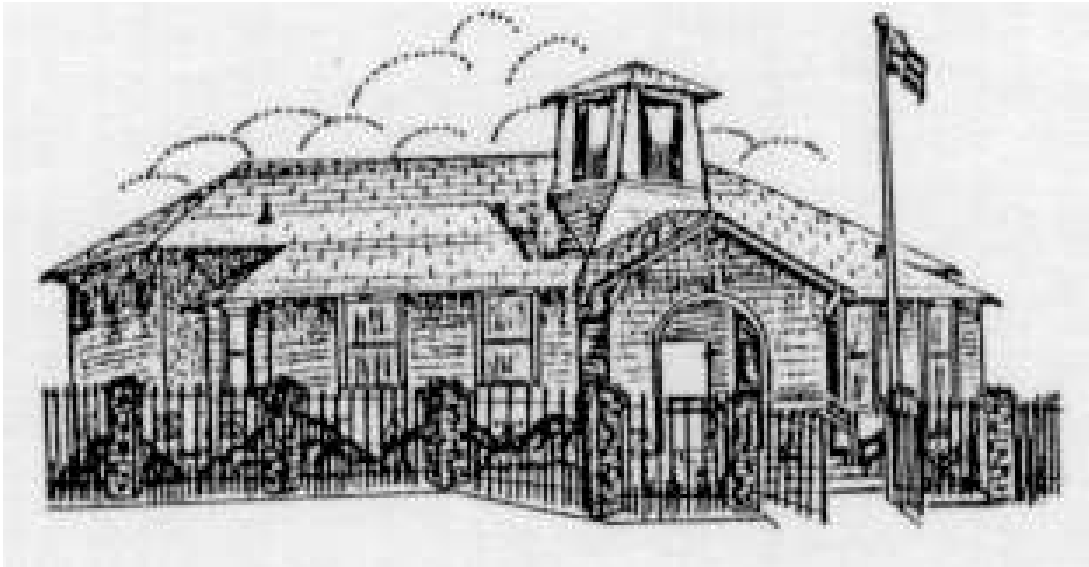


# Alview-Dairyland Union School District



## Student Handbook

A resource for Alview and Dairyland Students,  
Parents and Staff.

**2022-2023 Edition**

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# HOME SCHOOL COMMUNICATIONS

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## Pupil Progress

Effective, open communications between the home and school are essential to ensure the progress and development of our students. Parents and school personnel must operate in a close team-work relationship. Maintaining good communications is a major goal of our school. Teachers are diligent in contacting parents regarding student progress. Parents are encouraged to contact the teacher as needed.

## Reporting

Report cards are sent home at the end of the quarter with scheduled conferences at the end of the first report period. Conferences are also required for those students experiencing difficulty at the end of the third quarter. Report cards are designed to give meaningful information regarding your child's achievement and effort.

## Honor Roll (Grades 3-8)

Student achievement is encouraged and recognized through semester honor roll. Honor Roll is determined as follows: A "D" in one subject for one quarter may be negated by a "B" or better grade in the other quarter of that same semester in the same subject.

*GPA is generated by the Aeries Grading System. Students must achieve a 3.0 to be on the Honor Roll.*

## School News

A monthly calendar of school activities and cafeteria menus are sent home at the beginning of each month. It is recommended that these be kept for reference.

## Parent Visitation

Parents are encouraged to visit the school and their child's classroom. Visits should be scheduled with the teacher in advance so that suggestions of appropriate times will make the visit as productive as possible. ***Parents must report and sign-in to the school office before going anywhere else on campus.***

## Student Absences

All student absences must be verified by the parent or guardian. **It is required a note be sent with your child on the day he/she returns.** On the note, indicate the dates your child was absent, the reason and your relationship to the student. If you know that your child will be absent because of illness for more than two days, please talk with your child's teachers about sending work home so that he/she does not fall behind in his/her studies. See Independent Study Contract information on page ten.

## Makeup Work

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (Education Code 48205) Students who miss school because of unexcused absences shall be given the opportunity to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

## Homework

The Board of Trustees recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives. Although it is the student's responsibility to do most homework assignments independently, the Board expects teachers at all grade levels to use parent/guardians as a contributing resource. When students repeatedly fail to do their homework, parents/guardians shall be notified and asked to contact the teacher.

## Reminder regarding weekly teacher's meetings

The District runs on a one (1) hour early release schedule every Monday that school is in session. This allows for teacher training, in-service and meetings.

***Always sign your child out at the office when you take them from school.***

**SCHOOL, PARENT & FAMILY ENGAGEMENT POLICY  
ALVIEW SCHOOL**

The School Improvement Program at Alview-Dairyland is a collaborative effort involving the principal, teachers, parents, support staff and the students who work together to set high expectations and achieve high student performance.

The school will put into programs and activities the following procedures for the involvement of parents in all of its school-wide programs. These programs, activities, and procedures will be planned and implemented with meaningful consultation with parents including parents serving on the School Site Council.

