

MEADOWS UNION SCHOOL DISTRICT



2016-2017 **KNOW YOUR SCHOOL** *Student/Parent Handbook*

**MEADOWS UNION SCHOOL DISTRICT
ADMINISTRATIVE OFFICE**
2059 Bowker Road
El Centro, Ca. 92243
(760) 352-7512 Fax (760) 337-1275
www.meadowsunion.org

Matt Phillips, Superintendent
Summer Heraz, Principal

MEMBERS OF THE BOARD OF TRUSTEES:

Enrique Cervantes Board President
Ernesto Pinedo Clerk to the Board
Beatriz Rodriguez Trustee
Rochelle Rolfe Trustee
Brenda Villegas..... Trustee

Teachers:

Transitional Kinder-	Ms. Cruz (K3)
Kindergarten –	Ms. Parra (K2) and Ms. Rodriguez (K1)
1st grade -	Ms. Beckett (Rm. 19), Mr. Carreño (Rm. 20), and Ms. Schaffner (Rm. 16)
2nd grade -	Ms. Elizalde (Rm. 17) and Ms. Kerns (Rm. 18)
3rd grade -	Ms. Burns (Rm. 13) and Ms. Montaña (Rm. 12)
4th grade -	Mr. Figueroa (Rm. 15) and Ms. Self (Rm. 14)
5th grade -	Mr. Aguilar (Rm. 10) and Ms. Menvielle (Rm. 9)
6th grade -	Ms. Griffith (Rm. 5) and Ms. Price (Rm. 6)
7th grade -	Ms. Mendoza (Rm. 2) and Ms. Studer (Rm. 1)
8th grade -	Ms. Murphy (Rm. 3) and Ms. Stiles (Rm. 4)
Learning Center	Mr. Lopez (Rm. 11)

REQUEST FOR AVAILABILITY OF TRANSLATOR AT DISTRICT BOARD OF TRUSTEES MEETING (Second and Fourth Tuesdays). The request form is available at the District Office, 2059 Bowker Rd. #A and must be completed 48 hours prior to the scheduled Board Meeting. The Board of Trustees are scheduled to meet on the 2nd Tuesday of each month.

TABLE OF CONTENTS

Section I

School Calendar/Minimum Days/Quick Facts

	Page
School Calendar/Minimum Days/Attendance/Tardiness.....	1
Enrollment/Health and Safety/Supplies/School Rules.....	2-4
Office Referrals/Classroom Discipline Plan/Lunchroom Policy	5-6
Transportation/Parking for Parents/School Bus Rules	6-8
School Dress Policy	8-9

Section II

Board Policies/Administrative Regulations

Health Education, Pupil Services and Parents’ or Students’ Rights.....	10
Sexual Harassment (Pupils)	10-11
Sexual Harassment (Personnel)	11
Retention/Acceleration/Promotion	12
Complaints Concerning the School	13
Complaints Concerning the District Employees.....	13
Complaints Concerning Child Abuse.....	13-14
Complaints Concerning the Instructional Materials.....	14-15
Uniform Complaint Procedures.....	15-17
District Network Acceptable Use Policy/ Information Sheet regarding Health School Act.....	17-19

Section III

* Copy of Parent Signature Page	20
School Calendar	21

* Signature Form (to be returned to school) as receipt of Know Your School handbook.

2017
2017-16 SCHOOL YEAR CALENDAR

First Day of School (<i>mini day</i>) August 24, 2016	2nd Quarter, Report Cards January 27, 2017
Labor Day (<i>no school</i>)..... September 5, 2016	Observe Lincoln’s Day (<i>no school</i>)..... February 13, 2017
1st Quarter, Report Cards October 28, 2016	President’s Day (<i>no school</i>) February 20, 2017
Veteran’s Day (<i>no school</i>)..... November 11, 2016	3rd Quarter, Report Cards..... April 7, 2017
Parent Conferences (<i>mini days</i>)..... November 14-18, 2016	Spring Break (<i>no school</i>) April 14 – 21, 2017
Thanksgiving Break (<i>no school</i>) Nov. 21-25, 2016	Memorial Day (<i>no school</i>)..... May 29, 2017
Winter Break (<i>no school</i>) Dec. 19 2016 - Jan 2, 2017	4th Quarter, Report Cards June 14, 2017
Martin L. King Birthday (<i>no school</i>)..... January 16, 2017	Last Day of School (<i>mini day</i>) June 14, 2017

Minimum Days:

Aug. 24, 2016..... First Day of School	April 13, 2017 Spring Break
Nov. 14-18, 2016..... Parent/Teacher Conferences	June 12 – 14, 2017..... Last Week of School
Oct. 28, 2016 Fall Festival	
Dec. 16 2016 Winter Break	

The Board of Trustees designates minimum Days. Parents will be notified one month prior to any unscheduled minimum days. Notices will be sent home preceding a minimum day.

SCHOOL ATTENDANCE

School Day Schedule

School Begins..... 8:20 AM				
Lunch..... K 10:50 AM	Gr. 1-3—11:00 AM	Gr. 4-6—11:40 AM	Gr. 7-8—12:00 PM	
Dismissal Regular Day..... K 2:00 PM	Gr. 1-3— 2:05 PM	Gr. 4-6— 2:40 PM	Gr. 7-8— 2:45 PM	
Dismissal Minimum Day..... K-3 12:00 PM	Gr. 4-6 12:35 PM	Gr. 7-8 12:40 PM		

Thursdays: Staff Days Days Early Dismissal for Grades 4-8 only Dismissal Gr. 4-8—1:35 PM

The purpose of Staff Days is to allow for professional development and teacher preparation. Students in Grades 4-8 will be dismissed at 1:35 PM every Thursday. There is NO schedule change for students in grades K - 3. **Parents are requested to make dental, doctor and other appointment on Thursday afternoons.**

Absences:

School attendance is very important to the academic achievement of students. Parents should reinforce the importance of good school attendance and make every effort to send the student to school on a regular basis. Since July 1, 1998, state mandated attendance funding is allocated on a basis of actual attendance, regardless of the reason for the absence. **Parents are requested to make dental, doctor and other appointments on Thursday afternoons, if at all possible.** A phone call (352-7512 x 2 for student absences) or written note to the school is required for all absences as part of our accounting system. Parents will be notified of excessive tardies and absences that may be grounds for retention.

Truant Pupils E.C. 48260: "Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the Superintendent of the school district." Unexcused absences will result in referral to and conference with school administration or attendance board (SARB).

Extended Absences

Students who plan to be absent for reasons other than the first four listed above should seek approval by presenting a note from home to the principal who will then indicate approval or disapproval. The responsibilities for the make-up of work lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be completed within **five days** after the student returns to school. Any student who is absent in excess of 10 school days, without notification to the school office, will be dropped from the school roll. Students in grades 1st -8th may qualify for independent study with the opportunity to complete work while absent from school for 5 days or longer.

Tardiness: Pupils are to be on campus and are to enter their classrooms and be ready for work promptly when the bell rings. Attendance is taken at the opening of each school day. **Students who are late for school are to go directly to the office for a tardy slip.** Students who are tardy after attendance is taken will be sent to the office during their recess for a tardy slip. Students that were absent the previous day should pick up an absence readmit slip when they return to school PRIOR to the first bell. **Three (3) tardies are considered to be an absence.** When it is necessary for a pupil to be

excused from school, we ask that proper arrangements be made by the parent through the office at school. This measure is for the protection of your child. **It is desirable that dental and doctor appointments be scheduled after school hours whenever possible.** Students are encouraged to attend any portion of the school day prior to or after appointments.

ENROLLMENT/PROVISIONS – PROOF OF RESIDENCY

Any of the following ORIGINAL documents which establish a home address within District boundaries must be presented at the time of student enrollment and at the beginning of new school year: current utility bill (power, gas, water, home telephone, etc.); rent receipt; bank statement; escrow papers for new home; mortgage payment receipts; military orders; declaration of temporary residency affidavits for homeless families or families living with relatives; approved interdistrict transfer agreement, etc. All new students entering school will need to provide proof of completed immunizations and birth certificate.

District of Choice – Students not residing in the district will need to complete a District of Choice form prior to Jan. 1.

