

PARENT/STUDENT HANDBOOK

Mt. Shasta Union School District

*Sisson School—www.sissonschool.org
Mt. Shasta Elementary School—www.mountshastaelementary.com
Mt. Shasta Union School District—www.mtshastausd.com*



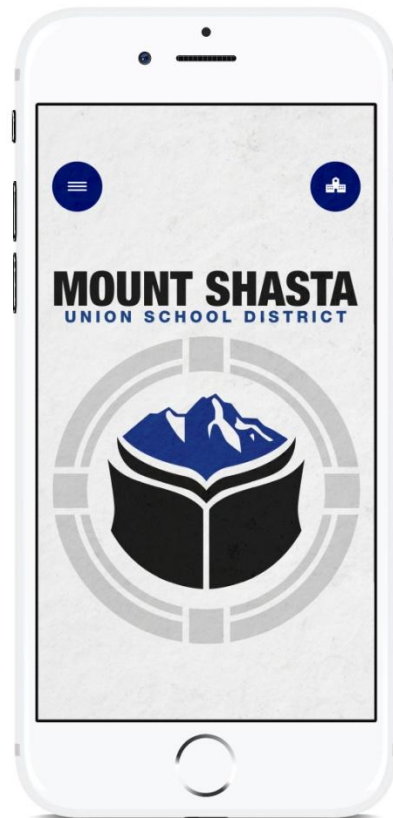
2020-2021

Mt Shasta Elementary School, Grades TK-3
Principal Barry Barnhart
501 Cedar Street
Mount Shasta, CA 96067
(530) 926-3434

Sisson School, Grades 4-8
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PRINCIPAL'S MESSAGE

Dear Parents and Students,

Welcome to the 2020-2021 school year in Mt. Shasta Union School District. We have prepared this handbook to provide you with pertinent information, so please read it together and keep it in a convenient location for your reference. We hope it will answer many of your questions or direct you to sources that may have the information you need.

With each new school year comes changes, and this year is no different. Although we endeavor to keep both the Mt. Shasta Elementary and Sisson School sites as consistent as possible, they do address diverse populations of students at differing developmental stages. As a result, the expectations and procedures may vary between the two sites in order to meet the specific needs of our students. Please note that we provide information for each school separately when there are differences.

Mt. Shasta Union School District is proud of our community involvement and parent/community volunteers. We welcome and encourage parents and family members to work with us in providing a strong, individualized education for each child. There are many opportunities for parents and guardians to participate; such as volunteering in the classroom, chaperoning field trips and events, assisting at fund raising functions, etc.

We hold high expectations for our staff and students and we strongly promote a standards-based, enriching education for your child. We believe that learning should be an enjoyable experience that builds character and organizational skills, as well as a knowledge base that will remain with your child for life. We are partners in this process and look forward to working collaboratively to help all our students in reaching their full potential.

We have an exciting and rewarding year planned for your child, including content and activities that will challenge your child to reach new heights. Part of our endeavor requires follow-up at home by providing a quiet time and place for completing homework. Our goal is for your child to have a successful school year. Please assist your child by setting aside a specific time for homework and then adhering to the schedule. In this way, you are helping your child to develop positive homework habits.

If you have any questions or would like to meet with me, you may call the Mt. Shasta Elementary School office at 926-3434 or the Sisson School office at 926-3846.

Thank you.

Yours in Education,

Mr. Barry Barnhart, Principal/Superintendent

Mr. Kale Riccomini, Principal

OVERVIEW OF HANDBOOK

The handbook contains important information to ensure that students and parents have clarification of our expectations regarding school protocols and policies. Parents should read along carefully with their child(ren) to review the contents. Additionally, please take note of each of the following:

You are invited to be an active participant in your child's education. Two ways to give your support are by helping with homework completion and by volunteering in the classroom.

When visiting our schools, you will need to sign in at the office and pick up a visitor sticker. We look forward to working with you and your child this year.

THE RULES SIMPLIFIED

The basic rules of the Mt. Shasta Union School District fall under three major headings:

- 1. BE SAFE**
- 2. BE RESPONSIBLE**
- 3. BE RESPECTFUL - VERBALLY AND PHYSICALLY**

Along with the basic rules come rights and responsibilities for students, staff and parents.

STUDENTS: All students have the right and responsibility to help maintain a positive learning environment. Students have a right to attend school in a safe and positive atmosphere. No student shall be harassed or threatened. Students have the responsibility to come to class with their materials and to be prepared to learn.

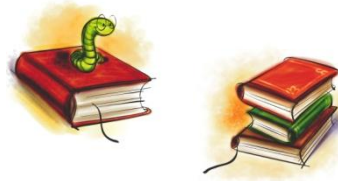
STAFF: School staff members have the responsibility to provide a positive and safe learning environment. They have the right to expect students and parents to cooperate with them as they carry out their responsibilities in enforcing school rules and procedures. They have the responsibility to give to each child the best they have to offer and to expect the best that each student is capable of giving.

PARENTS: Parents have the right to expect that their children will be provided with a safe and positive learning environment at school which will enable all students to do their very best. At the same time, parents should present a positive attitude toward the school, staff, students and families. They also have the responsibility of monitoring their children's progress and personal habits to insure that they are able to do their very best.

SCHOOL-WIDE POLICY

End of the year field trips, parties, graduation activities, report cards, etc. may be withheld until all books/fines are cleared by the Friday prior to the end of school.

SCHOOL DAY



MT. SHASTA ELEMENTARY SCHOOL

The school day for students begins at 8:25 a.m. Should your child arrive prior to 8:00 a.m., they will be assigned to our daycare at no charge, however, the afternoon daycare continues to be a fee-based program. Bus students are dismissed at 2:35 p.m. and the rest of the students are excused at 2:40 p.m.

KINDERGARTEN

School hours for kindergarten students are 8:25 a.m. to 2:35 p.m. Within this schedule we offer the traditional day option from 8:25 a.m. to 11:45 a.m. Changes in your child's schedule will be made only at trimester. Your child will be sent to our daycare, a fee-based program, if you are more than 15 minutes late picking up your child. Students may ride the bus if they live within the bus area. Students must live one mile or farther away from Mt. Shasta Elementary in order to be eligible to ride the bus.

SISSON SCHOOL

The school day for students begins at 8:30 a.m. Students arriving prior to 8:25 a.m. should go to the cafeteria first. Depending upon the weather, students will be supervised either in the cafeteria or on the playground.

Some teachers will allow students in the classroom prior to the first bell. Those students must obtain a classroom pass from the cafeteria. They will need it to enter the classroom. If pass rules are not followed, pass privileges will be revoked.

School is dismissed daily at 2:45 p.m. Unless students are involved in an after school program, students should leave campus promptly, as supervision is not provided after school.

DISTRICT AIMS

- AIM 1: Maximize student achievement.
- AIM 2: Ensure safe, secure, and well-maintained schools.
- AIM 3: Function with increasing efficiency and effectiveness.



DISTRICT MISSION

The mission of the MSUSD is to promote a system of educational excellence providing the opportunity for all students to become productive citizens and achieve high academic standards.

DISTRICT VISION

MSUSD strives to be a leader of educational excellence in the state of California.



POLICIES AND PROCEDURES

ABSENCES

Regular attendance is extremely important for student academic success. In order to gain the maximum benefit from school, it is necessary that students attend each day. New concepts are introduced to students daily. If children are tardy or absent, they miss an opportunity to learn. If your child is absent, please have it prearranged to pick up the work so your child can keep up with assignments. Work requests need to be in by **10:00 a.m.** for work to be ready by the end of the school day.

If your child will be absent for an extended period, it is the parent's responsibility to notify the school in advance to request student work.

Revenue used to provide a quality education for your students can only be earned by students' physical attendance at school, called Positive Attendance. The state no longer accepts excused absences when calculating school funding. All absences take money away from the schools.

An excused or cleared absence will address truancy issues only. Consequently, you can see the importance student attendance has on the quality of our programs. Please plan your trips or vacations to coincide with the breaks in the school calendar. Short-term independent study should be used in the event your child will be absent for five or more consecutive days. Please note, short-term independent study takes time to plan for and requires at least two weeks advance notice.

In order for schools to be accountable for the mandatory attendance law, students who have been absent from school are still required to bring a note from their parents/guardians indicating the date(s) and reason(s) for their absence, or the parent/guardian may choose to phone the school. For excused absences, see CA Ed Code 48205 on page 62. All other absences will be considered unexcused. Students with habitual unexcused absences or tardies will be referred to the Siskiyou County School Attendance Review Board (SARB). Continued truancy could result in referral to the SARB panel. Truancy letter will be mailed to parents/guardians of students who have three unexcused absences, excessive excused absences without a doctor's verification, or three truant tardies (30 minutes or more late to school). The notification calls attention to the attendance issues and marks the beginning of the SARB process. Attendance and punctuality at school are imperative for optimal student learning and to prepare for the work world.

TARDIES

Sisson Only: Students are expected to be at school by 8:25. If students are not in their classrooms by 8:30 they will be considered tardy. Every 3 unexcused tardies will result in a detention. If a student has more than 3 tardies in a quarter, they will be ineligible for perfect attendance. Both Schools: When students are late to school, they must report to the office. Attendance and lunch count are taken during the first five minutes of school. Habitual tardiness causes students to lose valuable learning time and tends to disrupt an entire class, thus affecting more students. Every attempt should be made to have students to school on time. Thank you for helping us in our efforts to provide the best education possible by ensuring that your child is in school and on time each day.

LEAVING CAMPUS

The Board of Trustees has adopted a Closed Campus Policy, in line with other elementary districts in California. Students will remain on campus for the lunch hour, unless a parent picks them up.