1. By October 31, a School Site Council will be elected. An invitation to parents to become a member of the SSC will be sent out in the September newsletter. The names of interested parents will be placed on a ballot which will be distributed to all parents. Half of the members of the SSC will be parents. At least one parent is the parent of an English Learner.
2. The SSC will meet regularly during the school year. The SSC members will be trained in their roles as members of the SSC including assisting in the development of the school's Single Plan for Student Achievement with the related budgets.
3. Parents, through the SSC, will be involved in the on-going monitoring and planning.
4. By October 31 of each year, a representative to the district's District English Learner Advisory Committee (DELAC) will be elected. The DELAC members will receive written notification of all meetings and the agendas at least three days in advance of the meeting.
5. Parent meetings will be held that focus on core curricular subjects, such as literacy, math, science, technology, and study skills. Parents will be taught how to interpret student assessment data and successful parenting techniques.
6. Back-to-School BBQ will be held in August, before school starts, to allow parents to meet their children's teachers.
7. Parent-Teacher conferences will be held in October and March so parents and teachers can meet to discuss each student's needs and progress.
8. Parents will be notified of their children's academic progress approximately every two weeks, Parent-Teacher conferences in October and March, and teacher contacts. Parents will be provided with their child's individual assessment results.
9. Parents will be notified of school activities in the monthly calendar and in the Friday Folders.
10. Parents will receive an explanation of the curriculum, the assessments used to measure student progress, and the levels of proficiency students are expected to meet.
11. The "Alview Dairyland Parent-School Compact for Student Success" will be reviewed and signed at parent-teacher conferences in the fall.
12. Parent Teacher Club will hold meetings four times per year to plan and discuss activities that support ADUSD students.
13. Library Club will be held one Friday each month to recognize student academic achievements.
14. Students will receive weekly behavior reports each week in Friday Folders.
15. Parent volunteers are encouraged to support small group classroom instruction.
16. A "Parents' Guide to Alview" will be sent home at the beginning of the school year to familiarize families with Alview policies, procedures and events.
17. The superintendent will communicate through newsletters, all-calls and Class Dojo to keep parents informed of current issues and events.

**SCHOOL, PARENT & FAMILY ENGAGEMENT POLICY  
DAIRYLAND SCHOOL**

The School Improvement Program at Alview-Dairyland is a collaborative effort involving the principal, teachers, parents, support staff and the students who work together to set high expectations and achieve high student performance.

The school will put into programs and activities the following procedures for the involvement of parents in all of its school-wide programs. These programs, activities, and procedures will be planned and implemented with meaningful consultation with parents including parents serving on the School Site Council.

1. By October 31, a School Site Council will be elected. An invitation to parents to become a member of the SSC will be sent out in the September newsletter. The names of interested parents will be placed on a ballot which will be distributed to all parents. Half of the members of the SSC will be parents. At least one parent is the parent of an English Learner.
2. The SSC will meet regularly during the school year. The SSC members will be trained in their roles as members of the SSC including assisting in the development of the school's Single Plan for Student Achievement with the related budgets.
3. Parents, through the SSC, will be involved in the on-going monitoring and planning.
4. By October 31 of each year, a parent representative to the district's District English Learner Advisory Committee (DELAC) will be elected. The DELAC members will receive written notification of all meetings and the agendas at least three days in advance of the meeting.
5. Parent meetings will be held that focus on core curricular subjects, such as literacy, math, science, technology, and study skills. Parents will be taught how to interpret student assessment data and successful parenting techniques.
6. Back-to-School BBQ will be held in August, before school starts, to allow parents to meet their children's teachers.
7. Parent-Teacher conferences will be held in October and March so parents and teachers can meet to discuss each student's needs and progress.
8. Parents will be notified of their children's academic progress approximately every two weeks, Parent-Teacher conferences in October and March, and teacher contacts. Parents will be provided with their child's individual assessment results.
9. Parents will be notified of school activities in the monthly calendar and in the Friday Folders.
10. Parents will receive an explanation of the curriculum, the assessments used to measure student progress, and the levels of proficiency students are expected to meet.
11. The "Alview Dairyland Parent-School Compact for Student Success" will be reviewed and signed at parent-teacher conferences in the fall.
12. Parent Teacher Club will hold meetings four times per year to plan and discuss activities that support ADUSD students.
13. 7<sup>th</sup> and 8<sup>th</sup> grade parents may be called on to transport students to athletic events at neighboring schools.
14. Student grades and academic progress are available at all times through the internet-based Aeries Parent Portal.
15. Fundraisers will be held throughout the year to support eighth grade graduation and events/trips not included in state and federal funding.
16. At the beginning of the school year Dairyland staff will send out a "Parents' Guide to Dairyland" that outlines events and policies specific to the Dairyland campus.
17. The superintendent will communicate through newsletters, all-calls and Class Dojo to keep parents informed of current issues and events.



# Co-Curricular Activities

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Alview-Dairyland Union School District provides a variety of co-curricular activities to encourage student's involvement. Some of these activities include:

## Library Club (Alview Campus Grades K-3)

A school-wide assembly is held each month recognizing students for reading, citizenship and other achievements. They participate in oral language presentations and songs.

## Athletics

Students in grades 7 and 8 participate in an athletic program in which inter-mural teams compete. The goals of the program are (1) to teach and develop proficiency in the skills associated with each sport and (2) to develop the personal qualities of discipline, commitment, and sportsmanship associated with being a member of a team. On occasion, students will compete with another school. All students in grades 7 and 8 are encouraged to try out for the teams when they maintain a grade point average of no less than a 2.0 or C on a 4.0 scale. Students having an "F" in any subject may not participate.

## Band

The school provides instruction for beginning and for advanced students. The program is open to students in grades 4-8. Some school instruments are available, but parents are encouraged to rent or buy instruments for their children.

The beginning and the advanced band perform at various school functions. The marching band performs in at least two parades each year.

Third grade students are taught to play recorders as an introduction to music.

# Parent Organization

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## Parent-Teacher's Club

The Alview-Dairyland Parent-Teacher's Club is an active organization. Parents are encouraged to support the school through participation in PTC functions. The PTC, with its many activities (fundraisers, room mothers, parent volunteers, etc.), is an integral part of the total school program.