HEALTH AND SAFETY

Meadows School receives minimal direct health services through the Imperial County Office of Education, nurses and health assistants provide the mandated health screenings. The office staff has been trained in first aid and will contact the parent, or the emergency number provided by the parent, in case of accident or illness. The school is responsible for first aid only, and not for follow-up treatment. It is expected that someone be available, or that arrangements can be made to pick up your child, in case of an emergency. The **Profile Form** will be sent home on the first week of school for all returning and new students – **Please contact the school office if these contacts are no longer active and keep all information up to date.** School personnel are not permitted to administer any type of medication. The school office will provide an **Authorization Form to Administer Medication** if your child needs to take medication at school and should be in their regular prescription bottle and prescribed only by a CA licensed doctor. **Food Allergy Action Plan:** If your child has known food allergies please contact your child's school to complete a **Medical Statement for Participants with Allergies/Chronic Diseases**. Hearing and vision screening tests are given to all pupils and scoliosis screening for 7th and 8th grade students. The District carries accident insurance for pupils which pays after any other insurance has paid.

SUPPLIES AND EQUIPMENT

The School District furnishes all texts and supplies necessary for each pupil. Texts are on loan to the pupils. They are responsible for caring for books and other property and may be charged for damaged or lost articles. Library materials are also available on a loan basis. Pupils are not charged fines for overdue books; however, pupils are responsible for promptly returning materials. Pupils are responsible for:

- 1.) The care of textbooks, library materials, furniture, buildings and equipment that is loaned to them to use.
- 2.) Reporting accurately, completely and frequently to their parents on their progress or on any difficulties they may experience.

Student Responsibility for School Property: Students and parents are responsible for reimbursing the school district if school property is lost or damaged. Writing on walls, textbooks, desks or breaking and damaging school property is a serious offense and will be dealt with severely. All basic textbooks are loaned to students for their use during the school year, and are expected to be kept in good condition and protected with a **Book Cover**.

Library

The library is a place for research and study, reading, perusing and checking out materials. Students are to follow the rules of the library and the directions of the library staff. The *Accelerated Reading Program* is meant to encourage independent reading of quality literature among all Meadows Union students. Parents are asked to encourage independent reading by having their children read at least 30 minutes per day at home. A good time for this is prior to bedtime. Remember to limit the amount of TV time for your child during the school week to no more than 1 hour.

Computers

The computers in the lab are available for student use from 7:30 am - 8:20 am. and after school, with those students that have teacher permission for research or report writing receiving priority. Students will not be allowed to use the Internet unless a parent/guardian has signed the computer use agreement. Students must sign in and sign out as the computers are checked daily for type of use for that day.

District Network Acceptable Use Policy – Included in Annual Notification

District strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our district. Student and parents must sign the Internet use policy prior to going “on-line” at school. If parents do not want their child/children to have access to the Internet, they must put this in writing and return Signature Form.

The goal of school rules is to establish a systematic plan for promoting responsible school behavior by all students. Through out the year, Meadows will employ a Character Education system called "Character Counts." Character Counts is a nationwide character education framework that is committed to teaching, enforcing, advocating and modeling its Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring and citizenship. Meadows staff will provide the necessary support to students by educating and training them. Students will be monitored using these six traits as guiding principles as they choose appropriate behaviors to build their character.

Good examples set by both staff and children promote harmony and are a reflection of good character. These examples provide the best learning and social environment possible for our students. It is our goal to develop in our students an understanding of how the Six Pillars of Character relate to following rules and being responsible for their actions and the consequences they bring. Ultimately good character can be defined as: "Doing the right thing even when no one is watching." The discipline policies and procedures of this school are designed to establish and maintain an environment in which students and staff members can perform effectively in the school setting.

AREAS OF RESPONSIBILITY

1. **Governing Board** holds the certificated personnel responsible for the proper conduct and control of pupils while legally under the supervision and jurisdiction of the school.
2. **Superintendent and Principal** may implement necessary procedures and rules and regulations to render effective the policies of the Governing Board relating to standards of student behavior. The Superintendent and Principal may involve representatives of all areas of school personnel, pupils, parents, and citizens of the community.
3. **Teachers** shall be responsible for the instruction of pupils in rules and regulations of proper conduct, as well as be responsible for proper and adequate control of pupils. The responsibility and authority of any teacher extends to all pupils of the school district under the assigned supervision of the teacher and to other pupils so situated with respect to the teacher as to be subject to the teacher's control.
4. **Parents** shall be expected to cooperate with school authorities regarding the behavior of their children. Parents shall be held responsible for the willful misbehavior of their children, as indicated by Sec. 1714.1 of the Civil Code and Education Code Sec. 48910.
5. **Students** shall be properly instructed in rules and regulations of acceptable conduct; they shall then be responsible for understanding and complying with the standards of behavior described therein.

STUDENT RIGHTS

All students at Meadows Union School have the right to

1. A free education
2. Equal educational opportunity without being disturbed by the misbehavior of other students or by people who do not belong on campus
3. Freedom from discrimination on the basis of race, color, religion, sex, national origin, ancestry, physical or mental handicap, age, or medical condition in the educational programs, activities, or admission policies of their schools.
4. Due process for disciplinary action, including suspension or expulsion.

STUDENT RESPONSIBILITIES

Students at Meadows Union School have the responsibility to:

1. Protect the rights of others to study and to work.
2. Be on time and attend classes daily unless legally excused.
3. Obey School, District, and State rules.
4. Dress appropriately for school and follow school dress code.
5. Cooperate and follow all directions given by school personnel at all times.
6. Come to class with necessary books and materials.
7. Complete all class work and homework, participate in class, and meet deadlines.
8. Respect public and private property.

WARNING

BICYCLES, OTHER PERSONAL PROPERTY AS WELL AS PERSONAL ARTICLES OF CLOTHING ARE THE RESPONSIBILITY OF YOUR STUDENT WHILE ON SCHOOL PROPERTY. MEADOWS UNION SCHOOL DISTRICT IS NOT RESPONSIBLE FOR ANY PERSONAL PROPERTY STOLEN OR LOST WHILE ON SCHOOL PROPERTY. **DO NOT ALLOW YOUR CHILD TO BRING TOYS, ELECTRONIC MEDIA DEVICES (MPC/IPOD/CD Players), or any other non-academic item to school.** Cell phones are not allowed for students' personal during the school day. Parents should call the school office, if they need to contact a student. Students may use school phones in an emergency with authorization.

The following School Rules and Playground safety rules and equipment regulations will add specificity to our Rules.

GENERAL SCHOOL RULES

1. Be prompt; arrive at school **no earlier than 7:30 a.m.** and **no later than 8:20 a.m.** and leave promptly when dismissed.
2. Show respect for all school and personal property.
3. Be considerate; do not touch or hurt others physically or verbally.
4. **Items that could endanger the health and safety of others, such as knives, firecrackers, matches, etc., are not allowed at school.**
5. No gum is allowed at school.
6. No food or drink is allowed except at authorized times. Students may have water bottles with secure lids in the classroom.
7. Students are not to leave the school grounds at any time during the day without checking out through the office.
8. Students will walk in the hallways and on the sidewalks.
9. Only authorized equipment may be brought to school (no radios, games, recorders, stereos, etc).
10. Students are expected to enter the office with an appropriate pass during school hours.
11. **Play Areas- 3rd and 4th graders are to use the South Field and the South Basketball courts. Grades 5-8 are to stay on the North field and North courts.**
12. Students riding bikes to school or going home for lunch must have a letter of permission on file in the office.

PLAYGROUND SAFETY RULES

1. Follow all directions of all adults in supervision. The whistle means to stop and pay attention.
2. Be courteous and play safely.
3. Profanity will not be tolerated at any time from any child at school or during any extracurricular school activity.
4. Use equipment properly.
5. When the bell sounds, freeze. At the sound of the whistle, walk to your class line.
6. Bats and softballs are allowed on the playground only during physical education.
7. All games of kicking and catching balls must be played on the grass fields.
8. Students are not permitted to perform stunts on the bars.
9. Lavatories are to be used properly. They are not to be used as meeting places or eating or playing areas. Only 3 students at a time are allowed to enter the bathroom.
10. Students are encouraged to get a drink and use the restroom before the end of recess.
11. During recesses students are not to be between the buildings or in the classroom unless under the direct supervision of a teacher or instructional aide.
12. Mud, gravel, rocks, sticks, or other such objects are not to be thrown or carried while at school.
13. Children are to use all playground equipment safely and properly. Children using swings are to swing straight. No twisting, bailing out, laying or standing.

