible by making complete copies of these documents available on our current website. They will also be available on our new website and school app beginning August 30, 2018. If you would like a printed copy of the handbook a copy is available in the school office.

Each school must notify parents and guardians of their legal rights and obligations relating to specified programs and/or activities at the beginning of the first semester or quarter of the regular school year. The handbook summarizes those programs and activities.

After you review, please sign and return the acknowledgement, indicating that you have received and reviewed these materials. All references are to the California Education Code unless otherwise indicated.

If you have any questions, please contact the district office

Sincerely,

Mr. J. Stuart Packard
District Superintendent

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Parent's Rights and State Mandated Programs

ATTENDANCE

It is important that students attend school every day it is in session to benefit most out of the educational opportunities provided. Absences, other than those specified below relating to absences are not excused.

Excused Absences (E.C. section 48205)

According to law, your child will be excused for absence when it is:

- a. Due to his or her illness.
- b. Due to quarantine under the direction of a county or city health officer.
- c. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- d. For the purpose of attending the funeral services of a member of his or her 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. (E.C. sections 46010, et seq.)
- f. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- 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 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 or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- 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 his/her immediate family, who is an active duty member of the uniformed services, as defined in Education Code 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.
- j. For the purpose of attending his/her naturalization ceremony to become a United States citizen

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.

No Grade Reduction or Loss of Academic Credit (E.C. section 48205)

Your child shall not have his/her grade 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.

Attendance Alternatives (E.C. section 48980)

Intradistrict Attendance Option (E.C. section 35160.5)

Not Available – Buttonwillow Union School District is a one school district.

Interdistrict Attendance Options (E.C. sections 46600-46603, 48204(b), 48204(d), and 48300-48361)

Interdistrict Transfer Agreements (E.C. sections 46600-46603)

Two or more districts may enter into an agreement for the interdistrict transfer of students. The agreement must specify the terms and conditions under which transfers are permitted. For more information, please contact the District Office at 661-764-5166. If either district denies an interdistrict transfer request, you may appeal the decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to

make a decision. If such a situation arises, you will be advised of the applicable timelines and of your student's enrollment status pending the appeal.

Attendance Where Parent is Employed (E.C. section 48204(b))

Your child may have the option of attending school in the district where you or your spouse is employed.

Attendance Where Caregiver Resides (E.C. section 48204(d))

If your child lives in the home of a caregiving adult, as defined by law, your child may attend school in the district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that your child lives in the caregiver's home.

School District of Choice (E.C. sections 48300-48315)

The law allows, but does not require, each school district to become a "School district of choice." Such a district accepts transfer students from outside the district under the terms of the law. If the school board of a district decides to become a "district of choice" it must determine the number of students it is willing to accept in this category each year and make sure that the students are selected through a random and unbiased selection process. If the district chooses not to become a "School district of choice," a parent may not request a transfer under these provisions. Please contact the District Office at 661.764.5166 for more information.

Open Enrollment Act (E.C. sections 48350-48361)

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

Whenever a student is attending a district school on the Open Enrollment List, as identified by the Superintendent of Public Instruction, he/she may apply to transfer to another school within or outside of the District, if the school to which he/she is transferring has a higher Academic Performance Index.

Information regarding the application processes and applicable deadlines can be obtained from the District Office at 661.764.5166.

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

If your child has a temporary disability which prevents him/her 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, he/she 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.

Minimum Days or Pupil Free Staff Development Days (E.C. section 48980(c))

See **Attachment F** (Buttonwillow Union School District Student Attendance Calendar 2013-2014)

DISCIPLINE

Student Discipline Rules and Right to Review Same (E.C. section 35291)

The district maintains a student discipline code with a policy and procedures. Copies are available at the district or school office. You have a right to review the school rules regarding student discipline. **See Attachment A**

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

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 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.

Parent Responsibility for Student-Caused Damages (E.C. sections 48904 and 48900.1; Civil Code section 1714.1)

Parents 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 school property. Parents are also liable for any school property loaned to the student and willfully not returned.

This school year, parent liability may be as much as \$25,000 in damages and another maximum of the same amount for payment of a reward, if any. We expect these amounts to be indexed and rise annually.

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.

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, you may be required to attend a portion of a school day in your child's classroom.