## School Site Council/LCAP Committee

The School Site Council is made up of a committee of parents and teachers who meet, at regularly scheduled meetings throughout the year, to study and evaluate the various components of our total school program. It is the responsibility of the SSC to make recommendations designed to improve our school program to the Board of Trustees. The committee also makes recommendations for LCFF spending and evaluates programs/materials designated on the LCAP. Members of the SSC/LCAP are elected to serve a two-year term. Participation is encouraged.

## Parent Advisory/District English Learner Advisory Committee (PAC/DELAC), ELAC

The Parent Advisory Committee is a committee of parents whose child/children participate in English Language Development. It is the responsibility of committee members to study, evaluate and make recommendations regarding the English Language Development Program to the Board of Trustees. The Committee also makes recommendations for LCFF spending and evaluates programs and materials designated on the LCAP. Committee members are elected to serve a one year term. Participation is encouraged.

## Parent Volunteer

Children's educational success is best assured when the school and home work together as a team. We encourage parent volunteers to become actively involved in the classroom, on field-trips, and by completing at-home projects. If you can serve as a parent volunteer, please call your child's teacher.

# Procedures and Policies

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## Visitors

Visitors must sign in at the office before entering either of our schools.

## Absences and Excuses

The School Board believes that regular attendance plays a key role in the success a student achieves in school. The Board recognizes it is the law that parents with children ages 6 to 18 are obligated to send their children to school unless otherwise provided by law. The superintendent shall abide by the state attendance laws and is authorized to use any legal means available through the school attendance review board, juvenile probation officer or district attorney.

Excused absences are based on Education Code Section 48205. Students absent without a valid excuse for more than 5 days will be classified truant and may be referred to a legal agency.

**When it is necessary that a child be absent from school, he/she should have a note from a parent stating the reason. If a parent does not provide a note, the child will be considered as truant on the days of absence.**

## Independent Study Contracts

The State of California no longer allows Independent Study contracts for fewer than five days or more than ten. They are also not allowable for illness except in the case of long term illness. Students and parents are encouraged to use an Independent Study Contract. The beginning and/or ending date and the terms of an Independent Study Contract must be honored, or all days on the contract will be unexcused absences. Student's attendance and grades must be in good standing. Only one contract per semester. No contracts during a grade reporting window (one week before end of quarter). Contracts may be requested from either school office at least **five days prior to the 1<sup>st</sup> day of absence**.

## Withdrawal

If you should move from the district, please notify the school secretary that you are withdrawing your child. This helps the school with record-keeping and also allows us to give you information you will need when enrolling your child in the next school.

## Gate and Cafeteria Supervision

Gate and cafeteria supervision is provided only during the school day starting at 8:00 a.m. on the Dairyland campus and 8:30 a.m. on the Alview campus.

Students who do not ride the bus *should not* arrive at Dairyland School before 8:00 a.m. and Alview School before 8:30 a.m.

## Staying After School

All students should go directly home at the end of the school day unless they have **written permission** to participate in an after-school activity. Students must **never** stay after school without prior permission and assurance that there will be adequate adult supervision. Parents picking students up after school must do so as **soon as school is out**.

## Picking Students Up Before Dismissal

Parents who wish to have a student excused early should come to the office and the child will be called from the classroom to meet you. **Do not go directly to the classroom.**

## Late Arrival/Early Departure

Students must sign into school, at the school office, when arriving late. A parent or designated person must sign the child out of school when the child leaves school early.

## Lunch and Breakfast Program

Lunches and breakfasts are available to students in grades K-8.

## Transportation

Student transportation to and from school is usually one of the following: (1) bus, (2) parent, (3) bicycle, and (4) walking. It is important to know which of these will be used by your child and that your child's teacher and school office be kept informed of any changes.

## Lost Property/Instructional Materials

It is the responsibility of the students to care for all school property. Classroom/library books, calculators, game shirts, etc., must be paid for if lost, stolen, misplaced, etc.

## Electronic Devices

Electronic devices are not allowed at school, such as: CD & MP3 players, cell phones, smartwatches, etc.

## **EMERGENCY AND DISASTER POLICY**

Should an emergency or disaster ever arise in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively to such situations. Should we have a major disaster during school hours, your student(s) will be cared for at school. Our school district has a detailed emergency preparedness plan, which has been formulated to respond to a major emergency. A copy of this plan is available for viewing in the school office on both the Alview and Dairyland campuses. As part of this plan, any and all visitors to the school are required to check in with the office and sign in before going onto the campus. No matter what the reason for being at the school may be, you must sign in at the office at all times first, before you will be allowed on campus.

Your cooperation is necessary in any emergency, please remember the following:

1. Do not telephone the school. Telephone lines may be needed for emergency communication. The District has a telephone system in place to keep you informed. Please keep the District informed of current phone numbers.
2. In the event of a serious emergency, students will be kept at their school until they are picked up by a person who is listed on the school district emergency form, which is required to be filled out by parents at the beginning of every school year.
3. If students are to be kept at school, parents will be notified by phone.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of emergency.

The decision to keep students at school will be based upon whether or not roads in the area are open. If this occurs, parents will be notified by phone. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel.

Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes.

Should road conditions prevent the driver from delivering students to home or to school in the morning. The students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

## Academic Honesty

The Board of Trustees believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

*(cf. 5131 – Conduct)*

*(cf. 6162.6 – Use of Copyrighted Materials)*

Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules.