School-wide Rules:

- Follow directions
- Be prepared
- Keep hands feet and objects to yourself
- Do not tease or harass others
- Follow the dress code

Positives:

- Verbal praise
- Additional privileges in class
- Positive phone call or note
- Recognition at school-wide assembly
- Participation in end of the month activities

Consequences for Rules Violations:

- Mischievous Behavior:
 - Warning – Name in classroom behavior log
 - 5 minute in class timeout
 - Parent Contact (Phone call – within 24 hours)
 - Buddy Room – 10 minutes

Further disruption – Referral to the Principal

Severe Behavior such as fighting, vandalism, overt defiance of staff members, or stopping a class from functioning results in immediate referral to the Principal approval by presenting a note from home to the principal who will then indicate approval or disapproval. The responsibilities for the make-up of work lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be completed within **five days** after the student returns to school. Any student who is absent in excess of 10 school days, without notification to the school office, will be dropped from the school roll. Students in gr. 4-8 may qualify for independent study with the opportunity to complete work while absent from school for 5 days or longer.

**Effective Behavior Management
Hierarchy of Consequences**

Level 1 - Warning, or “In the Book”

Level 2 - 5 Minute time-out

Timeout area should be close to the teacher, but removed from the lesson. Student is to sit quietly for ten minutes and then return to the lesson.

Level 3 - Phone Call Home

Inform student that you will be calling home to discuss behavior with parent.

Level 4 - Buddy Room / Admin

Send student to buddy room or to administration.

Buddy Room: Call your buddy room teacher and inform the teacher a student is on the way.

Mischievous Referral

Severe Clause: Fighting, Vandalism, Preventing a Class from Functioning, Overt Defiance

Call the office for the principal to come to the class to remove the student. If the principal is not available, another staff member will go to the class. The student will remain in the office until the severe referral is received. Appropriate consequences will be assigned.

Accountability Book: Students who misbehave while outside of class will be sent to the office with a pass to sign the accountability book. After three signatures in the book, student receives a mischievous referral.

LUNCHROOM POLICY

Students are expected to behave in the school lunchroom in a courteous and orderly manner.

Lunch Area Rules:

1. Follow directions of supervisors
2. Walk to and sit at assigned table in an orderly fashion.
3. Speak in a normal voice.
4. Raise your hand to be excused.
5. Use good table manners and leave the lunch areas clean.
6. Eat your food; do not throw food or paper.

If required during application years: Parents are reminded to complete National School Lunch forms sent home at the beginning of the school year. Under the current school lunch program, Provision 2, all students at Meadows Union receive a breakfast and lunch, without charge and without regard to income. HOWEVER, additional funding to support school activities for the school is based on our completed forms. Take the time to complete these forms. The income level is quite high and the number of students eligible for reimbursed meals affects the funding of many other school costs, as well. Your application may be providing library books, computers, instructional aides and school trips for your own and other school students.

ATHLETIC ELIGIBILITY REQUIREMENTS (Grades 6 - 8)

All students are encouraged to try out and participate in school team sports. All students are required to participate in physical education and will be graded on participation and appropriate dress for P.E. In order for students to be eligible to participate in Imperial County Elementary Athletic Association contests, students must maintain a 2.0 grade point average. Grades will be checked prior to each sports event as well as poor work notices at the end of each quarter. Ineligible students will be denied the privilege of participating until the next check, and grades must be at least a 2.0.

Probationary Period - Upon the recommendation of the student's teacher, the Superintendent may grant ineligible students a one-time probation period of not more than one quarter. Students granted probationary eligibility must meet the required standard by the end of the probationary period in order to remain eligible for participation.

TRANSPORTATION

Pupils who walk, ride bicycles, or are brought to school by their parents **should not arrive before 7:30 AM** At dismissal time, pupils are to go straight home unless different arrangements have been made with the parent.

Notifications:

The Superintendent or designee shall give safety information in writing to the parents/guardians of all kindergarten students and new students in grades K-8 who have not previously been transported in a school bus or school activity bus. This information shall be provided upon registration and shall include (E.C. 39831.5): 1) A list of school bus stops near each student's home; 2) General rules of conduct at school bus loading zones; 3) Red light crossing instructions; 4) School bus danger zone; 5) Safety in walking to and from school bus stops. (A complete copy of the Transportation Safety Plan with legal references is available at the District Office, 2059 Bowker Road, during regular business hours.)

Bicycles:

Bicycles should be locked while at school. Pupils are not to ride bicycles on the school grounds and are to walk their bicycles on campus.

**Student Transportation in Private Vehicles:**

Transportation for students participating in any school activity (e.g., field trips, athletic, academic competitions) will normally be provided in school district vehicles. Exceptions are permissible only when an application has been filed at the school site and prior approval has been granted by the superintendent/principal. Students who are transported to or from school events must notify the office prior to the event in order to participate. The policy is necessary to ensure student safety and to safeguard district liability.

*****IMPORTANT INFORMATION FOR ALL PARENTS*****

Parking - School Safety

Parents should drop off and pick-up students, outside the gate on Bowker Road to avoid congestion and unsafe conditions in the parking lot, especially during the morning and afternoon dismissal

times. Students will be escorted through the south gate in the mornings and the north gate in the afternoon. A staff member will walk students to safe areas, and help monitor and direct traffic.



**Please park outside the fence in the center area.
Inside parking is designated for school staff.**

Enter drop-off and pickup zones from the center of the fences driving south. Watch for yellow parking cones and signs. There is no parking during beginning and ending of school hours in this area.

SCHOOL BUS RIDERS RULES



Riding the school bus is a privilege, which may be revoked if rules are not followed. In addition to the following School Bus Rules, the general rules of the school apply at all times on the bus.

1. Leave home early enough to arrive at your bus stop on time for pick up.
Drivers will not wait for tardy riders. When returning home, if parents of young children are not at bus stop for pickup, students will ride the bus back to the school.
2. Wait for your school bus in a safe place - well off the roadway. Stay a safe distance (at least ten feet) from the bus until it has come to a complete stop. The bus stop area is not a place for play; wait quietly. Do not cross road without bus driver's assistance.
3. Enter your school bus in an orderly manner (no pushing or shoving) and take your seat.
4. Follow the instructions of your school bus driver at all times. The driver may assign seats.

- ◆ **Remain in your seat while the bus is in motion (SIT DOWN).**
- ◆ **Stay in your seat unless given permission by the bus driver to move (STAY IN YOUR SEAT).**
- ◆ **Keep your head and arms inside the bus at all times.**
- ◆ **Talking should not distract the driver. No shouting or loud noise is allowed on the bus (STAY QUIET).**
- ◆ **Help to keep your school bus clean at all times. Paper or other objects should not be thrown through windows or inside the bus.**
- ◆ **Only water bottles with spill-proof lids allowed on the bus. No eating on the bus.**
- ◆ **Be courteous to your bus driver and to fellow passengers.**
- ◆ **Follow Railroad Crossing rules. No talking, so the driver can listen for a train whistle.**
- ◆ **Red Light Escort Crossing rules. This is when a student must cross a road to board the bus or get to their homes.**

Loading:

1. Students shall be at their designated bus stop five minutes prior to the pick up time **on the right side of the road**
2. Bus Driver will stand in the road with handheld stop sign.
3. Do not cross until Bus Driver tells you to. Walk between Bus Driver and the bus.

Unloading:

1. Stay seated until the Bus Driver tells you to move forward
 2. Exit the bus and stand where the Bus Driver can see you.
 3. The Bus Driver will stand in the middle of the road with a handheld stop sign.
 4. Wait until the driver tells you to cross. Cross between the Bus Driver and the bus.
 - ◆ Be alert for traffic when leaving the bus. If it is necessary to cross the road, the driver will "red light" the students. Be sure to stay in line and cross quickly to the other side. Do not stop in the roadway for any reason.
 - ◆ Learn emergency drill procedures and follow them at all times.
5. Students must enter or exit the school bus at the assigned stop for that student. **Students will not be picked up or left off at other than designated stops on the bus route.** A student will be picked up or dropped off at another location only with prior direction from the parent or guardian.