At Sisson, students wishing to leave campus during lunch may do so within the first 5 minutes and under one of the following conditions:

- a. They are signed-out and picked-up by a parent or guardian.
- b. They live within close proximity to the school and have written permission on file to go HOME for lunch.
- c. Friends will not be permitted to walk to another student's home for lunch, regardless of written parent permission.

If you need to pick your child up early, please sign him/her out in the office, if returning the same day, the student is required to sign in. A note to the teacher, in advance, is also helpful.

Students in violation of this policy are subject to suspension. Any exception to this rule must have the written approval of the office.

TRANSFERS

If you plan to move, please let the office know in advance. This will make your child's transition into a new school much smoother. Advance notice gives the office and your child's teacher time to prepare reports that will be used by the new school. Before withdrawing your child from Mt. Shasta Union School District, please return all library books, check the lost and found for any items missing, pay for any outstanding lunch bills, and return all classroom textbooks. If library books or textbooks become damaged or lost, it is your responsibility to reimburse the school district.



VISITORS TO THE CAMPUS

All visitors and volunteers to the campus must, upon arrival, report to the office to sign in. Visitors, at all times, must pick up a sticker in the office so that they may be identified by the students and staff. Parents/guardians and community volunteers are always welcome and encouraged to visit the school. All other persons, including students from other schools, are not allowed on campus without specific permission from the office. Students visiting from other schools may not attend classes with friends.

CURRICULUM

The California State Frameworks are used as a basis for our curriculum, and Common Core State Standards have been adopted as district guidelines. Summaries of grade level standards are available on the California Department of Education website at www.cde.ca.gov. Standards reflect expected performance criteria for each grade level.

Correlation and integration of all curricular areas takes place throughout the school day. Students have access to computers in both the classroom and library.

All students are provided with needed textbooks free of charge. Parents are expected to pay for lost or damaged books.

PERSONAL BELONGINGS

The school is not responsible for the personal belongings of students and we recommend that items of value not be brought to school.

Bicycles, skateboards, scooters, or roller blades are not to be ridden on campus. If you ride these items to school, they must be walked on campus and must be locked to the bike racks with your own lock or kept in your locker.

No visible electronic devices are allowed on school premises between 8:25 a.m. and 2:45 p.m. Cell phones, ipods, digital photo devices of any kind, including cell phones with such devices, etc., are not allowed at school or on the bus by students. First offense, the device will be confiscated and your child may pick it up after school. Further offenses will result in confiscation and must be picked up by a parent/guardian. The school is not responsible for lost, damaged, or stolen property.

BUS SERVICE

Riding a school bus is a privilege! The School District provides service to all elementary school students who live one mile or more away from school.

Students are the direct responsibility of the bus driver. Disorderly conduct or refusal to cooperate shall be sufficient reason for refusing transportation to any student, which includes loss of riding on field trips. Parents will be informed of behavior problems on the bus and subsequent suspension of privileges. Anyone who rides the school bus to any activity, such as field trips or sports events, must return to school on the bus unless parents make special arrangements. Any special arrangements must be made in writing directly between the parent and the teacher or coach in charge.

TRAFFIC AND PARKING PROCEDURES

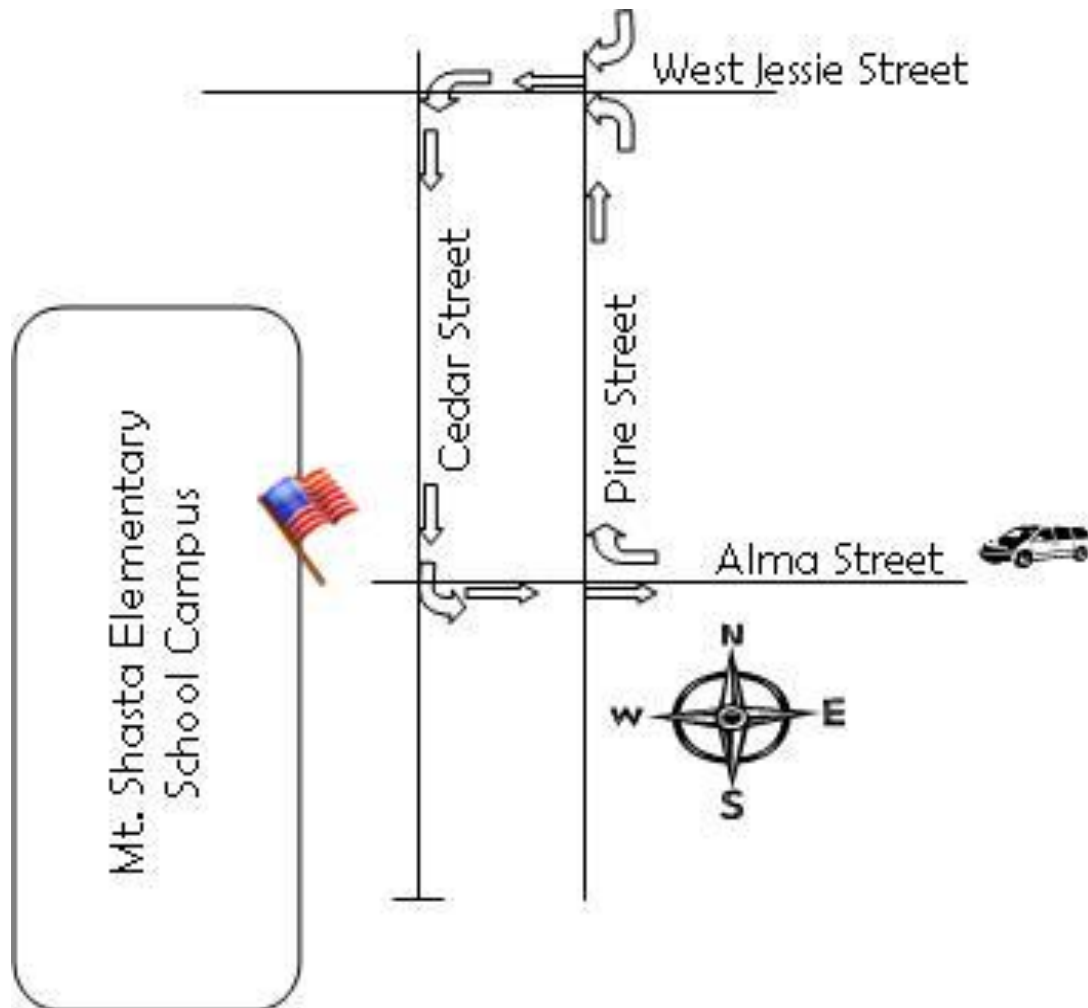
MT. SHASTA ELEMENTARY SCHOOL (MSES)

For your child's safety, we ask that you drop off or pick up your child on the school side of the street.

If you are traveling north on Pine Street, turn left onto West Jessie. If you are traveling south on Pine Street, turn right onto West Jessie. (West Jessie is one block north of the stop sign at the intersection of Pine and Alma Streets.) Next, turn left onto Cedar Street. You will now be on the school side of the street. Please do not expect your child to run across the street to you. This is dangerous because of the heavy amount of traffic at these times.

If you must park across the street. **PLEASE USE THE YELLOW CROSSWALK.** And please, do not walk between the buses.

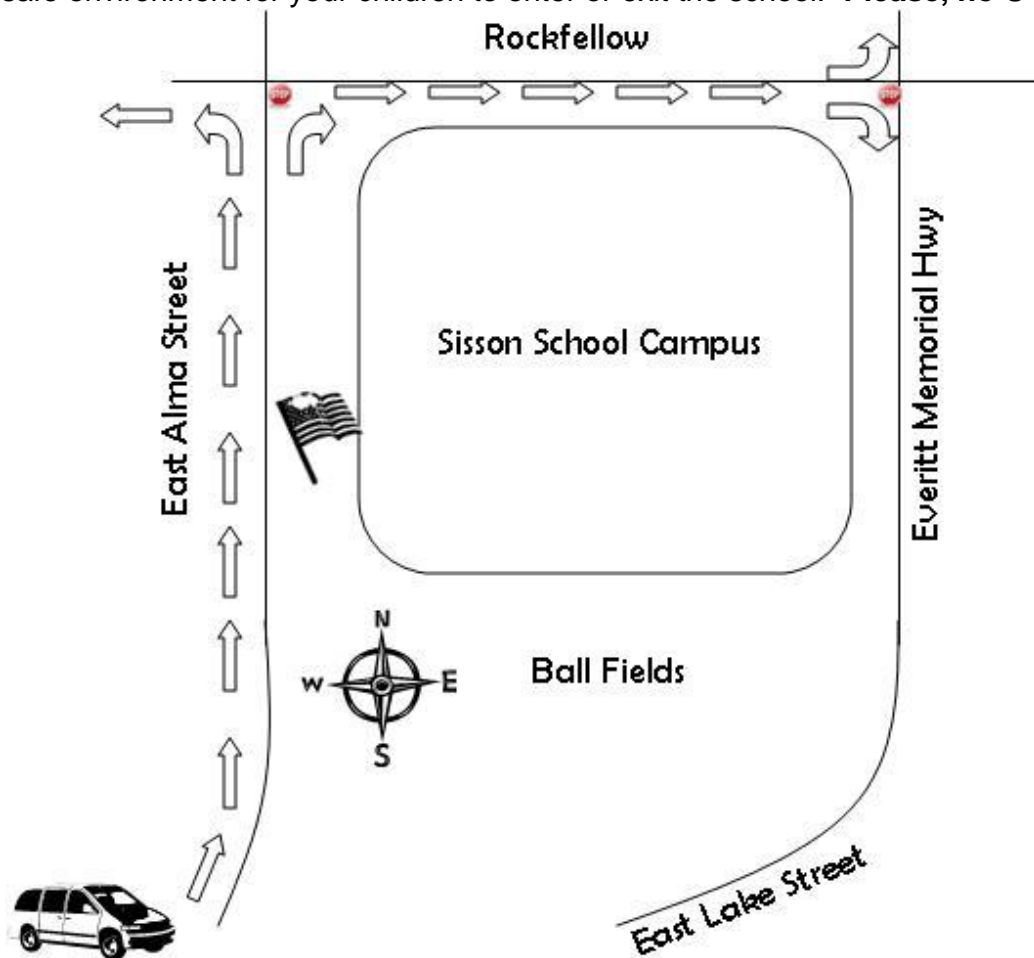
Do not make a U-turn in front of the school. Do not park in the red or handicapped zones. These are traffic violations, and the Mount Shasta Police Department does issue traffic tickets if such violations occur.