Student Search (U.S. Supreme Court Case: *New Jersey v. T.L.O.* (1985) 469 U.S. 325)

The school principal or designee may search the person of a student (including backpack, purse, bag, etc.) or the student's locker if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband.

Evidence gathered from video surveillance tape systems in posted areas is specifically admissible in discipline hearings, as no one has a reasonable expectation of privacy in those circumstances.

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

The purpose of dress regulations is to help students set a standard for his/her personal appearance that is appropriate within the accepted guidelines of the Buttonwillow Union Elementary School District. Every student is expected to demonstrate pride in their personal appearance, because it reflects throughout Buttonwillow Elementary School on each student individually as well as collectively. Part of career planning is learning to dress appropriately for the job or for various occasions.

The Governing Board recognizes that students mode of dress and grooming is a manifestation of their personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding appearance, except choices that affect **the educational program of the school, the health and safety of other students, or for certain religious practices.** It is recognized that apparel which draws undue attention to the wearer tends to detract from the educational process, and therefore, is inappropriate. Good taste and good grooming are a part of learning for students. It is a mark of maturity when students can freely choose or follow District guidelines for apparel which demonstrates individuality without deviating from the standard of appropriateness.

Acceptable wear for Buttonwillow Elementary School

- Shoes are to be worn at all times. All shoes/sandals need to have a heel strap for safety purposes.
- Clothes which are sufficient to conceal undergarments at all times.
- Gym shorts shall only be worn in physical education classes.
- Hair which is clean, neatly groomed, and non-disruptive (i.e., no Mohawks, long pikes, etc.)

- Sweatshirts or T-shirts of neutral color that depicts college logos may be worn if not affiliated with any gangs. The administration reserves the right to ban any apparel that can be depicted as a gang related if those items become a problem.
- Clothes that fit properly.

Students Dress Code or Grooming Practices Which Are Unacceptable

- May present a potential hazard to the health or safety of the student or others in the school.
- May materially interfere with school work, create disorder, or disrupt the educational program.
- May cause excessive wear or damage to school property.
- May prevent a student from achieving his/her own educational objectives because of blocked vision or restricted movement.
- May be construed as gang affiliated.
- Backless shoes, high platform shoes, flip flops, or sandals without straps.
- Any clothing, jewelry and personal items, backpacks, fanny packs, gym bags water bottles, etc., which contain writing, pictures, or any other insignia which are crude, profane or sexually suggestive, bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic, gang, or religious prejudice.
- Hats, beanie caps, hoods, or other head coverings.
- See through or fish-net fabrics, halter tops, off-the-shoulder or low cut tops, bare midriffs and skirts or short shorts, spaghetti straps, shirts with inappropriate names, and muscle shirts due to the distractions they cause. Shorts, skirts, and culottes must cover the underwear when sitting, standing, or bending. In addition, the length can be no shorter than mid-thigh.
- Hair which is sprayed by any coloring that would drip when wet.
- Clothing that is not worn as it was traditional intended. All clothing must be appropriately sized. Pants and shorts must fit at the waist, hips, crotch, and thighs **No Bagging...No Sagging.**
- Sunglasses which are worn indoors.
- Attire that can be used as a weapon, such as steel toed shoes, or boots, rings or items that have spikes or studs, and wallet chains.
- Any jewelry which is visible that pierces any body parts other than the ears; no spike or plug earrings. No facial piercings.

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

The district takes allegations of sexual harassment seriously. Students in grades 4 through 12 may be suspended or expelled for engaging in sexual harassment. A copy of the district's policy on student sexual harassment is enclosed for your review.

See Attachment B

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 his/her right to request a meeting with the school principal before the principal makes a recommendation; (iii) the Superintendent or his/her 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

Services to Disabled Pupils (E.C. sections 56020 *et seq.* and 56301)

The Buttonwillow Union School District provides a full range of special education services to children who qualify under Federal and State law and local policy. 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 he/she 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 he/she has a disability or suspected disability. All such notifications will include a statement regarding procedural safeguards, including but not limited to, your right to examine relevant records, have an impartial hearing with an opportunity for participation by you and your counsel, and have a review procedure.

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 the School Accountability Report Card (SARC) which contains the titles, descriptions, and instructional aims of every course offered by each school, available in the District and/or School office or online at www.buttonwillowschool.com.