*(cf. 5137 – Positive School climate)*

*(cf. 5144 – Discipline)*

The Superintendent/Principal or designee may establish a committee comprised of students, parents/guardians, staff, administrators and members of the public to develop standards of academic honesty, measures of preventing dishonesty, and specific consequences for acts of dishonesty. Any recommendations for discipline shall be incorporated into the school's site level discipline rules.

*(cf. 1220 – Citizen Advisory Committee)*

### *Legal Reference:*

EDUCATION CODE

35291-35291.5 Rules

Policy

Adopted: November 18, 2008

ALVIEW-DAIRYLAND UNION SCHOOL DISTRICT

Chowchilla, California

# Foggy Day Schedule

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***TV Channel 30 and radio station KMJ will announce our Foggy Day Schedule. In addition, a phone message will be sent.***

## Plan "A"

An announcement will be made by 7:00 a.m. to have a one (1) hour delay of our school buses. Your television will display "Alview-Dairyland School Plan A".

## Plan "B"

If it is too foggy to run the buses after the one (1) hour delay, another announcement will be made by 8:00 a.m. to have a two (2) hour delay of our buses. (This will mean that the school buses will be running a total of two (2) hours late. Your television will display Alview-Dairyland Union School District Update Plan "B".

## Plan "C"

After the two (2) hour delay, if a severe foggy condition exists and the bus drivers feel it is not safe to run the buses, bus transportation will be canceled for that morning. An updated announcement will be made by 9:00 a.m. Your television will display Alview-Dairyland Union School District – Update Plan "C". **CHILDREN ARE EXPECTED TO GET TO SCHOOL, AS SOON AS IT IS SAFE TO DO SO. BUSES WILL TRANSPORT STUDENTS HOME IN THE AFTERNOON.**

## **SCHEDULE**

### **Plan "A"**

One (1) hour bus delay.

### **Plan "B"**

Two (2) hour bus delay.

### **Plan "C"**

Buses canceled for the morning. This INCLUDES the shuttle from Dairyland to Alview.

**School starts at the regular time.**

**Try to get your child safely to their campus of attendance as soon as it is safe to do so. Buses will run in the afternoon.**

# Graduation Ceremonies and Activities

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To receive a diploma of graduation from grade eight a student must accomplish the following:

1. Must have a Grade Point Average for each eighth grade quarter of 1.0 or better. Valedictorian and Salutatorian honors are based on GPA's in 7<sup>th</sup> and 8<sup>th</sup> grade core classes.
2. Must pass a District test that demonstrates the student's knowledge and understanding of the Constitution of the United States of America.
3. When excused absences occur, missed school work must be made up with a passing score. Students who have more than ten (10) days of excused absences will be required to show a doctor's verification in writing for any three consecutive days of absence exceeding the ten days. Students who exceed forty (40) days of excused absence will be referred to a panel consisting of seventh and eighth grade teachers, and an administrator, and a member of the Board of Trustees to determine eligibility for graduation ceremonies.
4. Must not have more than five unexcused absences per quarter. Absences (Education Code 48205) must be cleared in writing by the student's parent or guardian. The superintendent/principal will make the final determination of legitimate unexcused absences.
5. Students identified as having special needs will be promoted and or given a diploma of graduation if they are recommended for promotion/graduation by their Individual Education Plan (I.E.P.) Team
6. Non or limited English speaking students may take the constitution test in their native language. If they are unable to pass this test in their native language or English, the superintendent will determine eligibility to receive a diploma and/or participate in graduation ceremonies.

## **Disciplinary Considerations**

While recognizing the importance of graduation ceremonies, the Board also desires to maintain high standards of student conduct and behavior. Graduation ceremonies are offered to students in good standing. The Superintendent/Principal may deny the privilege of participating in these ceremonies in accordance with school rules which provide for due process.

State law has changed making it unlawful to promote a student who has not met the above standards. It is important that all eighth grade parents and students understand this. Students and parents are asked to acknowledge this by signing below and returning this page to the eighth grade teacher.

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**Student Signature**

**Date**

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**Parent Signature**

**Date**



# Health Information

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First aid is administered in case of minor injuries. If illness or a serious accident occurs during the school day, an attempt is made to contact parents at once. For this reason the school requires an emergency number to call when parents are not at home. If the parent cannot be reached, the school will send the child to the hospital when necessary. It is important that the school be notified immediately of any changes in phone numbers in order that we may reach parents in case of an emergency.

## Medication

State law requires that medication, both over the counter and prescription, NOT be dispensed by school personnel without a physician's order and written permission from the parent. Occasionally a child under medical care may continue to attend school. In these special cases, school personnel may administer medication when parents provide a physician's order which includes name(s) of the medication, dosage, time(s) and duration that the medication is to be given to the child. Form may be found at: [www.adusd.k12.ca.us](http://www.adusd.k12.ca.us). Medication MUST be sent to school in original container from the pharmacy.

## Communicable Diseases

If your child complains of stomachache, earache, sore throat, cold symptoms or has fever, he/she should be kept at home for observation. If your child frequently complains of such things as earache, stomachache or headache, a good rule of thumb is to check for fever. If there is no fever, the child should go to school. A doctor's visit may also be in order.

If your child is absent because of the following, please notify the school secretary: Whooping cough, strep throat, scarlet fever, chicken pox, mumps, red measles (Rubella), German measles (Rubella), impetigo, pink eye, ringworm, scabies, lice, hepatitis A or B and HIV.

## Lice

If a child has lice, parents will be contacted and required to take their children home. The child may return to school when a parent indicates the treatment used and when a re-

examination by a school employee shows all lice have been removed. Parents are **required** to bring their children to school for a re-examination.