SISSON SCHOOL-TRAFFIC AND PARKING CONTINUED

Our main concern is the safety of all our children as we ask you to use the following protocol when driving your child(ren) to school. Please drive safely, responsibly, and respectfully.

1. Please help keep our students safe by using the student drop-off areas at the curbside on Alma Street and on Rockfellow Drive. **Please do not make a U-turn at either location.**
2. The "Bus Loading Zone" is restricted to buses only before school and before and after dismissal. **There is no passenger loading or unloading in either the bus area or in the "Staff Entrance Only" parking lot due to students crossing these areas to enter the school.**
3. Students should use crosswalks and never walk in-between the buses.
4. Please do not park on East Alma Street in front of the school from 8:00 a.m. to 8:30 a.m. or from 2:30 p.m. to 3:00 p.m. We use this area as a loading and unloading zone during these times.
5. Parents are asked to form a line on East Alma Street. As children are picked up and cars pull away from the curb, pull forward as space permits. This allows for a smooth flow of traffic and a safe environment for your children to enter or exit the school. **Please, no U-turns.**



LOST AND FOUND

The barrels for lost clothing and other items are located in the halls at each site. Please check the barrels if your child has lost or misplaced something. Unclaimed items are donated over winter break, spring break, and at the end of the school year.

The best insurance for return of lost articles is to mark them clearly with your child's name.

TELEPHONE USAGE

SISSON

Students may use the office phone in case of illness or school business only. **Students may not use cell phones on the school premises.**

LOCKERS

SISSON

Lockers are the property of the school district and the school retains the right to search, revoke, or limit the use of the lockers. Students with hallway lockers are encouraged not to share their combinations or switch lockers with other students.

HOMEWORK POLICY

The Board of Trustees has established a homework policy, which recognizes the importance of regular homework. The suggested time for **kindergarten through third grade** students is 15 to 30 minutes a night, which includes daily reading. Teachers explain their homework procedures and expectations at Back to School Night in September and often through weekly communications to parents.

At Sisson, time spent will vary according to the ability and study habits of the learner. **4th Grade** - 15 to 30 minutes per day; **5th Grade** - 30 to 45 minutes per day; **6th Grade** – 45 minutes to 1 hour per day; **7th Grade** - 1 to 1 1/2 hours per day; **8th Grade** - 1 1/2 to 2 hours per day.

In the event that your child is ill or has a planned absence, please call the school office before 10:00 a.m. to arrange for their homework.

GRADING

MT. SHASTA ELEMENTARY SCHOOL

Student reporting periods take place three times a year. Parent conferences are held in November and March. Report cards are provided each trimester in grades 1 through 3. Kindergarten teachers provide a narrative the first trimester and regular report cards in the second and third trimesters.

SISSON SCHOOL

Grading periods, with report cards, occur four times a year at regular intervals. At the end of the first grading period, parent conferences are held. Progress reports will be sent home to the parents of students achieving a D or an F, and intervention may be recommended to help the student succeed.

PROMOTION/RETENTION

Parents, teachers, our community, and the California Department of Education have stressed the need for minimum standards at all grade levels. From experience, we know that students will actually do better in school if expectations and standards are clearly established. The district requires students to maintain passing grades in all subjects, satisfactory behavior, and good attendance.

Students must meet grade requirements and standards in order to be promoted. Parent conferences are encouraged to ensure student success. Parents who have concerns about their child's achievement should contact the teacher in a timely manner.

Remediation or an intervention plan is an integral part of improving achievement. The school will take responsibility to recommend ways to help students succeed. Specific academic courses in the deficient subject(s) may be recommended. If needed, we will consider before/after school homework rooms or tutors to assist students.

Only students who have met promotion requirements by the end of the school year will be eligible to participate in promotion exercises/graduation. Habitual infractions of school rules may make the student ineligible to participate.

DISCIPLINE - BEHAVIOR PHILOSOPHY

At Mount Shasta Union School District, we understand that our students will occasionally make poor choices. We see this as an *opportunity* for growth and guidance. Our behavior philosophy is built on this concept and our responses are geared toward learning rather than punitive dissuasion.

We believe that all individuals are accountable for their actions and we work to empower a sense of moral obligation in our students. We hope to guide students to make positive choices first and uphold a high standard of kindness and respect. Our staff will work to meet the needs of every student, addressing issues early to minimize subsequent acting-out behaviors.

We expect every member of the Mount Shasta Union School District community to behave in a way that fosters respect of self and others, building a safe learning environment for all.

SCHOOL RESPONSE

In the event that a student makes a poor choice, the following progression will occur:

- Conversation with staff member
- Positive re-direction
- Natural consequences will occur

If a child does not respond to our pro-active approach to behavior guidance, the following will occur:

- Parent phone call
- Administrative involvement - consequences will be appropriate to behavior and age
- Documentation of student's behavior and staff response

CHRONIC BEHAVIOR ISSUES

If a student is not responding to the Mount Shasta Union School District behavior system and responses, a Student Study Team (SST) meeting may be held. During the SST process, a student behavior plan may be set and the appropriateness of placement in the Mount Shasta Union School District may be discussed.

SUSPENSION FROM SCHOOL

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. (Education Code 48925)

Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)

Notice of Regulations

At the beginning of each school year, the principal shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion through the Student Handbook. (Education Code 48900.1, 48980)

Grounds for Suspension and Expulsion - A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900(a))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage, or intoxicant. (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
7. Stole or attempted to steal school property or private property. (Education Code 48900(g))
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))
12. Knowingly received stolen school property or private property. (Education Code 48900(l))
13. Possessed an imitation firearm, i.e., a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(Education Code 48900(p))

17. Engaged in, or attempted to engage in, hazing as defined in Education Code 48900(q).
18. Engaged in an act of bullying. Education code 48900 (r)
19. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

20. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)
21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)
22. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district, including but not limited to the following circumstances: (Education Code 48900)

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

The Superintendent or principal may use his/her discretion to provide alternatives to suspension or expulsion for a student subject to discipline under this administrative regulation, including, but not limited to, counseling and an anger management program. (Education Code 48900(r))

A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above. (Education Code 48910) As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the class suspension. A teacher also may refer a student to the principal or designee for consideration of suspension from school. (Education Code 48910)

The Superintendent or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife, as defined in Education Code 48915(g), at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
5. Possession of an explosive as defined in 18 USC 921

The Board may also order a student expelled for any of the acts listed above under “Grounds for Suspension and Expulsion” upon recommendation by the principal, superintendent, hearing officer or administrative panel, based on either or both of the following finding(s): (Education Code 48915(b) and (e))

1. That other means of correction have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A complete copy of the discipline and suspension and expulsion board policies and administrative regulations are available at the school office and district office.

PLAYGROUND RULES & SAFETY

SISSON & MSE

1. Make sure to wear appropriate footwear. (See dress code)
2. Roughness, bad language, pushing and shoving are not allowed and will result in exclusion from the game and possible disciplinary action.

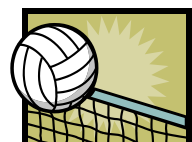
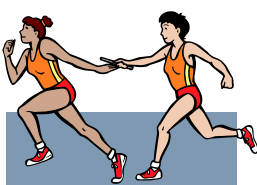
EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES **Student Council, Yearbook, Dances**



SISSON

The extracurricular and co-curricular program at Sisson is provided to help build the body as well as the mind. It is considered a privilege to participate in school activities. To maintain the high standards of Sisson School, the following guidelines will be used to determine eligibility.

1. Students must maintain regular attendance. On the day of an extracurricular event, students must attend at least 4 hours of school in order to participate in any extracurricular activity (dances, etc.)
2. Academic Eligibility Requirements for Student Council and Yearbook:
 - a. Students must have a minimum overall 3.0 grade point average (GPA, 2.0 GPA Yearbook) and have no failing grades (F).
 - b. Students must meet eligibility requirements in the quarter grading period prior to the activity. In addition, if a student receives a failing grade or below a 3.0 GPA (2.0 GPA Yearbook) on a report card during the activity, they will become ineligible.
 - c. At the time of sign up for activities a list will be given to the advisor to indicate ineligible students.
3. Discipline Standards
 - a. Ongoing or major behavior incidents can result in suspension from an activity at the discretion of the advisor or the principal.



SISSON INTERSCHOLASTIC ATHLETICS

Sisson School participates in the Siskiyou County Athletic League and follows league schedules and bylaws.

Schedules & General Descriptions

Fall Sports:

Cross Country Running

This sport is open to all eligible 5th through 8th grade students.

Recommended skills for students who are interested:

Physical fitness and a willingness and ability to work hard and learn

Coed Volleyball

Sisson fields a 7th and an 8th grade team. This sport is open to all eligible 7th and 8th grade students unless additional students are needed to complete teams. In that case, lower grade students may be invited to try out.