The school bus driver's main responsibility is to operate the vehicle in a safe manner at all times; and when student conduct makes the operation unsafe, the driver has the responsibility to stop the bus and instruct those who are creating

the problem to stop. If a student continuously breaks bus rules, a notice will be sent to the parents advising them of the violation. The following set of consequences (each ticket issued will include prior discipline) will be given:

- 1st bus ticket - Warning to the student – note home to parent must be returned signed
- 2nd bus ticket - Referral to principal – Lunch recess detention assigned
- 3rd bus ticket - Bus privileges revoked for one day
- 4th bus ticket - Bus privileges revoked for three days and up to one week
- 5th bus ticket - Bus privileges revoked for two weeks
- 6th bus ticket- Bus privileges revoked for one quarter

Continuous or severe rule violations will result in the suspension of bus privileges for the year.

LIMITATIONS ON APPEARANCE

B.P.5018

(A) The Board encourages pupils to dress appropriately for school. The Board believes that pupils should be neatly and cleanly dressed. All school personnel are responsible for enforcing this Policy to ensure that the instructional program is free from interference and distraction and danger to the health, safety and general welfare of students

Dress Code Disciplinary Consequences

Students not meeting dress code standards will be subject to the following disciplinary actions:

Ticket #1 – warning – student is told how to be compliant

Ticket #2 – contact/call to parents by homeroom teacher



(B) The Board acknowledges that pupils have legal rights to freedom of expression, but the following limitations on appearance shall apply to all pupils:

1. Pupils must dress safely. For example, appropriate footwear must be worn at all times. Footwear must be safe and not limit participation in school activities or permit the spread of contagious conditions of the feet. Thongs, flip-flops, or thin-strapped sandals or shoes without backs may not be worn for outdoor play, athletic or other activities for which unsafe. Clothing which limits physical activity or movement and poses a potential danger to the student during such activity is also prohibited.
2. Pupils must dress appropriately for educational activities in which they will participate so as not to endanger their health, safety or welfare, or that of others, or present a substantial threat of disrupting the educational process. Ornamentation or jewelry which poses a safety hazard shall not be worn such as studded cuffs and hanging chains. Hats shall not be worn indoors. The Board recommends that pupils not wear jewelry in pierced tongues, faces or body parts other than ears, and that jewelry in multiple pierced ears not be worn because of the threat to the health and safety of the pupil. Students with pierced portions of their bodies may be required to remove jewelry during activities in which the wearing of such jewelry may endanger their safety. Coaches and teachers may adopt reasonable additional rules to assure the health and safety of students participating in particular classes or athletic events.
3. Pupils must be cleanly dressed so as not to promote unhealthy or unsanitary conditions.
4. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet. Makeup should not be brought to school and should be applied at home.
5. Pupils shall not dress in an obscene manner or display obscene material on clothing or on personal items such as backpacks, fanny packs, gym bags, water bottles, etc. Extremely brief garments, such as very short skirts, skorts or shorts, and too-revealing garments, such as plunging necklines, see-through shirts or blouses, halter tops, off the shoulder garments, spaghetti straps or tank tops and clothing which reveals underclothing, breasts, buttocks, or midriffs and other such revealing clothing which is disruptive to the educational process is not acceptable.
6. Pupils shall not display any material on clothing or personal belongings which advertises or promotes an unlawful act such as the consumption of alcoholic beverages by minors, the possession, sale or use of controlled drugs or substances, violence, or discrimination on any grounds prohibited by state or federal law.
7. Pupils shall not display any material which is libelous or slanderous.
8. Pupils shall not display any material which so incites pupils as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of District policies or rules.
9. Pupils shall not display any material which so incites pupils as to create a clear and present danger of a substantial disruption of the orderly operation of the school or the educational process.
10. Pupils may wear sun-protective clothing, including but not limited to plain baseball caps or hats of any color, and sunglasses for outdoor use only. Caps with bills must be worn with the bill forward. Sunglasses must be removed immediately when asked to do so by a staff member.
11. Gang apparel and gang-related apparel is hazardous to the health and safety of the school environment. The Superintendent is authorized to meet with law enforcement and other knowledgeable persons in the community to identify gang activity, gang and gang-related apparel, and to provide notice to parents, guardians and pupils of such prohibited items if gang activity is present. Pupils wearing or carrying overt gang paraphernalia/clothing shall be referred to the Superintendent or designee. If necessary, the pupil's parent or guardian shall be contacted and the pupil sent home to change clothes.

- C. No pupil may be suspended because of a violation of Section B of this Board Policy unless:
1. Other means of correction fail to bring about proper conduct;
 2. The pupil has been given adequate notice of the violation of this Board Policy; and
 3. The pupil has been given an adequate opportunity under the circumstances to comply with the direction to cease violating this Board Policy.



- D. This Board Policy shall not be interpreted so as to limit any efforts by employees to have pupils voluntarily dress in a manner which promotes a better learning atmosphere.

**HEALTH EDUCATION, PUPIL SERVICES, AND PARENTS' OR STUDENTS'
RIGHTS REQUIRING ANNUAL NOTIFICATION**

(A full and complete copy of each policy provided in this parental notification booklet is available with legal references at each school site and at the School Office, 2059 Bowker Road, during regular business hours.)

HSC 124085, 124100 - Child Health & Disabilities Prevention Program

Requires parental notification of the requirement of physical examination for kindergarten and first grade students. Contact County Health Services or local health services for free health screening. Failure to comply or sign a waiver will result in the exclusion from school up to five (5) days.

E.C. 39831.5 - Instruction in School Bus Emergency Procedure and Passenger Safety

Meadows Union District provides students in grades K-8 instruction in school bus emergency procedure and passenger safety. This takes place for home-to-school and field trip transportation.

E.C. 49067 - Regulations Regarding Pupil's Achievement Parent(s)/guardian(s) notification when pupil is in danger of failing a course or class through a parent conference or written report.

Health and Safety Code, Article 3.4,323.5,324.2, 124085 - Health Screening Exam

When parent(s)/guardian(s) enrolls their child in kindergarten, the District will inform them about their obligation to obtain or waive a health screening for their child before they enter first (1st) grade.

E.C. 49452.8 – Oral Health Assessment Required Students in kindergarten (or 1st grade if it is their first year in public school) submit proof of an oral health assessment performed by a licensed dentist or other licensed or registered dental health professional.

E.C. 49456 – Report to Parent/Guardian If a concern is noted as a result of a screening, then the parent/guardian will be notified in writing.

E.C. 49470-49473, 48980 - Availability of Insurance Plan

The District has the option to provide parents with student instance for medical and hospital services needed for student injuries while involved in school-related activities. Meadows Union School District provides a student insurance program for students which is a limited insurance that pays after any other family plan has paid.

Drug Free School:

Meadows Union School has adopted a tobacco/drug free school policy. Use of all tobacco products, alcohol and other drugs are prohibited on all district property, buildings and vehicles.

Notification of Parent/Guardian of release of Pupil to a Peace Officer; Procedure for Victims of Suspected Child Abuse

When school official releases a minor pupil to a peace officer the school official shall take immediate steps to notify the parent/guardian of the release and where the minor is being taken. Except, when a minor has been taken into custody as a victim of suspected child abuse as defined in section 11165 of the Penal Code.

Students

BP 5000.1

SEXUAL HARASSMENT OF PUPILS (Ed. Code 48980, 231.5)

The District recognizes that harassment on the basis of sex is unlawful. Employees and pupils will not engage in conduct constituting sexual harassment. This Board Policy prohibits any act of sexual harassment as defined by this Board Policy where such act is related to any school activity or school attendance as allowed by law. The District will not condone or tolerate sexual harassment. The District will take appropriate disciplinary action against all employees or pupils found to have engaged in sexual harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. It includes but is not limited to circumstances in which: 1) Submission to such conduct is made a term or condition of a pupil's academic status or progress; 2) Submission to or rejection of such conduct is used as the basis for any academic decision affecting such pupil; 3) Such conduct has the purpose or effect of unreasonably interfering with a pupil's academic performance or creating an intimidating, hostile or offensive educational environment. Forms of sexual harassment include but are not limited to the following: 1) Oral harassment such as derogatory comments, jokes or slurs; 2) Physical harassment such as unnecessary, unwelcome or offensive touching, or impeding or blocking movement- 3) Visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures; and 4) Unwelcome sexual advances, requests, or demands for sexual favors, and other oral or physical conduct of a sexual nature.