People in all walks of life may be bothered with lice. Having head lice does not mean a person is dirty. Transmission can occur easily from one infested individual to another. Children should be taught not to share combs, brushes, hats, scarves, coats, and sweaters. Treatment is shampooing with a special medicated shampoo. It is recommended that all members of the family be treated. All bed linens should be washed in hot soapy water (140 degree F) and dried in a hot dryer for at least 20 minutes. Clothing, combs, and brushes should be cleaned. Carpets, upholstery and mattresses should be vacuumed thoroughly. **Please call the school for more information.**

## Immunization Records

Kindergarten entrants and entrants from outside the U.S. must present a personal immunization record at or before the time of entry. Pupils transferring from other schools in California or other states may be given up to 30 school days of attendance while waiting for their records to arrive from the previous school. Once the record arrives, the child has 10 school days to get any needed immunizations or else be excluded from attendance.

### • Vaccines

#### **Polio**

**4 doses at any age, but...** 3 doses meet requirement for ages 4-6 if at least one was given on or after the 4<sup>th</sup> birthday; 3 doses meet requirement for ages 7-17 years if at least one was given on or after the 2<sup>nd</sup> birthday.

**DPT** (Age 6 years and under (Pertussis is required) DTP, DTaP or any combination of DTP or DTaP with DT (tetanus and diphtheria)

**5 doses at any age but...** 4 doses meet requirements for ages 4-6 if at least one was on or after the 4<sup>th</sup> birthday.

Age 7 years and older (pertussis is not required) Td, DT, or DTP, DTaP or any combination of these

**4 doses at any age, but...** 3 doses meet requirement for ages 7-17 years if at least one was on or after the 2<sup>nd</sup> birthday. If last dose was given before 2<sup>nd</sup> birthday, one more (Td) dose is required.

7<sup>th</sup> grade Tdap booster

**1 dose** required for school entry effective the 2011-12 school year.

**MMR** (Measles, Mumps, Rubella)

Kindergarten

**2 doses** Both on or after 1<sup>st</sup> birthday

7<sup>th</sup> grade

**2 doses** Both on or after 1<sup>st</sup> birthday

Grades 1-6 and 8-12

**1 dose** Must be on or after the 1<sup>st</sup> birthday

#### **Hepatitis B**

Kindergarten    3 doses  
7<sup>th</sup> grade        3 doses

## **Health examination required for First Grade Enrollment**

The law requires that an approved health examination certificate or waiver from the State Dept. of Health Services be presented to the school by the parent or guardian for students enrolling in grade 1. Information may be obtained from the Child Health and Disability Prevention (CHDP) about eligibility requirements for free health checkups based on state criteria of family size and income.

## **Oral Health Assessment**

California law, *Education Code Section 49452.8*, requires that your child have an oral health assessment by May 31 in kindergarten or first grade, whichever is his or her first year of public school. The law specifies that the assessment must be performed by a licensed dentist or other licensed or registered dental health professional. Oral health assessments that have happened within the 12 months before your child enters school also meet this requirement.

## **Celebrations:**

Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for food and beverages.

## **ED CODE: 48205 EXCUSED ABSENCE FOR PERSONAL REASONS**

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
1. Due to his or her illness
  2. Due to quarantine under the direction of a county or city health officer.
  3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
  4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
  5. For the purpose of jury duty in the manner provided for by law.
  6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
  7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
  8. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. As the teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposed of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

# Drug Free School

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Because the use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the Governing Board intends to keep district school free of alcohol and other drugs.

The Governing Board desires that every effort be made to reduce the chances that our students will begin or continue the use of alcohol and other drugs. Alcohol, like any other controlled substance, is illegal for use by minors. The superintendent or designee shall develop a comprehensive prevention program that includes instruction, intervention, recovering student support, and enforcement/discipline. The superintendent or designee shall clearly communicate to students, staff and parents/guardians all Board policies, regulations, procedures and school rules related to this prevention program. Special efforts shall be made to ensure that these materials are understood by parents/guardians and students of limited literacy or limited English proficiency.

Recognizing that keeping schools free of alcohol and other drugs is a concern common to the district and community, the Board supports cooperation among schools, parents/guardians, law enforcement and other appropriate community organizations involved in preventing alcohol and other drug abuse.

## Instruction

The District shall provide preventative instruction which helps students to avoid the use of alcohol or other drugs and teaches students how to influence their peers to avoid and/or discontinue the use of alcohol or other drugs. Instruction shall be designed to answer students' questions related to alcohol and other drugs.

The instructional programs will help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol and other drugs.

The curriculum will be comprehensive and sequential in nature and suited to meet the needs of students at their respective grade levels.

The Board encourages staff to display attitudes which make them positive role models for students with regard to alcohol and other drugs. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructed school climate.

All instruction and related materials shall stress the concept of “no unlawful use” of alcohol or other drugs and shall not include the concept of “responsible use” when such use is illegal.

The Board supports intervention programs that include the involvement of students, parents/guardians and community agencies/organizations.

The Board finds it essential that school personnel be trained to identify symptoms which may indicate use of alcohol and other drugs. The responsibilities of staff in working with, intervening, and reporting students suspected of alcohol and other drug use shall be clearly defined in administrative regulations.

## Enforcement/Discipline

The superintendent or designee shall take appropriate action to eliminate possession, use, or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well being of students. Students possessing, selling and/or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which shall result in suspension or expulsion.