Recommended skills for students who are interested:

Physical fitness and a willingness and ability to work hard and learn

Concept of team versus self

Ability to serve the ball over the net

Bumping with control

General understanding of volleyball rules and procedures

Fall & Winter Sports:

Cheerleading

Sisson fields one 7th and 8th grade team. This team is open to all eligible 7th and 8th grade students, or lower grade level students if needed.

Recommended skills for students who are interested:

Physical fitness and a willingness and ability to work hard and learn

Concept of team versus self

Flexibility, kicking and jumping

Girls' and Boys' Basketball

Sisson fields 7th and 8th grade teams. This sport is open to all eligible 7th and 8th grade students unless additional students are needed to complete teams. In that case, lower grade students may be invited to try out.

Recommended skills for students who are interested:

Physical fitness and a willingness and ability to work hard and learn

Concept of team versus self

General understanding of basketball rules and procedures

Basic understanding of offense and defense

Passing, dribbling and shooting

Spring Sports:

Track and Field

This sport is open to all eligible 5th through 8th grade students. Track and field includes long distance running, sprinting, relays, hurdles, long jump, triple jump, high jump, shot put and discus.

Recommended skills for students who are interested:

Physical fitness and a willingness and ability to work hard and learn

Concept of team versus self

Physical endurance

Jumping and/or throwing skills

Eligibility

Students must have a minimum overall 2.0 GPA and have no failing grades at the quarter grading period prior to the sport. In addition, students must maintain eligible grades during the sport. Failure to do so may result in suspension from the team.

Attendance Requirement

On the day of an extracurricular event, students must attend at least 4 hours of school in order to participate.

Cost

Participation in school athletic teams is free of charge. Cheerleading incurs additional expenses associated with personal uniform components, and fundraising is required specific to those costs. Spectators are charged an entry fee of \$3 for adults and \$2 for students /seniors at basketball and volleyball games. Tournaments also require admission, and costs vary.

Transportation

Transportation is generally provided by parent volunteer drivers. If you are able and willing to drive, you can complete a parent driver packet and return it to the Athletic Director or the Sisson Office. All eligible drivers must show proof of current license, registration and evidence of a minimum of \$100,000/300,000 bodily injury and \$50,000 property damage per occurrence **or** \$300,000 combined single limit insurance coverage. Arrangements for transportation will be organized prior to away athletic events.

Parent support for transportation is a major contribution by parents which enables the continued success of Sisson athletics. Thank you to those who help.

Uniforms

With the exception of cheerleading, uniforms are checked out to students at the start of each season. They are to be cared for by students and returned to the school at the end of the season. There is no cost for use of school athletic uniforms unless they are lost or destroyed.

Participation

When necessary, in volleyball, basketball and cheerleading, if there are a large number of students who show interest in a particular sport, selections are made based on ability, eligibility, willingness to be coached, and commitment to the team.

Discipline

Athletes are expected to have good behavior. This is particularly important as teams travel and represent the school at various destinations. Also, athletic events do not always have the same level of supervision as provided at school. Athletes are expected to have self discipline. Ongoing or major behavior incidents can result in suspension from an athletic team at the discretion of coaches, the athletic director, or the principal.

Spectators Code of Ethics

Avoid actions that offend visiting teams or individual players.

Show appreciation of good play by both teams.

Accept the judgment of coaches and officials.

Spectators will be expected to stay in the seating area when the event is in progress.

No food or drink in the Sisson Gym at any time.

Once a student leaves a school event, they may not return.

Failure to abide by school policies will result in being asked to leave (parents will be contacted to come and pick up Sisson students) and the possibility of being banned from future events.

Revised June 2, 2010

CHEATING AND PLAGIARISM

Students are expected to maintain appropriate behavior and exercise good citizenship. Consequences for cheating, copying another student's work, or plagiarism of printed materials are at the teacher's discretion. If it is determined that the cheating was consensual, the other student may receive consequences as well.

SNOW POLICY

Snow needs to remain on the ground. Kicking or throwing snow is unacceptable for the safety of others. Disciplinary actions may be taken if the policy is not followed. Students may participate in planned, supervised snow activities only under the direction of a staff member.

DRESS STANDARDS

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. Listed below are basic guidelines to help students dress appropriately for their work setting, which is school. Students' dress shall not be disruptive to the educational process. Students will not attend class until appropriately attired.

- When at school, students must wear shoes that are safe and fastened securely. Flip-flops, backless shoes, backless sandals, shoes with heels over one-inch, and slippers are not allowed at MSE or Sisson.
- At MSE, socks need to be worn with sandals if playing on the equipment or the field.
- Clothing, jewelry, accessories and personal items (wristbands such as "booby bracelets, backpacks, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- Clothes shall be modest and not revealing, no bare midriff, and must conceal undergarments, including bra-straps. Pajama pants and pants with large holes that may be too revealing are not considered appropriate school attire. Sisson students may wear leggings as long as they are covered by a garment to mid-thigh.
- Hats, caps, and hoods shall not be worn indoors.

If a student has a dress code violation, the student will be given loaners from the office and will return to class. He or she may call home for a change of clothing.

It may become necessary at the judgment of the site administrator to modify the dress code and personal property code in order to promote safety and to eliminate any distractions to the educational process. All changes or additions will be addressed with individuals or through school-wide announcements.

P.E. DRESS REQUIREMENTS FOR 4th - 8th GRADE STUDENTS

Dress requirements will be as follows:

- Students will be required to wear athletic shoes that are snug on their feet.
- Dresses/skirts should not be worn.
- Hoop earrings and other jewelry are advised against during P.E. – for your own safety.

EMERGENCY INFORMATION

At the beginning of the school year, student demographic pages are sent home. It is EXTREMELY important that these be filled out accurately and returned to school promptly. If any of this information changes during the school year, please inform the office right away. A child will only be released to the parent or legal guardian unless a person is listed as an emergency contact or a note accompanies the child. If you list a friend or neighbor who is to be notified in the event you cannot be reached, please be certain that this person is aware of the arrangement.

INSURANCE

The Mt. Shasta Union School District does not carry insurance on any student. Medical care and payments are the responsibility of the parents. Parents of students who cause malicious injury may be held liable for costs. We highly recommend that parents purchase school insurance if they do not have any other type of coverage for their student.

NURSE

A credentialed School Nurse is in our district on a part-time basis. The responsibilities of the School Nurse can include: conducting immunizations programs; conducting vision assessments; along with hearing and scoliosis screenings; teaching age and grade appropriate family life and health classes; assessing children with special health concerns and special education issues and developing an individualized care plan for each of those students; organizing prevention and health promoting programs by presenters and providers from outside the school; monitoring medication administration in the school setting; training school staff to care for students with health concerns, and health promotion/education for staff and families. All of the above mentioned activities will be conducted in compliance with California State Laws and the California Education Code.

HEALTH

Children who are ill should not attend school. If your child has a fever or generally does not feel well, he or she should be kept home. A child who does not feel well usually does not benefit by attending school and may spread a contagious condition to students and staff. **If your child has a rash or open sores, he or she will not be allowed to attend school until your healthcare provider has provided a note telling the school the child's diagnosis, whether or not it is contagious, and when your child may begin attending school again.** Children with discharge from their eyes (unless clear) will not be allowed to attend school until they are symptom free or can provide documentation from their healthcare provider that the condition is not contagious.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. According to the CDC, people with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

All communicable diseases will be dealt with according to recommendations of the American Academy of Pediatrics, Centers for Disease Control, and in consultation with the Public Health Department, if indicated, and in compliance with relevant educational codes.

MEDICATION

The California Education Code regulates administration of medication at school. If your child requires medication to be given at school, please contact the School Nurse. This includes over the counter medications as well as medications prescribed by your healthcare provider. Forms for medication administration may be picked up in the school office. In order for your child to receive the medication, the healthcare provider and parent or guardian must sign the form.

All student medications are kept in the school office (with the exception of asthma inhalers which may be carried by the student if proper documentation is completed). Medications must be in the original labeled container and must be brought to the school office by a parent or guardian (please do not send medication to school with your child).

IMMUNIZATIONS

Before children under age 18 years may be admitted to any public or private California (elementary or secondary) school, California law requires that an immunization record be presented to staff by the parent or guardian. Usually, this is the child's personal immunization record given to parents by the doctor or clinic. The personal immunization record must:

- identify the student by name and date of birth
- show the date each required vaccine dose was received
- have the type of vaccine received
- include the name of the physician or agency who gave the vaccine.

In most cases, it will be a yellow California Immunization Record or similar form given to parents by their doctors. Records accessed through immunization registries or from other states and countries are also acceptable.

All required immunizations must have been given before a child can begin school in all grades. The only exceptions are for Medical Exemptions or conditional admission (child has begun immunizations series and no doses are currently due). Children admitted conditionally will be allowed to attend school until the next immunization is due. The child will not be able to continue to attend if the due date has passed and the parent has not submitted a record to show the immunization was given

There are no longer Personal beliefs exemptions (PBEs) for California schools. A PBE filed at a California school before January 1, 2016, will remain valid until the student enrolls in the next grade span, typically seventh grade (a PBE filed in 2015 for T/K is valid for K). Requirements can also be met if a parent or guardian submits a medical exemption along with the child's immunization record showing the child has met all other dosing requirements for age or grade.

A temporary or permanent medical exemption to one or more of the immunizations may be granted under certain circumstances if a licensed physician (M.D. or D.O.) provides a written statement which states:

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated.
- Which vaccines are being exempted.
- Whether the medical exemption is permanent or temporary.
- The expiration date, if the exemption is temporary.

Seventh grade- Additional immunizations needed for seventh grade entry include a Tdap booster shot (given after the 7th birthday) and two measles (or MMR) shots.

For more information about specific immunizations requirements and California laws for schools, go to: <http://www.shotsforschool.org/> (updated 01/2016)

LUNCH PROGRAM

Hot lunches are available daily. The cost of a student lunch is \$3.05. The cost of Milk is \$0.40.