Any pupil wishing to make a complaint of sexual harassment should immediately report it to the principal or designee. However, there is absolutely no requirement that a pupil must make a complaint to the alleged harasser. If the principal or designee is the alleged harasser, the pupil should make the complaint to the Board President. A pupil making a complaint of sexual harassment shall not suffer any reprisal for doing so. The District will promptly and thoroughly investigate all complaints of sexual harassment. The District also will take immediate and appropriate action to resolve such complaints. All incidents of sexual harassment will be remedied. A report of the results of the investigation will be made to the complainant, the alleged harasser, and the supervisor of the alleged harasser.

Upon receipt of a complaint alleging sexual harassment, the District representative conducting the investigation shall do the following: 1) Inform the complainant of the rights under this Board Policy; 2) Authorize the investigation of the complaint and supervise and/or conduct the investigation of the complaint. The investigation, at a minimum, shall include interviews with the complainant, the alleged harasser, and all other persons who reasonably may have relevant knowledge about the complaint, including possible witnesses or victims of prior similar conduct; 3) Take reasonable steps to protect the complainant from any retaliation for filing the complaint; 4) Review factual information gathered to determine whether the alleged conduct constitutes sexual harassment; 5) Report the results of the investigation to the complainant, the alleged harasser, the supervisor of the alleged harasser, or parent/guardian of the alleged harasser; 6) If harassment occurred, take and/or recommend prompt and effective remedial action against the harasser; 7) Take reasonable steps to protect the complainant and other potential victims from further harassment if such harassment is determined; 8) Take reasonable steps to alleviate the effects of the harassment.

Any pupil wishing to make a complaint of sexual harassment shall immediately file a written complaint, except that no pupil is required to file any complaint with the alleged harasser. All employees and pupils shall be notified of this Board Policy on a regular basis, and consistent with Education Code sections 212.6 and 48980.

(Adopted 4/27/99)

SEXUAL HARASSMENT

Introduction: The District recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws as well as this District policy. The District will provide to all employees a work environment free from sexual harassment, and will not tolerate such conduct on the part of any employee. Any individual with a complaint of sexual harassment should immediately report it to his or her supervisor. If the supervisor is the individual about whom the complaint is to be made, the employee should make the complaint directly to the Superintendent or Board President. All complaints of sexual harassment will be promptly and thoroughly investigated and properly resolved. No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints.

Definitions of Sexual Harassment: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It includes, but is not limited to, circumstances in which: 1) Submission to such conduct is made a term or condition of an individual's employment; or 2) Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual; or 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Forms of Sexual Harassment: Forms of sexual harassment include, but are not limited to, the following: 1) Verbal harassment- Derogatory comments, jokes, or slurs; 2) Physical harassment- Unnecessary or offensive touching, or impeding or blocking movement; 3) Visual harassment- Derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures; and 4) Sexual favors- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature upon which is conditioned an employment benefit, unreasonably interferes with an individual's work performance, or creates an offensive work environment.

Complaint Procedure For All Illegal Harassment: If any employee perceives comments, gestures or actions from any other employee, including supervisors or members of management, to be offensive, the employee should notify his or her immediate supervisor, or where appropriate, the Superintendent. Immediate supervisors will promptly report any complaint to the Superintendent. The District will promptly and thoroughly investigate any complaints of illegal harassment, and will take immediate action to resolve such complaints.

Upon notification or discovery of an illegal harassment complaint, the Superintendent or his or her designee will: 1) Inform the complainant of his or her rights under any relevant grievance procedure, policy or collective bargaining agreement; 2) Authorize the investigation of the complaint and supervise and/or investigate the complaint. The investigation will include interviews with: a) the complainant; b) the accused harasser; and c) any other persons who reasonably may have relevant knowledge concerning the complaint, such as witnesses and victims of similar conduct; 3) Review factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment; giving consideration to all factual information, the totality of the circumstances, including the nature of the verbal, physical, or visual aspects of the action and the context in which the alleged incidents occurred; 4) Report the results of the investigation and the determination as to whether harassment occurred to appropriate persons including to the complainant, the alleged harasser, and the supervisor; 5) If harassment occurred, take and/or recommend to the Governing Board prompt and effective remedial action against the harasser. This action will be commensurate with the severity of the offense and will be communicated to the complainant; 6) Reasonable steps will be taken to protect the victim and other potential victims from further harassment; 7) Reasonable steps will be taken to protect the victim from any retaliation as a result of communicating the complaint; and 8) Appropriate action will be taken whenever possible to alleviate the effects of the harassment.

Dissemination of Policy: 1) All employees, supervisors, and managers shall be notified of this policy; 2) A copy of this policy shall be posted along with and in the same manner as is other material which is posted for the benefit of employees.

STUDENT RETENTION/ACCELERATION AND PROMOTION (B.P. 6009)

Meadows Union School District, in compliance with the requirements of Education Code section 48070.5, has implemented a comprehensive retention and promotion policy for students in grades 2-8. A copy of the complete policy is available in the school office. The policy directs that decisions to retain, promote or accelerate a pupil must be determined on an individual basis with the primary objective being to assist the pupil to be successful. When a student is recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. The policy supports the strategy that pupils should be promoted with appropriate intervention(s) and instructional support rather than being retained. If the student is identified at-risk of retention, the student's teacher will inform the parent(s) or guardian(s) of available interventions such as tutorial programs, after-school programs, summer school program, Grade Level Intervention Team and/or the Student Study Team (SST) no later than the Fall Parent/Teacher Conference or by the end of the first quarter. The Governing Board directs that pupils identified as English Language Learner (ELL) shall not be retained under this policy or its implementation based solely on lack of proficiency in English. The Governing Board directs that special education pupils shall be retained, promoted or accelerated consistent with applicable federal and state laws and through the Individualized Education Plan (IEP) process. The Governing Board directs that pupils having or suspected of having a disability shall

be retained, promoted or accelerated consistent with section 504 of the Rehabilitation Act and any applicable District 504 Accommodation Plan(s). No student shall be retained more than one time while in Grades K-6 and one time in Grades 7-8.

A pupil's teacher normally shall make the decision to promote or retain at the end of the school year when final grades have been determined. This policy requires that a decision to retain a pupil, absent unusual circumstances, shall be made only after a parent or guardian has received prior notice(s) during the school year that the pupil was at risk of being retained at the end of the school year, and opportunities for remedial instruction were made available to the pupil during the school year. The policy is based on specific indicators, which can be predictors of academic success. These are minimum standards and do not reflect the expectations for grade level achievement at the school.

***Policy to be updated to reflect common core standards**

The Indicators of Academic Achievement and minimum standards for each of the indicators at the end of second grade and third grade (2 & 3) shall be the following:

	INDICATOR	MINIMUM STANDARD
1.	Total Reading Component of the STAR Test.	ELA California Standard Tests (CST) – Below Basic or higher
2.	Final class grade (or average) in Reading/Language Arts.	Grade of S (satisfactory- or C- or higher in both areas.
3.	Teacher administered reading assessment.	Instructional level is Strategic or higher
4.	Actual attendance during school year. All absences, either excused or unexcused counted. 3 tardies = 1 absence	90% actual attendance (absences of no more than 18/180 instructional days. Not to include approved independent study.

The Indicators of Academic Achievement at fourth through eighth grade (4-8) shall be the following:

	INDICATOR	MINIMUM STANDARD
1.	Total Reading Component of the STAR Test.	ELA California Standard Tests (CST) – Below Basic or higher.
2.	Total Math Component of the STAR Test.	Math California Standard Tests (CST) – Below Basic or higher.
3.	Final class grade (or average) in all core subjects.	Grade point average of 1.85 or higher.
4.	Teacher administered reading assessment.	Instructional level is Strategic or higher.
5.	Level attained on school designated diagnostic test or computer assessment program.	Instructional level no more than 2 grades below currently assigned grade
6.	Actual attendance during school year. All absences, either excused or unexcused counted. 3 tardies = 1 absence	90% actual attendance (absences of no more than 18/180 instructional days. Not to include approved independent study.

A student who does not meet the Indicators for his or her grade level will be considered to be at risk of being retained and shall be referred to Student Study Team (SST) for intensive intervention strategies. The school team will make recommendations for appropriate academic and behavioral interventions and support that is to be provided by the school, school staff and parents.