## Search and Seizure

School authorities may search students and school properties for the possession of alcohol, other drugs, stolen property, or dangerous items as long as such searches are conducted in accordance with law, Board policy and administrative regulations.

# Dress and Grooming

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We believe that appropriate dress and grooming contribute to a productive learning environment. We expect students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate.

While on campus or at any school sponsored event, students and guests shall be dressed in a manner which will not detract from or interfere with the educational environment, instructional program, general morale, image or safety of the school.

**The following are not allowed on campus or at any school activity.  
General dress, grooming or accessories which are:**

1. Considered unsafe, dangerous, a health hazard, disruptive or distracting to a safe, orderly environment.
2. Sandals without a heel strap. Shoes with cleats except on the field during athletic events.
3. Containing offensive or obscene symbols, signs or slogans degrading any cultural, religious or ethnic values.
4. Containing language or symbols oriented toward gangs, sex, drugs, alcohol or tobacco.
5. Containing gang tagger, crew, and or clique symbols or display gang colors or clothing which denotes gang, tagger, crew and or clique in graphics or lettering on any article of clothing.
6. Gang related apparel, (i.e. hairnets, monikers or other gang markings, bandanas, jewelry or jackets with gang insignia or monikers).
7. Tube tops, clothes exposing the midriff, or razorback exposing back area (shoulder blades)
8. Shorts or skirts shorter than mid-thigh in length
9. "Cropped" tops that expose the waist, back or sides. (tube tops, halter tops, tank tops, etc.) Strapped tops with straps less than 1" inch at the top of the shoulder.
10. Rings or other devices such as studs, etc. shall not be on any visible part of the body. Earrings are to be only worn on the ear.
11. "See through" clothing.
12. Exposed underwear or underwear worn as a top.
13. Low cut neckline exposing the bosom.
14. Belts with any portion hanging below the belt line.
15. Shirts and pants shall be of a proper fitted size. No excessively baggy or long pants. The belt line of a pant shall be firmly secured on the natural waistline just above the hip.
16. Hats worn backwards, sideways or inside out. No hats of any kind shall be worn inside any building. Exception: (Students with verified religious or medical requirements)
17. Absence of shirt or blouse.
18. Belt chains, wallet chains or choke chains.
19. Hair that is sprayed with any coloring that would drip when wet. Hair shall be clean and neatly groomed at all times.
20. Marking of any kind on the skin.
21. Any item that is questionable, (i.e. there is concern or disagreement about it.)
22. If so mandated by an emergency order, students will wear face coverings to prevent the spread of respiratory disease.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

**NOTE ON PROPER DRESS FOR PHYSICAL EDUCATION:** Short blouses and shirts that bare the midriff during Physical Education activities are to be covered with another longer article of clothing during P.E.

# Behavior Code/Conduct

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Disruptions in school can cause many students to lose valuable learning time. The staff has adopted a systematic discipline approach that sets consistent limits for student behavior while at the same time remaining aware of student needs for warmth and positive support. **Students may also be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.**

We believe:

1. All Students have the right to learn, and
2. All teachers have the right to teach.

School Goals:

Our behavior plan will help children recognize acceptable limits of behavior and will make them responsible and accountable for their own behavior. This will set the stage for a higher level of academic achievement with a healthy balance between positive reinforcement for desirable behavior and established consequences for undesirable behavior.

Objectives:

1. To teach self-discipline so that children will demonstrate high standards of behavior with and without immediate supervision.
2. To develop respect for self, for peers and for adults.
3. To provide a safe and pleasant atmosphere in which to work, play and learn.
4. To teach the concept and responsibilities of good citizenship.
5. To provide for rules and consistent fair enforcement which are necessary in large group settings.

Behavior Code Standards:

1. Comply with all school rules.
2. Show respect and consideration for self, adults, and other students.
3. Display proper conduct to and from school, on the playground, school bus, in the cafeteria and classroom.
4. Pay attention to the teacher and supervisor, complete all assignments on time, be a good citizen, cooperate with other students, be regular in attendance and be in class on time.
5. Help keep all areas of the school clean, pleasant and a safe place in which to work, eat, and play.
6. Refrain from:
  - a. Damaging, defacing or destroying property such as desks, chairs, tables, school bus, other student's property, etc.
  - b. Bringing unauthorized food, drink, gum, seeds, candy, etc. to school.
  - c. Engaging in activities that are illegal.
  - d. No physical contact.

Parents are encouraged to discuss the school rules with their children and teacher. We hope your child will choose to behave well so that all students can work and play together in an atmosphere which will foster academic, social and emotional growth.



# Behavior Policy

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## **All Students will:**

1. Be on time and prepared for work when class begins and have completed homework assignments.
2. Be courteous, cooperative and show respect for self and others.
3. Be respectful of school property and property of others.
4. Not disrupt the classroom learning situation.
5. Follow all rules posted in classroom.

## **• When a student chooses to disregard a classroom rule, the teacher will use the following steps:**

1. Warn and counsel with student.
2. Contact parent by note or phone.
3. Conference between parent, student, teacher and/or principal.
4. Refer to principal.

Students causing severe disruptions will be sent to the principal immediately.

## **• Severe disruptions include:**

1. Defiance of authority
2. Profanity, vulgarity, obscene gestures.
3. Fighting or extreme behavior.
4. Possession/use of drugs, alcohol and tobacco.
5. Hate-motivated and/or bullying behavior.