It is recommended that students wishing to buy lunches pay ahead by putting money on their lunch account periodically. Free and reduced lunch application forms are available in the school offices and must be filled out and returned, whether your child will need school lunches or not. Funding for additional academic support for our schools is based on our number of students who qualify for this program.



FOOD RESTRICTIONS

Gum is not allowed on campus. Eating lollipops or sunflower seeds in the shell are not allowed on school grounds. Possession of these items will result in an incident report. While eating snacks, students need to sit/stand by benches. For your safety, any food items brought into school for sharing may **not** be prepared at home. **No glass bottles are allowed on campus.** The consumption of energy drinks such as Monster, Red Bull and Rock Star on school sites is not permitted. These drinks contain high levels of caffeine, sugar, and other stimulants. Energy drinks contain up to 160 milligrams of caffeine, which exceeds the Food and Drug administration limit of 68 milligrams of caffeine per 12-ounce drink. Consumption of these drinks may cause anxiety, rapid heart rates, heart palpitations, irritability, difficulty sleeping, and indigestion.

DELIVERIES

Deliveries to students such as flowers, balloons, etc. need to be delivered to the office and will be delivered to the student at the end of the day.

COMMUNICATION

Announcements, events, menus, school calendars, links to pertinent sites, and other items of importance are updated monthly on both school websites and the Mount Shasta USD app .

Every student enrolled has their parent's/guardian's contact information uploaded to our automated calling system. The auto dialer notifies families at the same time of late or one bus runs, school closures, snow information, minimum days, etc.

Additionally, important messages or those of an emergency nature will be presented on the Mount Shasta USD app, schools's websites, the local radio stations, KSYC (103.9 FM), KWHO (102.3 FM), and KZRO (100.1 FM), to provide parents/guardians with any pertinent information, such as closure for snow days or late start for snow days, etc.

Many teachers have their own web page and email account, some teachers send home weekly or bi-monthly letters describing activities and events that are occurring in the class. A homework hotline is available at Sisson (by participating teachers) by dialing the school phone and selecting your teacher's extension.

LIBRARY SERVICES

Our District maintains well-stocked libraries, which are supplemented every year. Students check out books weekly. The student must pay for any lost or damaged books.



INTERVENTION PROGRAM

Mt. Shasta Union School District has made a commitment to address every student's academic needs to ensure their success in the classroom. To provide this assistance, the District offers these programs: Early Intervention, Reading Center, Speech and Language Specialist, Resource Specialists. The purpose of the Student Study Team is to develop an action plan to ensure that every effort has been made to enable each child to have a successful educational experience. The parents, the teacher, and any other adults involved with the child meet together to discuss the best means to achieve this. Your child's teacher will contact you when a meeting is to be arranged. A parent may also request a Student Study Team Meeting and should do so through the teacher.

SCHOOL SITE COUNCILS (SSC)

Our School Site Councils (SSC) provides an opportunity for parents to have input into the organization and direction of the school. Their purpose is to serve as an advisory group to the Board when planning for and budgeting special state and federal funds. The SSC is required by law to be equally composed of school staff and parents. Their peers elect these voting members for terms of two years. All interested parents are welcome to attend the quarterly meetings and run for vacant parent positions when they occur. Meeting dates are announced in parent letters and noted on the monthly calendar.

PARTNERS IN EDUCATION (PIE)

Partners in Education (PIE) is a group of parents who are working together to raise money to help Mt. Shasta Elementary and Sisson School. For more information about PIE or have questions, please send an email to mSPIEK8@gmail.com. PIE helps to fund a variety of grants and activities for the schools.

GOOGLE MEETS

Teachers may record Google Meets for educational purposes. The recording of a Google Meet by non-District personnel and/or the posting of a recorded Google Meet to social media is prohibited.

SCHOOL ACCOUNTABILITY REPORT CARD

A hard copy of the School Accountability Report Card (SARC) is available from the office upon request.





MOUNT SHASTA UNION SCHOOL DISTRICT

Superintendent

Barry Barnhart

Principals

Barry Barnhart

Kale Riccomini

595 East Alma Street
Mount Shasta, CA 96067
Phone: 530-926-6007
Fax: 530-926-6103
mountshastausd.com

Board Members

John Duncan

Mona Gutierrez

Kay Scovill

Nancy Swift

Robert Winston

To: Parents, Students, Employees, District School Advisory Committees
And Concerned Citizens

From: Barry Barnhart, Superintendent
Title IX Officer

Subject: Annual Notification Requirements Regarding Complaints

Date: August 2020

Attached you will find the Mount Shasta Union Elementary School District Uniform Complaint Procedure (Board Policy 1312.3 and Administrative Regulation 1312.3).

As Superintendent, I have been designated by the Board of Trustees to receive and process complaints against the District, its employees and students.

The process for filing local complaints and appeal procedures are provided for in Board Policy and allow for complaints to be filed six months from the date of occurrence of the alleged discrimination with opportunity for mediation. The Board encourages the early, informal resolution of complaints at the site level whenever possible. As compliance officer, I must hold a meeting within five days of receipt of the complaint in order to provide an opportunity to hear the complaint orally. Within 60 days, of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision. If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the District's decision.

Local resources and civil law agencies, which may have information to help complainants in their efforts to seek remedies, include:

Siskiyou County District Attorney's Office
Siskiyou County Human Services Department
Private Legal Counsel
Siskiyou County Office of Education

If you have any questions regarding the Uniform Complaint Procedure or need assistance in filling out the official form, please contact Barry Barnhart, Superintendent at 926-6007.



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COMPLAINT ACCEPTANCE PROCEDURE - CIVIL RIGHTS

Accepting a Complaint

- Civil rights complaints should be directed to Barry Barnhart, Superintendent
595 East Alma Street,
Mt. Shasta, Ca 96067
530-926-6007
- Complaints can be received verbally, in writing, or anonymously. If the complaint is verbal and the complainant is not inclined to put the allegation in writing, the person to whom the complaint was made must write up the complaint on behalf of the complainant. An anonymous complaint must be handled the same as any other complaint.
- A complaint form may be used, but is not a prerequisite for accepting a complaint.

Transcribing a Complaint

Make every effort to ensure the following information is documented:

- Name, address, and telephone number of the complainant
- The nature of the incident or action that led the complainant to feel discrimination was a factor
- The basis on which the complainant believes discrimination exists
- The names, telephone numbers, titles, and business or personal addresses of persons who may have knowledge of the alleged discriminatory action
- The date(s) during which the alleged discriminatory actions occurred

Forwarding a Complaint

Complaints are forwarded to the following agencies:

- Child Nutrition Program, CDE
 - USDA Office of Civil Rights, Western Region
 - USDA Office of Civil Rights, Director
- *Addresses of Agencies are attached to this page

Resources

- California Department of Education Civil Rights and Complaints web page (<https://www.cde.ca.gov/ls/nu/cr/>)
- USDA FNS Civil Rights web page (<http://www.fns.usda.gov/civil-rights>)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at the Filing a Program Discrimination Complaint as a USDA Customer page (<https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: 202-690-7442; or (3) Email: program.intake@usda.gov

This institution is an equal opportunity provide

**MOUNT SHASTA UNION
SCHOOL DISTRICT**

**REQUIRED ANNUAL
PARENT/GUARDIAN
NOTIFICATIONS**

AUGUST 2020

**EDUCATION CODE 35186 REQUIRES THAT THE FOLLOWING NOTICE BE POSTED
IN YOUR CHILD'S CLASSROOM:**

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. There should be no teacher vacancies or misassignments as defined in Education Code 35186(h) (1) and (2) and the district's administrative regulation AR 1312.4.
4. To file a complaint regarding any of the above matters, complaint forms can be obtained at the principal's office, district office, or can be downloaded from the California Department of Education's website.

REQUIRED ANNUAL PARENT NOTIFICATIONS

The following Parent/Guardian notifications are available in the District Office in their entirety and copies may be requested.

BP 0410 Nondiscrimination in District Programs and Activities

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration.

BP 0510 School Accountability Report Card

In enacting the "Classroom Instructional Improvement and Accountability Act," the public has mandated the annual assessment of specific conditions at each school site. The Governing Board desires that this assessment be viewed as an opportunity to communicate with the public, review achievements, identify areas for improvement, enlist local support, enhance internal operations, build consensus, and establish a vision. The SARC's for the district can be accessed on the web at www.mts hasta.k12.ca.us/board.html.

BP/AR 1312.3 Uniform Complaint Procedures

The Governing Board recognizes that the district has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education.

BP/AR/E 1312.4 Williams Uniform Complaint Procedures

All complaints concerning alleged violation of state or federal law or regulations shall be handled in accordance with legal requirements, Governing Board policy and administrative regulations.

AR 3515.3 Tobacco-Free Schools

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

AR 3514 Environmental Safety

The Governing Board believes that students and employees have the right to learn and work in a safe, clean and healthful environment. This regulation addresses air quality, integrated pest management and lead exposure reduction.

AR/E 3543 Transportation Safety Plan and Emergencies

The district provides for the safe and efficient transportation of students to and from school as necessary to ensure student access to educational program, promote regular attendance and reduce tardiness. The extent to which the district provides for transportation services shall depend upon student and community needs and a continuing assessment of financial resources.

BP 3553 Free and Reduced Lunch Program

National School Lunch Program regulations require that lunches be provided for needy students when family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition.

AR 4222 Qualifications and Duties of Paraprofessionals

Right to request information re: professional qualification of their child's teacher and paraprofessional.

BP /AR 5030 Student Wellness

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students.

AR 5111.1 District Residency

Prior to admission, students living within the district must provide proof of residency.