If a student is identified as performing below the minimum standard for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. If the teacher's recommendation to promote is contingent on the student's participation in a summer school or interim session remediation program, and the decision to retain or promote the student shall be reevaluated at this time. The teacher's evaluation shall be provided to and discussed with the student's parents/guardians and the principal before any final determination of retention or promotion

Pursuant to the requirements of the California Code of Regulations, Title 5, Section 4600-4671, the Governing Board shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state and federal law in all educational programs.

Community Relations

COMPLAINTS CONCERNING THE SCHOOL

The Governing Board believes that the quality of the educational program can improve when the District listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process. The Board encourages complainants to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate District procedures. District procedures shall be readily accessible to the public. Individual Board Members do not have authority to resolve complaints. If approached directly with a complaint, Board Members will refer the complainant to the Superintendent or designee so that the problem may receive proper consideration.



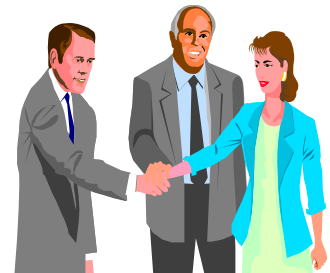
B.P.1003, 1004

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process. The Superintendent or designee shall develop regulations, which permit the public to submit complaints against District employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved. The Board prohibits retaliation against complainants. The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The District will not investigate anonymous complaints unless it so desires.

COMPLAINT-RESPONSE PROCEDURE

Meadows School recognizes the fact that life at school does not always run smoothly. As problems arise, school personnel and parents must work together to solve them. We also realize that parents, students, and community members do not always know what to do or where to go for answers and often become frustrated when problems remain unsolved. If a parent, student or community member has a concern, they should contact the appropriate school official. In general, the following steps should be taken regarding problems at school:



- Step 1. If your concern is in regard to classroom instruction, please talk to the teacher first. (You can set up an appointment by phone). Every effort should be made to resolve a complaint at the earliest possible stage.
- Step 2. If you are not satisfied with the teacher's response, or your concern stems from a general problem, please contact the principal or the department supervisor in charge (i.e. bus, maintenance, office).
- Step 3. If you are not satisfied with that response, you may submit your concern either orally or in a written statement to the superintendent. A written complaint should include the name of the employee involved, a brief description of the facts regarding the complaint and any prior attempts to resolve the problem.
- Step 4. If you are not satisfied with the written response from the superintendent or the problem is not solved at this point, you may file a written complaint and request to appear before the Meadows Union School Board; contact the superintendent for details. Personnel matters may not be discussed in open session by the Board.

A full statement of student and parent rights and complaint timelines are outlined in Uniform Complaint Procedures information following this section.

All student or parent issues are held in confidence by school staff. If a conflict arises between a parent and a teacher that they are not able to resolve at a personal level, the principal should be contacted and made aware of the situation. A meeting will be held with the administrator, teacher and parent in an effort to provide a solution that is workable for all concerned. If there is a concern regarding any classified personnel on the Meadows School staff, the principal or superintendent should be contacted and informed of the problem. Personnel issues regarding the performance of the principal or central office staff shall be filed with the superintendent. Persons with complaints regarding Board Members or the Superintendent should attempt to resolve issues with said individuals. If no resolution is made complainants should address the issue to the School Board President in the form of a written complaint. If there is not a resolved outcome then persons should follow the district complaint procedures as outlined in the district board policies.

COMPLAINTS REGARDING CHILD ABUSE

When a complaint of child abuse is alleged, the District shall provide parents/guardians procedures for filing a child abuse complaint with the appropriate child protective agencies. Upon request, such procedures shall be written in the primary language of the parent/guardian, and the Superintendent or designee shall provide an interpreter if needed. (Education Code 48987) Providing the above procedures to parents/guardians does not relieve mandated reporters from their duty to report suspected child abuse in accordance with law.

PROCEDURES FOR PARENTS OR GUARDIANS OF STUDENTS TO IDENTIFY AND REPORT CHILD ABUSE COMMITTED AT A SCHOOL SITE BY A SCHOOL DISTRICT EMPLOYEE OR OTHER PERSON

The following information, taken from Penal Code Sections 273a, 273d, and 11165.6, will assist parents/guardians in deciding whether to file a complaint of child abuse.

What is Child Abuse and What is Not Child Abuse

Child abuse is a physical injury which is inflicted by other than accidental means on a child by another person. It also means the sexual abuse of a child. It also means willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody. It also means unlawful corporal punishment or injury resulting in a traumatic condition. Child abuse also means neglect of a child or abuse in out-of-home care. (Out-of-home care is defined in Penal Code Section 11165.5 as a situation where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children, or an administrator or employee of a public or private school or other institution or agency.) Child abuse does not mean a mutual affray or fight between minors. It also does not include an injury caused by the actions of a peace officer using reasonable and necessary force: 1) To quell a disturbance threatening physical injury to person or damage to property; 2) To prevent physical injury to person or damage to property; 3) For purposes of self-defense; 4) To obtain possession of weapons or other dangerous objects within the control of a child;

2017

or 5) To apprehend an escapee. In addition, child abuse does not include injury caused by any force that is reasonable and necessary for persons employed by or engaged in a public school: 1) To stop a disturbance threatening physical injury to people or damage to property; 2) For purposes of self-defense; or 3) To obtain possession of weapons or other dangerous objects within control of a student (EC 44807, 49001)

How to File a Complaint of Child Abuse Against School District Employees or Others at School Sites

Parents/guardians of students have the right to file a complaint against a school district employee or other person that they suspect has engaged in abuse of a child at a school site. To file a complaint, the parent/guardian must file a formal report with the local child protective agency. This may be done by telephone, in person, or in writing. A complaint may also be filed with the appropriate local school district or county office of education; however, school districts and county offices of education do not investigate child abuse complaints. In addition, if the child is disabled and enrolled in special education, a separate complaint may be filed with the California Department of Education (CDE) under the California Code of Regulations, Title 5, Section 4650(a)(viii)(c). The CDE does not investigate allegations of child abuse. The CDE investigates conditions that may involve immediate physical danger or threaten the health, safety, or welfare of the child and which may result in denial of free appropriate public education. As defined in the Child Abuse and Neglect Reporting Act of 1987, a child protective agency is: 1) A police or sheriff's department; 2) A county probation department; or 3) A county welfare department/child protective services. These agencies are listed in local telephone directories under government listings. Police will be found under city government listings; sheriffs, probation, welfare departments and child protective services will be found under county government listings. The local child protective agency shall investigate the complaint. (Penal Code 11165.14) If the complaint is substantiated, the local child protective agency is required to forward a copy of the investigation report to the governing board of the local school district or county office of education. (Penal Code 11165.14) Child protective agencies are also required to cross-report every known or suspected instance of child abuse to the other child protective agencies having jurisdiction over the case (for example, county welfare to law enforcement, and vice versa), to the agency responsible for conducting investigations for dependency determinations pursuant to Welfare and Institutions Code 300, and to the district attorney. (Penal Code 11166(g))

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS, FACILITIES **Board Policy No. 1004 **CONDITIONS THAT POSE A THREAT TO HEALTH OR SAFETY, AND TEACHER** **VACANCY OR MISASSIGNMENT (Williams Settlement)****

Unresolved Complaints Claiming the Following Shall Be Submitted Utilizing the Districts Uniform Complaint Procedures In District Board Policy 6006

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state or district adopted textbooks or other required instructional material to use in class.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil does not have access to instructional materials to use at home or after school in order to complete required homework assignments.
- A semester begins and a certificated teacher is not assigned to teach a class.
- A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20% English learner pupils in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
- A complaint related to the condition of facilities that pose an emergency or urgent threat to the health or safety of pupils or staff which should be immediately reported to the Superintendent.