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

Buttonwillow offers Breakfast and Lunch Programs. Any student may purchase breakfast for \$1.65 and lunch for \$2.65. Reduced prices are as follows: breakfast \$.30 and lunch \$.40.

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.

When a household is selected for verification of eligibility for free and reduced meals, the District will notify the parent that their child(ren)'s eligibility is being verified.

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, you will be notified of procedures, applicable fee and your right to decline your child's participation upon your child's initial enrollment.

HEALTH AND SAFETY SERVICES

Immunizations (E.C. sections 49403 and 48216; Health and Safety Code sections 120335, 120365, and 120370)

Unless certain exemptions apply, your child must have proof of up-to-date immunizations before he/she can be admitted to attend school. Please contact the school office at 661-764-5248 for information about a personal beliefs exemption or medical exemption from immunizations for your child.

Effective January 1, 2014, if you submit a written statement that one or more immunization requirements are contrary to your beliefs, the statement must document which immunizations have been given and specify which ones are contrary to your beliefs. The personal belief affidavit must include a signed attestation by a health care practitioner indicating that he/she has provided you with information regarding the benefits and risks of the immunization and the health risks associated with the communicable disease.

Please note, that as of July 2011 a new school immunization law requires all students entering 7th through 12th grades in California to be immunized with a pertussis (whooping cough) vaccine booster called Tdap. The new requirement affects all students – current, new, and transfers – in public and private schools. For all future school years, all students entering into 7th grade will need proof of a Tdap shot before starting school.

State law requires the following immunizations before your child can attend school:

VACCINE	REQUIRED DOSES
Polio	4 doses at any age, but 3 doses meet requirement for ages 4-6 if at least one was given on or after the 4 th birthday; 3 doses meet requirement for ages 7-17 years if at least one was given on or after the 2 nd birthday. (Receipt of a dose up to, and including, 4 days before the birthday will satisfy the school entry immunization requirement.)
Diphtheria, Tetanus, and Pertussis	Age 6 years and under: [DTP, DTaP or any combination of DTP or DTaP with DT (diphtheria and tetanus)] 5 doses at any age, but 4 doses meet requirements for ages 4-6 years if at least one was on or after the 4th birthday. ----- Age 7 years and older: [Tdap, Td, or DTP, DtaP or any combination of these] 4 doses at any age, but 3 doses meet requirement for ages 7-17 years if at least one was on or after the 2 nd birthday. If last dose was given before the 2 nd birthday, one more (Tdap) dose is required. (Receipt of a dose up to, and including, 4 days before the birthday will satisfy the school entry immunization requirement.)
Measles, Mumps, Rubella (MMR)	Kindergarten: 2 doses both on or after 1 st birthday. (Two doses of measles-containing vaccine required. One dose of mumps and rubella-containing vaccine required. Receipt of a dose up to, and including, 4 days before the birthday will satisfy the school entry immunization requirement.) ----- 7 th grade: 2 doses both on or after 1 st birthday. (Two doses of measles-containing vaccine required. One dose of mumps and rubella-containing vaccine required. Receipt of a dose up to, and including, 4 days before the birthday will satisfy the school entry immunization requirement.) ----- Grades 1-6 and 8-12: 1 dose on or after 1 st birthday. (Receipt of a dose up to, and including, 4 days before the birthday will satisfy the school entry immunization requirement.)
Hepatitis B	3 doses at any age (Not required for 7 th grade.)
Varicella	1 dose (Physician-documented varicella/chickenpox disease history or immunity meets the varicella requirement. 2 dose varicella requirement for ages 13-17 years applies to transfer students who were not admitted to a California school before July 1, 2001.)
Tdap Booster (tetanus, reduced diphtheria, and pertussis)	7 th grade: 1 dose on or after 7 th birthday. (Tdap, DTaP, or DTP given on or after 7 th birthday will meet the requirement. Td does not meet the requirement. 8th-12th grade students transferring from outside of California must meet the requirement.

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

This 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 49414.5, 49414.7, 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 written request by you and with the approval of your child's authorized health care provider, a student with a medical condition that 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 the handling of 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 school 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. Provide necessary medications 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 telephone 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.

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.

Physical Examinations (E.C. section 49451)

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, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist.