## **• When on the playground, all students will:**

1. Play in designated areas. Restricted areas are: Front of office, on side walks, between classrooms, and near other buildings. No playground equipment is in these areas and in front of cafeteria.
2. Follow directions of playground supervisors.
3. Play games that are not dangerous. (No wrestling, tackling, tripping, back-riding, kneeling, biting, etc.)
4. Throw nothing except authorized playground equipment designed to be thrown.
5. Not fight, tease, have dangerous objects, carve on trees or buildings, steal, possess alcohol, drugs or tobacco.
6. Walk on sidewalks while going to recess, bathroom, cafeteria and bus loading.
7. Not litter the campus.

- **When a student chooses to disregard a playground rule the following will occur:**

1. Warning; counsel with student on rules.
2. Students causing severe disruptions will be sent to their teacher immediately.
3. Classroom teacher may assign detention (loss of morning recess)
4. Classroom teacher may refer to principal.

- **Criteria for a severe disruption:**

1. Student willfully inflicts a physical harm on another student. (Fighting, hitting with sticks, walnuts or other objects.)
2. Student willfully destroys property, marking on building, bathroom walls and trees, or stealing.
3. Student refuses to do what was requested
4. Possession and/or use of alcohol, drugs or tobacco as well as the use of vulgar language or gestures.
5. Possession of a dangerous object that could cause harm to students

**Alview Detention Policy:** When assigned a detention students miss morning recess. If a student receives four (4) detentions in one month, a note will go home to the parent/guardian advising them of the detentions and reasons for the detention. The note requires a parent signature upon return. In addition, the teacher will contact the parent/guardian. If a student receives eight (8) detentions in one month, a note will go home advising the parent/guardian of the detentions. Additionally, a conference will be scheduled between the parent/guardian, teacher, and administrator.

**Dairyland Detention Policy:** Students are assigned detention (loss of morning recess) for behavior and/or lack of homework/classwork completion. When a student receives five (5) or more detentions in one calendar month that student will then be assigned an “In-school Suspension” during which he/she may lose morning and lunch recess privileges for five (5) days. Upon the fourth (4<sup>th</sup>) “In-school Suspension” in one school year, students will be given a one-day “Out of School Suspension”. With their fifth (5<sup>th</sup>) “In-School Suspension”, students receive two (2) days “Out-of-School”, upon the sixth (6<sup>th</sup>) “In-school, three (3) days “Out-of-School”, etc.

Parents are informed when students receive three (3) detentions in one month and when they receive an “In-school Suspension.

# Cafeteria Behavior

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## **When in the cafeteria all students will:**

1. Follow directions of the cafeteria supervisors.
2. Speak softly.
3. Not tease or use profanity
4. Walk and move in the cafeteria line without distracting or pushing others.  
Be excused before leaving the table.
5. Use good table manners; not throw food or take food from another student's tray.
6. Not wear hats.

Note: Students who bring sack lunches are encouraged to bring their lunch in an enclosed lunch box. Drinks shall be stored in a thermos or container placed inside the lunch box. All foods shall remain in lunch box until lunch period. Glass containers are not allowed. Sodas are not allowed, as per district approved wellness policy.

## **Consequences:**

1. Warning, counsel with student on rules.
2. Referral to homeroom teacher
3. Referral to principal

## **Complaints Regarding Noncompliance with Program Requirements:**

Any complaint alleging that the district has not complied with program requirements pertaining to meal counting and claiming, reimbursable meals, eligibility of a child or adult, use of cafeteria funds and allowable expenses shall be filed with or referred to CDE. (Education Code 49556; 5 CCR 15584)

**Non Discrimination Statement:** In accordance with federal civil rights law and U. S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discrimination based on race, color, national origin, sex disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities my contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination complete the USDA Program Discrimination Complaint Form (AD-3027), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit you completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

(2) Fax: 202-690-7442  
(3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## School Bus Behavior Policy

Riding a school bus is a privilege!! **The district is not required by law to provide transportation.** There are certain rules and regulations set by laws for safety by which we must abide. A pupil on a school bus is under the authority and is the responsibility of the bus driver. All students must ride the bus home to the same location at which they were picked up in the morning unless the student has a signed, dated note by the parent which is approved by the school office or driver. The school bus rules while riding on the bus are as follows:

1. In the morning, students will be at the bus stop **five (5) minutes** before the bus arrives and must wait completely off the road.
2. Students will be seated as quickly as possible and avoid crowding other students.
3. Students will be courteous, not tease, hit or push other students and will keep hands to themselves.
4. Students will obey the driver promptly.
5. Students will remain seated until the bus comes to a complete stop and get permission from the driver before moving from their seats.
6. Students will keep the bus clean, not eat or drink on the bus and not throw anything on or out of the bus. Student will avoid loud noises of any kind which include: talking, yelling or loud laughing. Vulgar or abusive language is not allowed. Passengers are not to communicate with pedestrians or motorists in any way.
7. Students will keep hand, head, arms etc., inside the bus at all times.
8. The following are not allowed on school busses:
  1. Animals or insects
  2. Glass objects of any kind.
  3. Balls and bats.
  4. Inflated balloons.
  5. Electronic devices, such as but not limited to: CD players, MP3 IPod, cell phones.
  6. Any other items that could cause a distraction to the driver (driver's discretion)
9. Any medication must be handed to the driver.
10. Any unusual items brought on the bus must be held in the student's lap.
11. Students will have to pay for anything they damage on the school bus.
12. When getting off the bus after school, students are to go directly home.
13. Students should never run back toward the school bus. When being escorted across the street, students should always stay behind the driver until he/she says it is safe to cross.
14. If a student has a problem on the bus, he/she should report it immediately to the bus driver.
15. Surveillance may occur on school buses and the contents of recordings may be used in student disciplinary proceedings and/or referred to local law enforcement.