Submission of Complaints

- Complaints identified in paragraph B above through the Districts uniform complaint procedures should be submitted immediately and may be filed anonymously with the Superintendent, The District encourages complainants to orally notify the Superintendent of any such complaint, particularly those situations which may pose a threat of injury to staff or pupils. The complaint form shall contain a space to mark to indicate whether a response is requested.
- Valid complaints shall be remedied within a reasonable period of time not to exceed thirty (30) working days from the date the complaint was received. The Superintendent shall report to the complainant the disposition of the complaint within forty-five (45) days of the Districts receipt of the complaint.
- If the complainant is not satisfied with the proposed resolution of the complaint, the complainant has the right to describe the complaint to the governing board of the District at a regularly scheduled hearing of the Board.
- With respect to complaints involving emergency safety conditions, if the complainant is not satisfied with the proposed resolution, the complainant has the right to file an appeal to the Superintendent of Public Instruction, who shall provide a written report to the State Board of Education describing the basis for the complaint and, as appropriate, a proposed remedy for the issue described in the complaint.

Reports

The District shall report summarized data on the nature and resolution of all complaints, if any, on a quarterly basis to the County Superintendent of Schools and the District Governing Board. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the Board. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses are public records.

Notices-Notices shall be posted in each classroom containing the requirements of Education Code section 35186.

Other Complaints Regarding Instructional Materials

It is the policy of the District that the following procedures shall be used to present complaints which are not described in paragraph A above concerning instructional materials used by the District. It is the policy of the District that the following procedures shall also be used to respond to and attempt to resolve these other complaints concerning instructional materials used by the District.

District Procedure For Other Complaints Regarding Instructional Materials

Complaints concerning instructional materials must be presented in writing to the Superintendent. Complaints regarding printed material must include the name of the author, title, publisher and the class in which the printed material is being used. The written complaint must specify whether the complainant objects to the entire content of the written material or only a portion of the written material. If the objection only extends to a portion of the written material, the complainant shall identify the portion of the material that is objectionable. In the case of non-printed materials, written information specifying the precise nature of the material shall be provided. The written complaint also must specify the reason or basis for the complaint. The complaint must be signed and dated. Oral and anonymous complaints shall not be processed pursuant to these procedures. After receiving the complaint, the Superintendent or designee shall take the following steps. 1) Notify the teacher(s) who use(s) the materials in class of the complaint, 2) Review the complaint, 3) Prepare a written response to the complaint. The written response shall be forwarded to the complainant, the teacher(s) who use(s) the materials in class and the Board.

If the complainant is not satisfied with the response of the Superintendent, the complainant may file the complaint with the Board. A complaint filed with the Board shall be filed no later than ten (10) school days after the date the Superintendent signed the response. The complainant shall submit to the Board a copy of the complaint that was submitted to the Superintendent and shall also attach a copy of the response of the Superintendent. The complaint to the Board shall be filed with the Superintendent who shall forward the complaint to the Board. The Board shall review the complaint at a public Board meeting as soon as practicable. The Superintendent shall notify the complainant and the teacher(s) who use(s) the materials in class with notice of the date, time and place of the public Board meeting at which the complaint will be reviewed no less than five (5) calendar days prior to the Board meeting. The complainant, the teacher(s) who use(s) the material in class, the Superintendent and members of the public will have an opportunity to make comments at the Board meeting. After reviewing the complaint, the Board in its sole discretion, shall determine whether the materials shall continue to be part of the school curriculum; whether the materials shall be excluded from the school curriculum; or whether any other adjustment concerning the instructional materials shall be made. Any decision to exclude instructional materials shall be reasonably related to legitimate pedagogical concerns. The Superintendent shall provide written notice of the Board's decision to the complainant and to the teacher(s) who use(s) the materials in class.

County or State-Adopted Material

If the challenged material has been adopted by the County Board of Education, the Superintendent or designee may forward the complaint, without action, to the office of the County Superintendent of Schools for reevaluation and decision. If the questioned material has been adopted by the State of California, the Superintendent or designee may forward the complaint, without action, to the California Department of Education for reevaluation and decision.

Community Relations

B.P 6006

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the District is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The District shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in consolidated categorical aid programs, migrant education, child care and development programs, child nutrition programs and special education programs.

The Board encourages the early, informal resolution of complaints at the site level whenever possible. The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

Administrative Regulations

UNIFORM COMPLAINT PROCEDURES

Compliance Officers

The Governing Board designates the following compliance officers to receive and investigate complaints and ensure District compliance with law: Superintendent, 2059 Bowker Road, El Centro, Ca. 92243, (760) 352-7512. The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

Notifications

The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of District complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies. The above notification shall state that complainants may

seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education. Local resources include Imperial County Office of Education.

Procedures

The following procedures shall be used to address all complaints which allege that the District has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, Title 5, Section 4632. All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the District. Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (Title 5, Section 4630) 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. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, District staff shall help him/her to file the complaint. (Title 5, Section 4600)

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of the law, the compliance officer shall proceed with his/her 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. (5 CCR 4631)

Step 3: Investigation of Complaint

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative and the District's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (Title 5, Section 4631). The district's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Step 4: Response

OPTION 1: 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, as described in Step #5 below.

OPTION 2: Within 30 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, as described in Step #5 below. If the complainant is dissatisfied with compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

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. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant.

Step 5: Final Written Decision

The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the District shall arrange a meeting at which a community member will interpret it for the complainant. This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any.
 2. The rationale for the above disposition
 3. Notice of complainant's right to appeal the decision within 15 days to the California Department of Education, and procedures to be followed for initiating such an appeal.
 4. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies (5CCR 4631; Education Code 262.3)
 5. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.
- If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

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. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (Title 5, Section 4652) When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and must include a copy of the locally filed complaint and the District's decision. (Title 5, Section 4652)

The California Department of Education may directly intervene in the complaint without waiting for action by the District when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where the District has not taken action within 60 calendar days of the date the complaint was filed with the District.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

Instruction**DISTRICT NETWORK ACCEPTABLE USE POLICY**

We are pleased to announce that Meadows Union School District is now offering Internet access. The District strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our district. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Meadows Union School District will make every effort to protect students, teachers, and staff from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service. Please read this document carefully. When signed by you, and if appropriate, your parent/guardian, it becomes a legally binding contract. We must have your initials where indicated and your signature and that of your parent/guardian (if you are under 18) before we can provide you with access to the Internet. Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and you may be subject to disciplinary action.

Terms and Conditions of This Contract**Personal Responsibility**

As a representative of this school, you will accept personal responsibility for reporting any misuses of the District Network to the Technology Supervisor or Administration. Misuse can come in many forms, as listed in this document. All the rules of conduct described herein apply when you are on the District Network. When you are using the District Network, it may feel like you can break a rule and not get caught. This is not true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about same as they are in the real world.

Personal Safety

Do not post personal contact information about yourself or other people. Personal contact information includes your home address, telephone, number, etc. Students are not to post any personal information under any circumstances. Students, teachers, and staff are strongly cautioned about arranging to meet someone privately as a result of communication established using the District Network. Students will not agree to meet with someone they have met online without parent's approval. Parent will be responsible for accompanying them to any meeting. Students, teachers, and staff will promptly disclose any message you receive that is inappropriate or makes you feel uncomfortable to the Technology Supervisor or an administrator.

Acceptable Uses of District Network

The use of the District Network must be in support of education and research within the educational goals and objectives of the Meadows Elementary School District. You are personally responsible for this provision at all times when using the District Network. Use of the District's Network of computing resources must comply with the rules appropriate to that network as listed herein in this document.

*** Educational Purpose**

The District Network has been established for limited educational purposes. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities. The District Network has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material you access or post through the system. You may use the system to communicate with elected representatives and to express your opinion on political issues; however, you may not use the District Network for political lobbying.

*** Student Internet Access**

* All students may have access to Internet information resources through their classroom, library, or school computer lab. Elementary students may have e-mail access only under their teacher's direct supervision using a classroom account. No elementary students will be provided with individual e-mail accounts.

*** Teacher and Staff Internet Access**

The user in whose name a technology service account is issued, is responsible for its proper use at all times. All teachers and staff will have access to Internet information resources through their classroom or office computers. Teachers and some staff members will have e-mail accounts. Students will have access to their teachers' e-mail account only under the teachers' direct supervision.

Unacceptable Uses of the District Network

The following uses of the District Network are considered unacceptable: using the network for commercial advertising; using copyrighted material in reports without permission; using the network to lobby for votes; using the network to access a file that contains pornographic pictures; using the network to send/receive messages that are racist; using the network to send/receive inflammatory messages; creating computer virus and placing it on the network; using the network to send/receive messages with someone else's name on it; using the network to send/receive messages that are inconsistent with the school's code of conduct; using the network to send/receive messages that are sexist or contain obscenities; using the network to provide addresses or other personal information that others may use inappropriately; using the network for sending and receiving a large amount of personal messages.