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

The school district does not provide insurance on individual students. However, you may purchase accident insurance through the district for medical and hospital services covering your child. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of his/her attendance during a regular school day of the district, or while being transported by the district to and from school or other place of instruction, or while at any other place as an incident to school-sponsored activities and while being transported to, from, and between such places. A letter indicating the details of this insurance will be sent to you shortly.

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. If your child is identified at school as having this condition, you will be notified in accordance to the law.

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

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

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

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

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

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 C.F.R. 763.84 and 40 C.F.R. 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. Ingredients to pesticides will be posted prior to the date of application. For more information you may contact the school office at 661-764-5248.

If you wish to receive notification of individual pesticide applications at the school facility, please contact the school office at 661-764-5248. You will receive notification at least 72 hours prior to the application. Scheduled pesticide application dates are attached. **See Attachment C**

Information regarding pesticide information may be obtained at website for the California Department of Pesticide Regulation at www.cdpr.ca.gov.

School Safety Plans (E.C. sections 32280 et seq.)

Each school site has established a Safety Plan. Notice of the Plan details is 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)

The bus driver has full authority when transporting students to and from school. Students must be courteous, good citizens, and cooperative with the bus driver at all times. Transportation is a privilege, not a right. It may be revoked at any time for violation.

School Bus Rules

Student safety is our primary concern; therefore, students who ride the bus are expected to follow the bus rules set by the District.

- The driver is in complete control. Any conduct that distracts the driver may cause serious accidents. Students are expected to follow the driver's instructions.
- Students are to ride only the bus that they have been assigned.
- Students must remain seated until they arrive at their home stop or at school.
- Students are expected to board and disembark from the bus in an orderly manner.
- Bus aisles must remain clear at all times.
- Students must keep arms, feet, heads, etc., and personal belongings to themselves. No throwing of objects is allowed.
- No fighting, horse-playing, rough-housing, loud noises or screaming is allowed.
- Glass containers, animals, or insects of any kind are not allowed on the bus.
- No eating or drinking on the bus is allowed.
- No destroying or defacing the school bus.
- No littering on the bus.

Bus rules will be discussed with all bus students at the beginning of the school year, with periodic reminders throughout the school year. Failure to comply with these rules will result in the loss of transportation privileges. The bus schedule is attached. **See Attachment D.**

Sex Offender Information: "Megan's Law" (Penal Code section 290.4)

The California Department of Justice operates an internet website which 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.

Concussion/Head Injury During Athletic Activity (E.C. section 49475)

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.

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

The Governing Board recognizes that the health hazards associated with smoking and the use of tobacco products, including the breathing of 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.

Please be advised that 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 the 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

Instruction in Comprehensive Sexual Health Education/HIV/AIDS Prevention (E.C. sections 51934-51939)

Districts shall annually notify parents about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on student health behaviors and risks planned for the school year. Written and audiovisual educational materials used in such education are available for inspection. You will be notified prior to the commencement of any such instruction as to whether the instruction will be taught by district personnel or by outside consultants in class or during an assembly. If arrangements for this instruction are made after the beginning of the school year, you will be notified no less than 14 days prior to the date the instruction is delivered. You will also be notified of the date of the instruction, the name of the organization or affiliation of each guest speaker, if any, and your right to request a copy of the law pertaining to such instruction. You may request in writing that your child not receive comprehensive sexual health education and/or HIV/AIDS prevention education.

The law also authorizes the district to use anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age appropriate questions about the student's attitudes concerning or practices relating to sex. The district must notify you in writing before any such test, questionnaire, or survey is administered and provide you with an opportunity to review the test and request in writing that your child not participate.

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, then the teacher may work with him/her 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.

Excused from Instruction Due to Religious Belief (E.C. section 51240)

If any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction upon your written request.

Homeless Youth Education (42 U.S. 11432)

The district has a designated homeless liaison to assist parents with questions in the effort to inform parents of the educational opportunities available at Buttonwillow Union School District. Please see the school office for further details.