BP 5112.5 Closed Campus

In order to keep our students in a supervised, safe, and orderly environment, the Governing Board establishes a “closed campus” at all district schools. Once students arrive at school, they must remain on campus until the end of the school day unless picked up by an authorized adult. Students living within one mile of school may be allowed to go to their respective homes for lunch only with written authorization from their parents/guardians and permission from school authorities. Parents of students who go home for lunch on a daily basis must have on file with the school office a note giving such permission. Students who leave campus without such authorization shall be classified as truant and subject to disciplinary action.

BP 5112.7 Student Placement Request/Transfer

The Governing Board directs, with respect to student placement requests by parents and/or guardians for a child enrolled in the Mount Shasta Union School District, the following guidelines be followed:

1. The district will attempt to honor requests but the final decision on any student’s placement must remain with the district to insure balance within the classroom. Parents and/or guardians must understand that such requests may be honored as a courtesy to the parent.
2. Parents and/or guardians may fill out a request for class placement form reflecting teacher, team or teaching style.

BP 5113 Absences and Excuses

The Governing Board believes that regular attendance plays a key role in the success a student achieves in school. The Board recognizes its responsibility under the law to ensure that students attend school. Parents/guardians of children between the ages of six and eighteen are obligated to send their children to school unless otherwise provided by law.

BP 5117 Inter-District Attendance

Students who reside in one district may choose to attend school in another district.

BP 5125 Student Records; Confidentiality

Information about students shall be used judiciously, and in ways that contribute to the student’s welfare. The district shall establish safeguards to protect the student and the student’s family from invasions of privacy.

BP 5131 Student Conduct

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

BP 5131.1 Bus Conduct

Bus transportation is a privilege extended only to student who display good conduct while waiting to ride, riding, or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

The Board believes that the use of surveillance systems on school buses will help to deter misconduct and improve discipline, ensure the safety of students and bus drivers, and prevent vandalism. Therefore, surveillance systems may be installed and used on school buses to monitor student behavior while traveling to and from school and school activities.

BP 5141.3 Health Examinations

The Governing Board recognizes the importance of periodic health examinations conducted according to state health regulations. To determine the health status of students, facilitate the removal of handicaps to learning, and determine whether special adaptations of the school program may be necessary, the Board shall require that periodic examinations are conducted which includes tests for vision, hearing and scoliosis.

AR 5141.21 Administering Medication

Before a designated employee administers any prescribed or non-prescribed medication to any student during school hours, the district shall have received:

1. A written statement from the student's parent/guardian requesting the district to assist the student in taking the medication as prescribed by the physician. (Education Code 49423)

BP 5141.31 Immunizations

No child shall be admitted to any district school without presentation of evidence that the child has been fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps and rubella in the manner and with immunizing agents approved by the State Department of Health. Students who have reached the age of seven shall not be required to be immunized against pertussis or mumps. (Health & Safety Code 3381)

BP 5141.32 Kindergarten Screening

The Governing Board recognizes the importance of identifying potential physical and mental disabilities at an early age so that appropriate treatment can prevent or lessen the damage they may cause. In cooperation with the County Child Health and Disability Prevention program, the Superintendent or designee shall provide the parents/guardians of all kindergarten students with information regarding the health screening and evaluation services and other benefits provided under the Health and Safety Code.

BP 5143 Insurance

A group student accident insurance plan shall be made available on a voluntary basis to every student registered in the district. The specific plan shall be approved by the governing Board and shall specify that the insurance agent assume all administrative processes. (Education Code 49470, 49472)

BP 5144 Discipline

The Governing Board desires to prepare youth for responsible citizenship by fostering self-discipline and personal responsibility. The Board perceives that good planning, a good understanding of each child, and parent involvement can minimize the need for discipline. When misconduct occurs, staff shall make every effort to identify and correct the causes of the student behavior in a positive manner avoiding any unnecessary confrontations.

BP 5144.1/AR 5144.1 Suspension and Expulsion/Due Process

The Governing Board recognizes that maintaining an environment, which promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify district behavior standards.

BP 5145.7/AR 5145.7 Sexual Harassment

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.

BP 5145.8 Refusal to Harm or Destroy Animals

The Governing Board recognizes that some students have a moral objection to dissection or otherwise harming or destroying animals. California law grants these students the right to refrain from participation in instruction that involves such activities.

BP 6020 Parental Involvement Title I

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making and advocacy roles; and activities to support learning at home.

BP 6111 School Calendar

Calendar shall show the beginning and ending school dates, legal and local holidays, orientation meeting days, minimum days, vacation periods and other pertinent dates. The district shall offer 180 days of instruction per school year.

BP 6163.2 Animals at School

Before any student or employee brings an animal to school for an instructional purpose, he/she shall receive written permission from the principal or designee. The principal or designee shall give such permission only after he/she has provided written notification to all parents/guardians of students in the affected class, asking the, to verify whether their child has any known allergies, asthma, or other health conditions that may be aggravated by the animal's presence.

BP 6141.2 Recognition of Religious Beliefs and Customs

Instructional programs may use religious literature, art, music or symbols to illustrate the subject matter being taught. Such instruction should be designed to broaden the students' understanding of social and cultural history and their tolerance for the multiple ways of life practiced by the peoples of the world. Instruction about religious holidays shall be carefully tied to these educational objectives.

BP/AR 6142.1 Family Life Education

The district family life education program shall encourage students to be abstinent and to conceptualize sexual behavior in the ethical and moral context of marriage. The program shall be age-appropriate and shall address a full range of topics, including parenting and birth control, and shall emphasize that abstinence from sex is the only totally effective protection against unwanted pregnancy, sexually transmitted diseases and sexually transmitted AIDS. All courses that discuss sexual intercourse shall satisfy the criteria established by law. (Education Code 51553)

BP/AR 6154 Homework/Makeup Work

The governing Board believes that homework serves many important purposes. The administration and certificated staff shall design homework plans and assignments so that through their homework, students can reinforce academic skills taught in school and learn how to conduct research effectively, develop ideas creatively and become life-long learners.

BP 6163.4/AR 6163.4 Student Use of Technology

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Every effort shall be made to provide equal access to technology throughout the district's schools and classes.

BP 6164.4 Identification of Individuals with Exceptional Needs

The Governing Board recognizes that each individual is unique, and that, while for most students the conventional school program is appropriate, a substantial number of individuals have exceptional abilities and/or needs which should be served.

BP 6183 Home and Hospital Instruction

Students temporarily disabled by accident or by physical, mental or emotional illness may receive individual instruction at home or in a hospital or residential health facility within the district. Such instruction may be given from one to five hours a week.

Uniform Complaint Procedures

BP 1312.3 (a)

Community Relations

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

Complaints Subject to UCP

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

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; After School Education and Safety programs; agricultural career technical education; American Indian education centers and early childhood education program assessments; bilingual education; California Peer Assistance and Review programs for teachers; state career technical and technical education, career technical, and technical training programs; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; Economic Impact Aid; the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; special education programs; California State Preschool Programs; Tobacco-Use Prevention Education programs; and any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

(cf. 5131.62 - Tobacco)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6159 - Individualized Education Program)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

(cf. 6178.2 - Regional Occupational Center/Program)

(cf. 6200 - Adult Education)

2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory 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, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 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)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

(cf. 5146 - Married/Pregnant/Parenting Students)

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)

5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)

(cf. 3320 - Claims and Actions Against the District)

6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)

Uniform Complaint Procedures

BP 1312.3 (c)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)

(cf. 0420 - School Plans/Site Councils)

8. Any complaint, by or on behalf of a student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1)

(cf. 6173 - Education for Homeless Children)

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

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

10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)

(cf. 6152 - Class Assignment)

Uniform Complaint Procedures

BP 1312.3 (d)

11. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

12. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

13. Any other complaint as specified in a district policy

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

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

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

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

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Uniform Complaint Procedures

BP 1312.3 (e)

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

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, teacher vacancies and misassignments, or health and safety violations in any license-exempt California State Preschool Program shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

Uniform Complaint Procedures

BP 1312.3 (f)

8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32280-32289 School safety plan, uniform complaint procedures
33380-33384 California Indian Education Centers
35186 Williams uniform complaint procedures
44500-44508 California Peer Assistance and Review Program for Teachers
46015 Parental leave for students
48853-48853.5 Foster youth
48985 Notices in language other than English
49010-49014 Student fees
49060-49079 Student records, especially:
49069.5 Records of foster youth
49490-49590 Child nutrition programs
49701 Interstate Compact on Educational Opportunity for Military Children
51210 Courses of study grades 1-6
51223 Physical education, elementary schools
51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements
51226-51226.1 Career technical education
51228.1-51228.3 Course periods without educational content
52060-52077 Local control and accountability plan, especially:
52075 Complaint for lack of compliance with local control and accountability plan requirements
52160-52178 Bilingual education programs
52300-52462 Career technical education
52500-52616.24 Adult schools
54000-54029 Economic Impact Aid
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56865 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process; school plan for student achievement
65000-65001 School site councils
GOVERNMENT CODE
11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act
HEALTH AND SAFETY CODE
1596.792 California Child Day Care Act; general provisions and definitions
1596.7925 California Child Day Care Act; health and safety regulations
104420 Tobacco-Use Prevention Education

Uniform Complaint Procedures

BP 1312.3 (g)

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

3080 Applicability of uniform complaint procedures to complaints regarding students with disabilities

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6576 Title I Improving the Academic Achievement of the Disadvantaged

6801-7014 Title III language instruction for limited English proficient and immigrant students

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample UCP Board Policies and Procedures

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter, September 22, 2017

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other

Uniform Complaint Procedures

BP 1312.3 (h)

Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

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

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

Family Policy Compliance Office: <https://www2.ed.gov/policy/gen/guid/fpc>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov>