*** Illegal Activities**

No one will attempt to gain unauthorized access to the District Network or to any other computer system through the District Network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing." You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use the District Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

*** System Security**

2017

Students/teachers/staff/members will immediately notify the Technology Supervisor or Administration if they have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

* **Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

* **Inappropriate Language**

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause damage or a danger of disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If someone tells you to stop sending him or her messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

You will not re-post a message that was sent to you privately without permission of the person who sent you the message. You will not post private information about another person.

Respecting Resource Limits

You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and will download it to a disk, rather than to the classroom computer or District Network Server. You will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.

Plagiarism and Copyright Infringement

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.

Inappropriate Access to Material

You will not use the District Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). Special exceptions may be made if the purpose of your access is to conduct research and has been approved by Administration. If you mistakenly access inappropriate information, you should immediately tell a teacher, administrator or the Technology Supervisor. This will protect you against a claim that you have intentionally violated this policy and will enable the Technology Supervisor to block out that site. Parents are responsible for instructing their child if there is additional material that they think it would be inappropriate for their child to access. The District fully expects that students will follow their parent’s instructions in this matter.

Free Speech: The District Network is considered a limited forum, similar to a school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

Search and Seizure: You should expect only limited privacy in the contents of your personal files on the District Network or District Computers. Routine maintenance and monitoring of the District Network may lead to discovery that you have violated this policy or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy or the law. The investigation will be reasonable and related to the suspected violation. Parents and administrators have the right at any time to request to see the contents of your e-mail files.

Due Process: The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the District Network. In the event there is a claim that you have violated this policy in your use of the district Network, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.

Limitation of Liability: The District makes no guarantee that the functions or the services provided by or through the District Network will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

Updating: You must notify the District Office of any changes in your account information: Matt Phillips, Superintendent, Meadows Union School District, 2059 Bowker Rd. El Centro, CA 92243 (760) 352-7512.

Acceptable Use Policy Required Signatures – Please use the signature page for this handbook for required signatures

District Employee or Student -I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal. I also agree to report any misuse of the district Network to the Technology Supervisor or Administration. All of the rules of conduct described herein apply when I am on the District Network.

Parent or Guardian: (Students under the age of 18 must also have the signature of a parent who has read this contract.) As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for Meadows Union School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired in the District Network. I also agree to report any misuse of the District Network to the Technology Supervisor or Administration. I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give my permission for my child to access the Internet, under his/her teacher’s supervision and certify that the information contained on this form is correct.

AB 2260 Pesticide Use

Information Sheet for Parents Regarding AB 2260, the Healthy School Act of 2000

2017

Notification of all pesticide products the school district expects to use on school grounds must be sent annually to parents or guardians of all students. These products include over-the-counter pesticides available at retail outlets, but do not include certain products exempted under the law. The notifications must list the active ingredients in each pesticide product and the Internet address for the Department of Pesticide Regulation (DPR) to access additional information. Visit DPR's Website at <http://www.cdpr.ca.gov> and click on School IPM Program. We intend to use the following pesticides in your school this year:

<u>Name of Pesticide</u>	<u>Active Ingredient</u>	<u>Name of Pesticide</u>	<u>Active Ingredient</u>
Advance Granular Ant Bait	Abamectin	ROUNDUP (weed & grass killer)	Glyphosate, isopropylamine salt 18.0%
Tempo SC	Cyfluthrin	ORTHO Diazinon granules	Diazinon 2%, Inert ingredients 98%
Talstar Insecticide	Bifenthrin	Borid Dust	Boric Acid
Drax Ant Gel Bait	Cithoboric Acid	Termidor SC	Fipronil
Tengard	Permethrin	Maxforce Complete	Hydramethylnon
Intice Granula Bait	Orthoboric Acid	Temprid SC	Imidacloprid, Cyfluthrin

Parents or guardians may request prior notification of individual pesticide applications at the school site. People listed on this registry will be notified at least 72 hours before pesticides are applied. If you would like to be notified every time we apply a pesticide, please complete and return the form below and mail it to: Matt Phillips, 2059 Bowker Rd. El Centro, CA 92243. If you have any questions, please contact Ronald Jessee at (760) 352-7512 x 2290.

REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION- MEADOWS UNION			
I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at this school.			
I would prefer to be contacted by (circle one): US mail E-mail Phone			
Name of Parent/Guardian: _____		Date: _____ E-mail: _____	
Address: _____		Day phone: _____	
Return to: Alberto Topete - Meadows Union School			

Parent Copy: Please indicate your initials, print and sign your name and return it back to the teacher. Thank you.

SIGNATURE PAGE (FORMA DE FIRMA)

STUDENT'S NAME: _____ **GR:** _____ **TEACHER:** _____
(Nombre del Estudiante) (Grado) (Maestra/o)

Please mark the following boxes to indicate that you have read and discussed it with your child. *(Favor de marcar para indicar que usted leyó y discutió con su hijo/a sobre la siguiente información)*

Meadows Union School Student/Parent Handbook: Know Your School needs to be discussed with your child. We seek your cooperation in making sure this form is returned to your child's teacher as soon as possible. *(El Guía de la Escuela de Meadows Union: Conozca Su Escuela se tiene que discutir con su hijo/a. Esperamos su cooperación en asegurarse que esta forma se regrese con el maestro/a de su hijo/a lo más pronto posible.)*

I, the parent/guardian of _____ give consent for my son/daughter to participate in school sponsored activities: **field trips, athletic events, community-based instruction and other student**

activities sponsored by Meadows Union School and Imperial County Office of Education. (Yo, el padre/tutor de _____ doy mi permiso a mi hijo(a) en participar en los actividades patrocinadas por la escuela como excursiones, eventos atleticos, instrucción basada por la comunidad y otras actividades estudiantiles patrocinada por la Escuela de Meadows Union y la Oficina de Educación del Condado de Imperial.)

INTERNET ACCEPTABLE USE POLICY

Students under the age of 18 must also have the signature of a parent who has read this contract. As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for Meadows Union School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired in the District Network. I also agree to report any misuse of the District Network to the Technology Supervisor or Administration. I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission for my child to access the Internet, under his/her teacher's supervision and certify that the information contained on this form is correct. **(POLIZA DE USO ACEPTABLE DEL INTERNET - Los estudiantes bajo la edad de 18 años deben de obtener la firma del padre o tutor y quien a leído este contrato. Yo como padre o tutor del alumno, he leído y entendido que este contrato es para el propósito educativo. Yo entiendo que es imposible que el Distrito Escolar de Meadows Union descontinué todo acceso de material controversial, y no haré al distrito responsable por el material adquirido por la Red del Distrito. Tambien estoy de acuerdo a reportar cualquier mal uso de la Red del Distrito al Supervisor de Tecnología o Administración. Acepto toda responsabilidad de supervisión cuando mi hijo/a use la Red del Distrito fuera de un ambiente escolar. Por este medio doy mi consentimiento para que mi hijo/a tenga acceso al Internet, bajo la supervisión de sus maestros y certifico que la información contenida en esta forma es correcta.)**

PHOTOGRAPHY AND MEDIA: I give **my consent** for my child _____ to be photographed for the school website and during any school related activities. (Yo doy mi **permiso** para mi hijo(a) _____ sea fotografiado(a) para el sitio de internet escolar y durante cualquier actividad escolar.)

E.C.49073 – Pupil Records - Directory Information: I **DO NOT** wish DIRECTORY INFORMATION RELEASED REGARDING MY CHILD: _____ (E.C. 49073 - Expedientes de Alumnos - Información Confidencial: Yo deseo que **NO SE PROPORCIONE** INFORMACION DERECTORIAL DE MI HIJO/A: _____)

Signature of Parent or Guardian _____ Date _____
(Firma del Padre o Tutor) (Fecha)

Student's Signature _____ Date _____
(Firma del Estudiante) (Fecha)

- Please mark, sign and return form with your child to school. Thank you.
- (Favor de marcar, firmar y regresar esta forma con su hijo(a) a la escuela lo mas pronto posible. Gracias.)