LIMITED ENGLISH PROFICIENT STUDENTS AND AVAILABLE LANGUAGE ACQUISITION ISSUES

English Learners/Available Language Acquisition Programs (E.C. section 310 (b) (2))

If your child is an English learner, he/she 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 the full educational program. A teacher 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:

Option 1 – Structured English Immersion (SEI):

Student in this placement will receive both Integrated and Designated ELD instruction designed for English Learners whose English language proficiency is at the beginning, early intermediate, and (low) intermediate levels and whose parents did not select the Alternative Program. Developmental access must be provided to the core curriculum using English and ELD, SDAIE (Specially Designed Academic Instruction in English) strategies and guidance from the ELA/ELD Framework (CDE July 2014). In addition, instructional modifications, teacher language, and other strategies designed to make instruction comprehensible to a non-English proficient student will be used when appropriate.

Option 2 – English Language Mainstream Program

Students in this placement will receive both Integrated and Designated ELD instruction focused on the linguistic and literacy gaps typically found in students at these higher proficiency levels. English learners in this program receive English Language Development from core classroom teachers until they are reclassified as Fluent English Proficient. English is the language of instruction for all subjects with primary language support as needed.

Option 3 – Alternative Bilingual Program

Buttontwillow School District will offer an alternative transitional bilingual program when there are twenty Parental Exception Waivers for English Language Learners per grade level whose primary language is not English. In the Alternative Bilingual Program, students are instructed in their primary language while receiving daily ELD instruction. Use of the home language decreases over time, while the use of English increases. The goals are: proficiency in English, high levels of academic achievement, reclassification to FEP, and high status assigned to home language and culture.

SCHOOL RECORDS AND ACHIEVEMENT

Pupil Records/Notice of Privacy Rights of Parents and Students (E.C. sections 49060, 49061, 49062, 49063, 49064, 49068, 49069, 49070, 49073, 49076 and 49077; 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; and 34 CFR 99.35)

Except for 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 fourteen (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. School district officials responsible for maintaining your child's records are as follows: Director of Student Services.

Please be aware, that 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. The original record or a copy shall be retained permanently by this 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 manage certain data stored in a secure cloud computing or web-based system for the District.

For additional information, please see Education Code section 49076 and 34 Code of Federal Regulations section 99.1 et seq. and contact [name and title of your district's contact person] or the Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Pursuant to Education Code section 49064, a log or record must be maintained for your child's record which lists all persons, agencies, or organizations requesting or receiving information from the record and legitimate interests therefore. This log can be inspected in the school office.

As a parent, you have a right to inspect and review your child's school records. To access individual student records, please contact the school of attendance. You also have a right to challenge the contents of your child's records, to have an administrator assist you in interpreting the records, request amendment to ensure that they are not inaccurate, misleading, or otherwise in violation of your child's privacy rights, to seek expungement of those records, to have a district-level hearing to appeal the decision not to change records, and to 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, they can be provided upon request.

Release of Pupil Directory Information (E.C. sections 49061(c)), 49070, 51938; 20 U.S.C. 1232h)

Buttonwillow School does not have a directory of student information to be used for organizations or activities.

Student Surveys (E.C. section 51513; 20 USC 1232h)

You have the right to inspect a survey or other instrument to be administered or distributed to your child that either collects personal information for marketing or sale or requests information about beliefs and practices and any instructional material to be used as part of your child's educational curriculum. Prior to administering any anonymous and voluntary survey regarding health risks and behaviors to students in grades 7-12, the district must provide you with written notice that the survey is to be administered. Please contact your child's school if you wish to inspect any survey or other instrument to be given to your child.

School Accountability Report Card (E.C. section 35256)

The School Accountability Report Card is available on request and is accessible at the following internet site: www.buttonwillowschool.com. This contains information about the district regarding the quality of the district's programs and its progress toward achieving stated goals.

DUE PROCESS PROTECTIONS AND COMPLAINTS

Uniform Complaint Procedure (E.C. sections 32289); 5 CCR 4610, 4620, and 4622)

The *Buttonwillow School District* has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The *Buttonwillow School District* shall investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in: Adult Education, Consolidated Categorical Aid Programs, Migrant Education, Child Care and Developmental Programs, Child Nutrition Programs, Special Education Programs, Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred. *Complaints of noncompliance with laws relating to pupil fees are filed with the principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

We shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

UCP Complaints may be filed with the following compliance officer for the Buttonwillow School District:

Name: J. Stuart Packard, Superintendent Office:
Buttonwillow District Office
42600 Highway 58, Buttonwillow, CA 93206
Telephone Number: (661) 764-5166

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the Buttonwillow School District's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the Buttonwillow School District's Decision. The appeal must include a copy of the complaint filed with the Buttonwillow School District and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of Buttonwillow School 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.