(5/17 3/18) 3/19

Policy Adopted: 8/9/11

Policy Revised: 10/11/16, 4/18/17, 8/14/18, 6/11/19

MOUNT SHASTA UNION SCHOOL DISTRICT

Mount Shasta, California

Uniform Complaint Procedures

AR 1312.3 (a)

Community Relations

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

- (cf. 1312.1 - Complaints Concerning District Employees)
- (cf. 1312.2 - Complaints Concerning Instructional Materials)
- (cf. 1312.4 - Williams Uniform Complaint Procedures)
- (cf. 4030 - Nondiscrimination in Employment)

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)

Superintendent _____
(title or position)
595 East Alma Street, Mt. Shasta, Ca 96067
(address)
(530) 926-6007
(telephone number)
bbarnhart@msusd.org
(email)

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

Uniform Complaint Procedures

AR 1312.3 (b)

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

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

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

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

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

Uniform Complaint Procedures

AR 1312.3 (c)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy

2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3260 - Fees and Charges)

3. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities

4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred

5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6173.3 - Education for Juvenile Court School Students)
(cf. 6175 - Migrant Education Program)

6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints

7. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant

Uniform Complaint Procedures

AR 1312.3 (d)

8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision
9. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable
10. A statement that copies of the district's UCP are available free of charge

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

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

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

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

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Uniform Complaint Procedures

AR 1312.3 (e)

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by persons who allege that they have personally suffered unlawful discrimination or who believe that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

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

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

Investigation of Complaint

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

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

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

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

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Final Decision

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

Uniform Complaint Procedures

AR 1312.3 (h)

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant, shall be sent the district's final written decision, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Final Written Decision

For all complaints, the district's final written decision shall include: (5 CCR 4631)

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

Uniform Complaint Procedures

AR 1312.3 (i)

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

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

- a. The manner in which the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The relationship between the alleged victim(s) and offender(s)
 - d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

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

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

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

Uniform Complaint Procedures

AR 1312.3 (j)

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

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

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

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

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

(cf. 5137 - Positive School Climate)

Uniform Complaint Procedures

AR 1312.3 (k)

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

1. Counseling

(cf. 6164.2 - Guidance/Counseling Services)

2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

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

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team

(cf. 6164.5 - Student Success Teams)

6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

Uniform Complaint Procedures

AR 1312.3 (1)

(cf. 6145 - Extracurricular and Cocurricular Activities)

7. Disciplinary action, such as suspension or expulsion, as permitted by law

(cf. 5144 - Discipline)

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

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 15 calendar days of receiving the district's decision. (5 CCR 4632)

Uniform Complaint Procedures

AR 1312.3 (m)

The complainant shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, the respondent, in the same manner as the complainant, may file an appeal with CDE.

Upon notification by CDE that the district's decision has been appealed, the Superintendent or designee shall forward the following documents to CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's UCP
7. Other relevant information requested by CDE

(5/17 3/18) 3/19

Williams Uniform Complaint Procedures

E 1312.4 (a)

Community Relations

Exhibit 1

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: K-12 COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

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

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

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

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

(11/07 8/14) 3/19

Williams Uniform Complaint Procedures

E 1312.4 (b)

Exhibit (2) 1312.4

WILLIAMS UNIFORM COMPLAINT PROCEDURES

K-12 COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

Williams Uniform Complaint Procedures

E 1312.4 (c)

___ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

___ A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

___ A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

___ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

___ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

___ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

___ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

___ For a school that serves students in any of grades 6-12 with 40 percent of more of its students from low-income families, as defined, the school has not stocked at least half of its restrooms with feminine products at all times and made those products available to students at no cost.

___ The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Williams Uniform Complaint Procedures

E 1312.4 (d)

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Please file this complaint at the following location:

School Principal

School Address

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature)

(Date)

(11/10 8/14) 3/19

Exhibit Adopted: 8/9/11
Exhibit Revised: 6/9/15, 6/11/19

MOUNT SHASTA UNION SCHOOL DISTRICT
Mount Shasta, California

STUDENT USE OF TECHNOLOGY

The Governing Board intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

(cf. 0440 - District Technology Plan)
(cf. 1113 - District and School Web Sites)
(cf. 4040 - Employee Use of Technology)
(cf. 5131 - Conduct)
(cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.12 - Search and Seizure)

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

(cf. 6162.6 - Use of Copyrighted Materials)

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances.

Use of District Computers for Online Services/Internet Access

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

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

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

Legal Reference:

EDUCATION CODE

51006 Computer education and resources

51007 Programs to strengthen technological skills

51870-51874 Education technology

60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy Protection Act

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:

CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

FEDERAL TRADE COMMISSION PUBLICATIONS

How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

MY SPACE.COM PUBLICATIONS

The Official School Administrator's Guide to Understanding MySpace and Resolving Social Networking Issues

WEB SITES

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

American Library Association: <http://www.ala.org>

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

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

Center for Safe and Responsible Internet Use: <http://csriu.org>

Federal Communications Commission: <http://www.fcc.gov>

Federal Trade Commission, Children's Online Privacy Protection:

<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

U.S. Department of Education: <http://www.ed.gov>

Web Wise Kids: <http://www.webwisekids.org>

(11/05 7/07) 3/09

Policy

Adopted: June 26, 2012

MT. SHASTA UNION SCHOOL DISTRICT

Mt. Shasta, California

STUDENT USE OF TECHNOLOGY

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

(cf. 0440 - District Technology Plan)
(cf. 4040 - Employee Use of Technology)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

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

(cf. 6163.1 - Library Media Centers)

Online/Internet Services: User Obligations and Responsibilities

Students are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the district's Acceptable Use Agreement.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.
2. Students shall use the district's system safely, responsibly, and primarily for educational purposes.
3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

(cf. 5131 - Conduct)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.

Personal information includes the student's name, address, telephone number, Social Security number, or other personally identifiable information.

5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5131.6 - Alcohol and Other Drugs)

6. Students shall not use the system to engage in commercial or other for-profit activities.

7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.

8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.

(cf. 5131.9 - Academic Honesty)

(cf. 6162.6 - Use of Copyrighted Materials)

9. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."

(cf. 5131.5 - Vandalism and Graffiti)

10. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.

11. Students shall report any security problem or misuse of the services to the teacher or principal.

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

(cf. 5145.12 - Search and Seizure)

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

(cf. 5144 - Discipline)

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

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

(11/05 7/07) 3/09

Regulation
Adopted: June 26, 2012

MT. SHASTA UNION SCHOOL DISTRICT
Mt. Shasta, California



MOUNT SHASTA UNION SCHOOL DISTRICT

Superintendent
Barry Barnhart

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Board Members
John Duncan
Mona Gutierrez
Kay Scovill
Nancy Swift
Robert Winston

Principals
Barry Barnhart
Kale Riccomini

Dear Parents, Students, and School Staff members:

Our School Board has adopted a comprehensive Tobacco-Free School Policy. This policy prohibits all tobacco use by everyone, everywhere on campus, at all times-including school events after regular school hours. This policy also prohibits students from bringing onto campus tobacco and vaping devices (e-cigarettes) whether they contain nicotine or not.

Visitors violating this policy may be asked to leave school property, or, for repeated violations, may be prohibited from entering district property for a specified period of time.

Students or employees who violate the district’s tobacco-free schools policy shall be asked to refrain from tobacco use and shall be subject to disciplinary action as appropriate.

As per California Ed Code Section 48900 and 48911 a student may be suspended for no more than 5 days for possession or use of tobacco, while on campus or during any activity that is related to school attendance, which includes the following: while going to or coming from school, during the lunch period, or during, or while going to or coming from, a school-sponsored activity. In addition, students will be referred to tobacco cessation/intervention sessions provided by the Tobacco Use Prevention Education (TUPE) program. School staff who are seeking to stop using tobacco products may also seek assistance through the TUPE program. Other adults can obtain help quitting by calling the California Smoker’s Helpline at 1-800-NOBUTTS. Services are free and confidential.

This policy has been put in place for three reasons:

- a. To support families in keeping their children tobacco free
Tobacco use is the leading cause of preventable death and disease in the nation with the full dangers of electronic vaping devices remaining to be known. Most parents, even those who use tobacco, do not want their children to become addicted. Youth spend a great deal of time at school and at school-related events. Allowing the use of tobacco or vaping products on campus implies less opportunity to see others using tobacco and have access to tobacco products. This means they will be less likely to try, and possibly become addicted to, tobacco.
- b. To provide a safe environment for students and staff
We have an obligation to provide a safe learning and work environment for students and staff. Exposure to secondhand smoke can trigger an asthma attack or make respiratory problems worse. Adults smoking outside, near building entrances during school sponsored events, place others at risk.
- c. To establish a tobacco-free norm for our school grounds.
Adults are role models for students. Without tobacco-free schools district policies, kids receive a mixed message. They are told in class and by their coaches to resist tobacco; yet elsewhere on school property young people may see teachers, peers and visitors using tobacco. Good role models don’t smoke in front of children.

It is our hope that our entire community will do their part in helping to make our youth part of the next tobacco-free generation.

Sincerely,

Kale Riccomini
Principal - Sisson

Barry Barnhart
Principal - MSE

Mount Shasta Union School District

Title I School-Level Parental Involvement Policy

The Mount Shasta Union School District provides a Targeted Assistance Title I program and has developed a written Title I Parental Involvement Policy with input from families. A draft policy was brought to MSE and Sisson School Site Councils where families, staff and students had an opportunity to provide input regarding the following descriptions. The policy is distributed to all MSE and Sisson School families via the back-to-school packet of notifications, and policies are also posted on each school's website. The MSUSD Title I School-level Parental Involvement Policy describes the means for carrying out the following Title I parental involvement requirements.