A copy of the Buttonwillow School District's UCP policy and complaint procedures shall be available free of charge.

Complaints Regarding Employees (E.C. section 35160(a)(3))

See school office for more information.

Complaints Regarding Discrimination and the Education of Disabled Students (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)

Our school district is committed to equal opportunity for all individuals in education. Our district programs and activities shall be free from discrimination based on gender, sex, race, color, religion, national origin, lack of English skills, ethnic group, marital or parental status, physical or mental disability, sexual orientation, or any other unlawful consideration; 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. The district shall promote programs which ensure that these discriminatory practices are eliminated in all district activities.

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, or to the Director of the Office of 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: Stuart Packard @ 661.764.5166.

Safe Place to Learn Act (E.C. sections 220, 221.5, and 234.1)

The district is committed to providing a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, facilities, and activities. The district prohibits, at any school or school activity, unlawful discrimination, 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, 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. For a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to file a complaint of a violation of these policies using the Uniform Complaint Procedures form, please contact the district's Coordinator for Nondiscrimination at 661.764.5166.

Each student is permitted to participate in sex-segregated school programs and activities and access facilities consistent with his/her 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 requires increased privacy he/she may contact the district's Coordinator for Nondiscrimination at 661.764.5166. Each such situation will be addressed on a case-by-case basis and in accordance with the law and Board Policy.

MISCELLANEOUS

Buttonwillow SD Administrative Regulation Parent Involvement

AR 6020

Instruction

District Strategies for Title I Schools

To ensure that parents/guardians are provided with opportunities to be involved in their children's education, the Superintendent or designee shall:

1. Involve parents/guardians in the joint development of the Title I local educational agency (LEA) plan pursuant to 20 USC 6312 and the process of school review and improvement pursuant to 20 USC 6316 (20 USC 6318) (cf. 6171 - Title I Programs)

The Superintendent or designee may:

- a. Invite input on the LEA plan from school site council and other district committees (cf. 0420 - School Plans/Site Councils) (cf. 1220 - Citizen Advisory Committees)
 - b. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the LEA plan and the opportunity to provide input
 - c. Ensure that there is an opportunity at a public Board meeting for public comment on the LEA plan prior to the Board's approval of the plan or revisions to the plan
2. Provide coordination, technical assistance, and other support necessary to assist the school in planning and implementing effective parent involvement activities to improve student academic achievement and school performance (20 USC 6318)

The Superintendent or designee may:

Provide ongoing workshops to assist staff and parents/guardians in planning and implementing improvement strategies, and seek input from parents/guardians in developing the workshops

3. Build the capacity of the school and parents/guardians for strong parent involvement (20 USC 6318)

The Superintendent or designee shall: (20 USC 6318)

- a. Assist parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children (cf. 6011 - Academic Standards) (cf. 6162.5 - Student Assessment) (cf. 6162.51 - Standardized Testing and Reporting Program) (cf. 6162.52 - High School Exit Examination)
- b. Provide materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement
- c. Educate teachers, student services personnel, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the school (cf. 4131 - Staff Development) (cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

- d. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians in a format and, to the extent practicable, in a language the parents/guardians can understand
- e. Provide other such reasonable support for parent involvement activities as parents/guardians may request
- f. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

4. The Superintendent or designee may:

- a. Identify overlapping or similar program requirements
 - b. Involve school representatives from other programs to assist in identifying specific population needs
 - c. Schedule joint meetings with representatives from related programs and share data and information across programs
 - d. Develop a cohesive, coordinated plan focused on student needs and shared goals
5. Conduct, with involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the school (20 USC 6318)

The Superintendent or designee shall:

- a. Ensure that the evaluation include the identification of barriers to greater participation in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background (20 USC 6318)
- b. Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy (20 USC 6318)
- c. Assess the district's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request (Education Code 11503)

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
- b. Gather and monitor data regarding the number of parents/guardians participating in district activities and the types of activities in which they are engaged
- c. Recommend to the Board measures to evaluate the impact of the district's parent involvement efforts on student achievement

6. Involve parents/guardians in the activities of the school (20 USC 6318)

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians
- b. To the extent practicable, provide translation services or other accommodations needed to encourage participation of parents/guardians with special needs

- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children
The district's Board policy and administrative regulation containing parent involvement strategies shall be incorporated into the LEA plan and distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)
(cf. 5145.6 - Parental Notifications)

Regulation BUTTONWILLOW UNION SCHOOL DISTRICT
approved: February 9, 2016 Buttonwillow, California

School Parent Involvement Policy

Buttonwillow School is proud of the tradition we have for cooperation between parents, students, staff, and both school and district administration. For all students to be successful, parents and guardians must be actively involved.

Each Title I school shall involve Title I parents by means of the following activities:

- (a) Convene an annual meeting to inform parents of participating students of the requirements of Title I and their right to be involved. (20 U.S.C. § 6318 (c)(1).)

Parents of Title I students are encouraged to attend the Annual Title I Parent Meeting. This meeting, held in the early fall, provides parents with information about the Title I Program. Additional Parent Nights and Parent Activities are offered that support the personal and academic growth of all students at Buttonwillow School.

- (b) Offer a flexible number of meetings. (20 U.S.C. § 6318 (c)(2).)

Meetings will be offered at a variety of times and days, based on availability and feedback from those who participate. The district will work to ensure that parents are given advanced notice of meetings through newsletters, monthly calendars, district website, use of the phone/text system, and the Take-Home-Thursday folders.

- (c) Involve parents of participating students, in an organized, ongoing, and timely way, in the planning, review, and improvement of its Title I programs and parental involvement policy. (20 U.S.C. § 6318 (c)(3).)

Parents are elected to the School Site Council (SSC). The SSC serves as an advisory committee for the Title I Program. The SSC holds regular meetings in which decisions are made that involve school resources for all categorical programs.

- (d) Provide parents of participating students with timely information about Title I programs. (20 U.S.C. § 6318 (c)(4)(A).)

Every parent is given a Parent Handbook at the beginning of the school year, as well as having access to it on the Buttonwillow School website. This handbook provides all pertinent information about the school. Included is information on school goals, dress code, student achievement, the Title I Program, and the Parent Club.

At Back to School Night, in the fall, parents are given an overview of the curriculum and programs funded by all categorical programs. Parents are also encouraged to become active participants in their child's education.

The School Accountability Report Card (SARC) is sent home every year and is always available for parents to read in the office, as well as on the school website. The SARC describes the school site, programs and projects that have been done in the past year, and plans for the following years.

When test scores are sent to parents, a note explaining the results will be provided for parents as well as trainings offered at the school to review the scores and what they mean for each student and their academic achievement.

- (e) Provide parents of participating students with an explanation of the curriculum, academic assessment, and proficiency levels students are expected to meet. (20 U.S.C. § 6318 (c)(4)(B).)

In the fall, the teachers communicate with parents through parent/teacher/student conferences. Results of the State Content Standards Tests are provided and explained. Parents

receive information about their child's progress through quarterly report cards. Back to School Night and Open House provide parents with opportunities to get to know their child's teacher and view completed and in progress activities and work. Staff members communicate with parents through phone calls, notes, informal meetings, and newsletters, the school website and email. Parents and guardians may request additional communication to address needs, concerns, and/or questions.

(f) Provide parents of participating students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children and respond to any such suggestions as soon as practicably possible. (20 U.S.C. § 6318 (c)(4)(C).)

Families are always welcome on campus. Parents are involved in many aspects of the school and are encouraged to help in the classrooms, on field trips, and at special events. They are also encouraged to actively participate in the Parent Club, School Site Council, and any volunteer opportunities.

To build capacity for involvement of parents, each school and LEA shall:

(a) Assist parents in understanding academic content and achievement standards and assessments and how to monitor and improve the achievement of their children. (20 U.S.C. § 6318 (e)(1).)

(b) Provide materials and training to help parents work with their children to improve their children's achievement. (20 U.S.C. § 6318 (e)(2).)

(c) Educate staff, with the assistance of parents, in the value of parent contributions and how to work with parents as equal partners. (20 U.S.C. § 6318 (e)(3).)