Involvement of Families

The Mount Shasta Union School District does the following:

1. Convenes an annual meeting to inform families of the Targeted Assistance Title I program.
 - ❖ *Families and students are informed of the availability and requirements of Title I programs.*
 - ❖ *The annual Title I Parent Meeting.*
2. Offers a flexible number of meetings and times.
 - ❖ *Parent representatives on the SSC are involved in determining the flexible number of meetings to be offered for parent involvement purposes.*
 - ❖ *Families are invited to schedule an appointment with the teachers, principal and/or counselor at any time throughout the year.*
 - ❖ *Parent/teacher conferences.*
3. Involves families in an organized, ongoing, and timely way, in the planning, review, and improvement of its programs and the Title I Parental Involvement Policy.
 - ❖ *The Title I Parental Involvement Policy is reviewed and revised periodically and at a minimum, annually, during School Site Council meetings where families, staff and students can review and revise the policy as needed.*
 - ❖ *The Targeted Assistance Title I Program is reviewed and input is provided during School Site Council meetings.*
 - ❖ *Parent survey distributed in the spring of the school year.*
 - ❖ *Annual Title I parent meeting conducted in the fall of the school year.*
4. Provides families with timely information about Title I programs.
 - ❖ *The requirements of the Title I program will be reviewed at the annual Title I Parent Meeting.*
 - ❖ *Letters and newsletters are sent home regularly regarding student programs and progress.*
 - ❖ *Families have on-line access to school and district webpages.*
 - ❖ *Families are invited to schedule an appointment with the teachers, principal and/or counselor at any time throughout the year.*

5. Provides families with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet.
 - ❖ *Teachers explain the curriculum, assessment and proficiency levels in the class syllabus that is provided to all students on the first day of school and to families at the back to school night meeting.*
 - ❖ *Teachers and or counselor may schedule a meeting with families at any time throughout the year to inform families of curriculum, assessments and proficiency levels as needed.*
 - ❖ *Common Core State Standards will be available and families will receive guidance in understanding the information as requested.*
 - ❖ *Provide families with the results of the Smarter Balanced Assessment.*
6. Provides families if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children.
 - ❖ *Families are invited to schedule an appointment with the teachers, principal and/or counselor at any time throughout the year.*
 - ❖ *Schedule Student Study Team (SST) meetings.*
 - ❖ *The SSC meetings are open to the public and also have parent representatives who are involved in making decisions relating to the education of their children.*

School-Parent Compact

The Mount Shasta Union School District has jointly developed with and distributed to families a School-Parent Compact that outlines how families, school staff, and students will share the responsibility for improved student academic achievement. It also describes how the school and families will develop a partnership to help children reach proficiency on the California content standards. The School-Parent Compact describes the following items in addition to items added by families of Title I students:

1. The school's responsibility to provide high-quality curriculum and instruction.
2. The families' responsibility to support their children's learning.
3. The importance of ongoing communication between families and teachers through, at least, annual conferences, reports on student progress, access to staff, and opportunities to volunteer and participate in and observe the educational program.

A parent and the principal using sample compacts from other high schools developed a draft of the School-Parent Compact. The School Site Council, with input from staff, students, and families, reviewed the draft compact. The School-Parent Compact was reviewed and revised by the school staff for final edits. The School-Parent Compact is sent home in the back-to-school packet for parent signatures.

Building Capacity for Involvement

The Mount Shasta Union School District engages families in meaningful interactions with the school. It supports a partnership among staff, families, and the community to improve student academic achievement. To help reach these goals, MSUSD does the following:

1. Assists families in understanding academic content standards, assessments, and how to monitor and improve the achievement of their children.

- ❖ *During classroom presentation at back-to-school night, teachers explain the academic content standards; assessments and how families can assist and monitor their students progress in each class.*
 - ❖ *The Sisson website provides families ongoing, on-line access to their student's attendance, grades, report card and graduation status.*
 - ❖ *Data analysis of student assessments and achievement is reviewed during School Site Council meetings, at which, families are involved.*
2. Provides materials and training to help families work with their children to improve their children's achievement.
 - ❖ *Monthly principal newsletters, including suggestions for families to work with their children to improve their grades, attendance and performance on assessments are sent home in the mail upon request.*
 - ❖ *Administration and teachers are available and welcome the opportunity to meet with families upon request.*
 - ❖ *Notices to families are posted on the school and district webpages.*
 - ❖ *Some teachers provide information on classroom webpages.*
 3. Educates staff, with the assistance of families, in the value of parent contributions and how to work with families as equal partners.
 - ❖ *The staff values all parent contributions and works with families as equal partners.*
 - ❖ *Families contribute suggestions to the staff during School Site Council meetings.*
 - ❖ *Parent input is solicited through the annual Parent Survey.*
 4. Coordinates and integrates the parental involvement with other programs and conducts other activities that encourage and support families in more fully participating in the education of their children.
 - ❖ *Mt. Shasta Community Resource Center*
 - ❖ *Partners In Education*
 - ❖ *Mt. Shasta Parks and Recreation*
 - ❖ *School Site Council Meetings*
 - ❖ *Mt. Shasta Police Department*
 - ❖ *First 5 Siskiyou*
 - ❖ *Boys and Girls Club*
 - ❖ *School CAFE*
 5. Distributes to families information related to school and parent programs, meetings and other activities in a form and language that the families understand.
 - ❖ *All information related to school and parent programs is provided in English, and other languages as needed.*
 6. Provides support for parental involvement activities requested by families.
 - ❖ *Administration and teachers are available and welcome the opportunity to meet with families upon request.*

- ❖ *All parent requests for reasonable support are submitted to the principal for consultation and consideration.*

Accessibility

The Mount Shasta Union School District provides opportunities for all families to participate, including families with limited English proficiency, families of students with disabilities, and families of migratory students. This includes providing information and school reports in a form and language families understand.

The Mount Shasta Union School District provides a Targeted Assistance Title I Program that offers services to qualifying students including the following:

- *Special Education students*
- *Migratory students*
- *Limited English Proficient students*
- *Foster youth and low income students*

Parent Information and Resource Centers (PIRCs)

PIRCs are funded by the US Department of Education. They provide both local and statewide services. California has two PIRC: PIRC1, Project Inspire at the California Association of Bilingual Education, Covina, CA and PIRC2, Cal-PIRC at Cambridge Academies, Modesto, CA.

www.nationalpirc.org/directory/CA-7.html

PIRC1, Project Inspire is the result of a partnership among the California Association for Bilingual Education, the San Bernardino County Superintendent of Schools, and the Alameda County Office of Education. Project Inspire provides families training workshops and will be funded through 2011. A list of workshop topics and a brochure in English and Spanish that describes services are available at:

www.bilingualeducation.org/programs_parent.php Workshops are available in multiple languages.

PIRC2, Cal-PIRC as established three Parent Information and Resource Center hubs in Northern and Central California. CalPIRC provides direct services to families and schools in selected communities within Merced and Stanislaus Counties, and West Sacramento areas. It also provides support throughout the state through conferences, workshops and a Web site. Cal-PIRC will be funded through 2011. Whenever available, resources are posted in English, Spanish, Russian, Chinese, Arabic, and Hmong. www.calpirc.org/

STUDENT-FAMILY-SCHOOL COMPACT

It is important that families and school work together to help students achieve high academic standards. Through a process that includes students, families, school staff and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

As a student I am responsible for my own success and I will:

- * Come to school daily, on time, ready to learn and work hard.
- * Bring necessary materials, completed assignments and homework
- * Be responsible for my own behavior.
- * Know and follow dress code, school and class rules.
- * Talk regularly with my family and teachers about my school progress and ask for help when needed.
- * Read every day after school.
- * Be Cooperative and respectful of myself, classmates, school staff, my family and my community.

As a family member I know my participation in my child's education is essential and I will:

- * Provide a quiet time and place for homework and monitor my child's screen time.
- * Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for 4-8 grades.)
- * Ensure that my child attends school every day, is on time, and gets adequate sleep, regular medical attention and proper nutrition.
- * Discuss daily my child's progress in school, recognize and reward success.
- * Participate in major school activities such as, attending parent/teacher conferences, Back to School and Open House Nights.
- * Review and respond to all school communications.
- * Communicate the importance of education and learning to my child.
- * Support the school's dress code, discipline, and academic policies.
- * Respect and present a positive attitude toward the school, staff, students, families and community.

As a teacher/staff member I recognize the importance and value of each student and I will:

- * Address the unique physical, intellectual, emotional, and social needs of each student.
- * Create a warm and caring learning environment that is built on positive relationships.
- * Teach and communicate high expectations for every student.
- * Endeavor to motivate students to learn and take responsibility for their own learning.
- * Teach and involve students in lessons that are interesting and challenging.
- * Provide meaningful, daily homework assignments to reinforce and extend learning (20-30 minutes for grades 1-3, 30-60minutes grades 4-6 and 30-120 minutes for 7-8 grades.)
- * Meet or exceed educational standards for all students, including promotional and graduation requirements.
- * Make connections for students between what they are learning in the classroom and their future.
- * Communicate regularly with families about their child's progress in school and be accessible to them should they have questions or concerns.
- * Encourage family involvement and provide assistance to families on how they can support their child's learning.
- * Participate in professional development opportunities that improve teaching and learning.
- * Support the formation of partnerships with families and the community.
- * Participate in shared decision making with other school staff and families for the benefit of students.
- * Respect and present a positive attitude toward the school, staff, students, families and community.
- * Provide high quality curriculum and instruction in a supportive and effective learning environment.

State of California
EDUCATION CODE
Section 48205

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

- (1) Due to the pupil's illness.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit there for. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."
- (Amended by Stats. 2016, Ch. 92, Sec. 1. (AB 1593) Effective January 1, 2017.)