(d) Coordinate and integrate parental involvement with other programs and conduct activities that encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318 (e)(4).)

(e) Distribute information related to school and parent programs, meetings, and other activities to the parents of participating students in a format and, to the extent practicable, in a language the parents understand. (20 U.S.C. § 6318 (e)(5).) (f) Provide such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318 (e)(1).)

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Each school and LEA shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students including providing information and school reports required under Section 6311 in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318 (f).)

Parental Rights: Education Empowerment Act of 1998

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, tapes, 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 governing board of the school district.

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 governing board of the school district 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 shall be considered by the governing board of this school district. Upon written request by you, school officials shall arrange for your observation of the requested class or classes or activities in a reasonable time frame and in accordance with procedures determined by the governing board of this school district.

Consent for Evaluations: Your child may not be tested for a behavioral, mental, or emotional evaluation without your informed written 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. This law does not relieve pupils of any obligation to complete regular classroom assignments.

Health Component of Any Program or Class: Parents may exempt students from the health component of any course or class if that instruction conflicts with a parent's religious training or beliefs.

Other Parental Rights

The rights of parents of district pupils include the rights identified below. These rights include your right:

- a. To observe in your child's classroom (upon reasonable notice).
- b. To meet with your child's teacher and the school principal (upon reasonable notice).
- c. To volunteer your time and resources at the school.
- d. To be notified on a timely basis if your child is absent from school without permission.
- e. To be notified concerning your child's classroom and standardized test performance.
- f. To request a specific school and teacher and to receive a response from the school district. (This does not obligate the school district to grant the request.)
- g. To have a safe learning environment for your child.
- h. To examine curriculum materials of your child's class.
- i. To be informed of your child's progress and appropriate school personnel to contact in the event of problems.
- j. To access student records for your child.
- k. To receive information concerning expectations for student learning.
- l. To be informed in advance about school rules, policies, dress codes, and procedures for visiting the school.
- m. To receive information about any psychological testing of your child and to deny permission for such testing.
- n. To participate as a member of any school site councils or parental advisory councils at the school, in accordance with governing membership.
- o. 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) (20 USC 6311; 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. One hundred percent of the teachers at Buttonwillow School meet or exceed the minimum qualifications for Highly Qualified as defined in the No Child Left Behind Act. One hundred percent of the paraprofessionals working at Buttonwillow School meet or exceed the minimum qualifications as defined in the No Child Left Behind Act.

Parents have the right 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.
- The baccalaureate degree, college major, and any other graduate certification or degree held by 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.

Use of the Internet and/or On-Line Sites (E.C. section 48980(h))

Buttonwillow Union School District's Use of Internet and/or other On-Line Sites form is attached. Please read, sign, and return to your child's teacher. **See Attachment G**

Further Information is Available (E.C. section 48209.13, FERPA, 34 C.F.R. 99.7(b))

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office.

APPLICABLE TO ELEMENTARY AND MIDDLE SCHOOLS ONLY

TK/Kindergarten and First Grade Physical Examination (Health and Safety Code sections 323.5, 324.2, and 324.3; E.C. sections 49450 and 49452.8)

Good health, including good oral health, is important to your child's learning and successful academic career. State law requires that for each child enrolling in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. Likewise, state law requires that by May 31st of your child's first school year in a public school, proof of an oral health assessment by a licensed dentist on your child must be presented. You may file with the school district a written objection or waiver stating the reasons if you are unable to obtain such services. You must understand that 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 physical examination 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 [name, title, place and phone number].

Vision Appraisal (E.C. section 49455)

The district is required to appraise each student's vision upon initial enrollment and every third year thereafter until the student completes the 8th grade. 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.

Type 2 Diabetes (E.C. section 49452.7)

See Attachment E

Buttonwillow School Hours TK-8th Grades

Regular day (Mon, Tues, Thurs, Fri)

8:15 – 3:00 Breakfast begins @ 7:50 a.m.

Late Start (Wednesday)

9:15 – 3:00 Breakfast begins @ 8:50 a.m.

Minimum Day

8:15 – 1:15 Breakfast begins @ 7:50 a.m.

Fog Delay

10:15 – 3:00 *No Breakfast* (unless otherwise notified)

Buttonwillow Preschool Hours

Same as above except the release times are at