## **School Bus Disciplinary Procedure**

### **When a student breaks a school bus rule, the following disciplinary action will occur:**

1. First incidence of misbehavior will result in verbal warning/counseling
2. Continued misbehavior will result in a student being moved to the front of the bus; close to the driver
3. Further continued misbehavior will result in a written referral to parent or guardian which must be returned when the student is picked up. If the student does not have the signed referral, the student will not be allowed to board the bus; no exceptions.
4. If misbehavior continues, parents will be called and a second written referral will be sent home. The privilege of bus ridership will be suspended for a time period warranted by the severity of the misbehavior and/or disruption.
5. If misbehavior still continues, a student will receive a third written referral upon which all bus riding privileges will be revoked for the remainder of the school year.

### **Causes for Immediate Suspension:**

1. Throwing anything on, from, or to the bus
2. Fighting/abusive body contact
3. Tampering or defacing bus equipment. Any damage caused by a student will be billed to the parent or guardian. Student will lose bus privileges until repairs are made
4. Eating or drinking will result in an automatic one day suspension.

Please note that when a student loses his/her privilege to ride the bus and does not attend school, the student's absence will be considered a truant absence.

### **Bus Surveillance Systems (BP 5131.1)**

The use of surveillance systems on school buses help to deter misconduct and improve discipline, ensure the safety of students and bus drivers, and prevent vandalism. Our busses are equipped with surveillance systems to monitor student behavior while traveling to and from school and school activities. The contents of a recording may be a student record and may be used in student disciplinary proceedings or referred to local law enforcement, as appropriate. In addition, a prominent notice shall be placed in each bus stating that the bus is equipped with a surveillance monitoring system.

## **STUDENT USE OF TECHNOLOGY**

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

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

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

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

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

*(cf. 6162.6 – Use of Copyrighted Materials)*

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

### **Use of District Computers for Online Services/Internet Access**

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

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

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

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

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

Policy  
Adopted: August 11, 2009

ALVIEW-DAIRYLAND UNION SCHOOL DISTRICT  
Chowchilla, CA

# Grounds for Suspension and Expulsion

## **State Law Mandate One-year Expulsions for the Following:**

1. Possessing, selling or furnishing a firearm.
2. Brandishing a knife, dirk, or dagger on a campus.
3. The sale of a controlled substance.
4. Committing or attempting to commit sexual assault or committing sexual battery.

<b>Other student misconduct leading to suspension and/or recommendation for expulsion</b>
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(While on school grounds, while going to or coming from school, going to or coming from any school-sponsored activity, at another school campus during school hours.)

## **EDUCATION CODE, SECTION 48900:**

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- a. (2) Willfully used force or violence upon another person, except in self-defense.
- b. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possessions any such object, the pupil had obtained written permission from a certified school employee, which is concurred in by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, (as defined in section 11053 of the Health and Safety Code) alcoholic beverage, or intoxicant of any kind.
- d. Unlawfully offered or arranged or negotiated to sell any controlled substance, as defined in Section 11053 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use of possession by a pupil or his or her own prescription products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Had unlawful possession or, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in Section 11014-5 of the health and safety code.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, Teachers, administrators, school officials, or other school personnel engaged in the performance of duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm (a replica of a firearm that is so substantially similar in physical properties to an existing firearm so as to lead a reasonable person to conclude that the replica is a firearm).
- n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.



- o. Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil from being a witness, or both.
- p. Committed sexual harassment including, but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Grades 4-12 only. (Education Code Section 48900.2)
- q. Caused; threatened to cause, attempted to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 33032.5 Grades 4-12 only. (Education Code Section 48900.3)
- r. Intentionally engaged in harassment, threat, or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts class work. Grades 4-12 only. (Education Code Section 48900.4)
- s. Made a terrorist threat against school officials or school property, or both. (Education Code Section 48900.7)

# Nondiscrimination and Sexual Harassment Policy

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## Nondiscrimination

District programs and activities shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information, immigration status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The District designates the compliance officer (Page 36), as the employee responsible for coordinating the District's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the District's nondiscrimination policies.

The Governing Board shall ensure equal opportunities for all students in admission and access to academic courses, guidance and counseling programs, athletic programs, testing procedures, vocational education and other activities.

School staff and volunteers must be especially careful to guard against unconscious sex discrimination and stereotyping in instruction, guidance and supervision.

## Sexual Harassment

The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the district.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

The Board expects students or staff to immediately report incidents of sexual harassment to the Superintendent/Principal or designee or to another district administrator.

Any student who feels that he/she is being harassed should immediately contact the Superintendent/Principal or teacher. Complaints of harassment can be filed in accordance with Uniform Complaint Procedures.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.

3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way.
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

## Notifications

A copy of the district's sexual harassment policy shall:

1. Be included in the notifications (Student Handbook) that are sent to parents/guardians at the beginning of each school year (Education Code 48980), plus be provided to employees.
2. Be displayed in a prominent location in the school office. (Education Code 212.6).
3. Be provided as part of any orientation program conducted for new upon enrollment in the school. (Education Code 212.6).
4. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures and standards of conduct. (Education Code 212.6)
5. Be posted on the district website as it relates to Title IX.

## Enforcement

The Superintendent/Principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy. These actions may include:

1. Removing vulgar or offending graffiti.
2. Providing staff in-service and student instruction or counseling.
3. Disseminating and/or summarizing the district's policy and regulation regarding sexual harassment.
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parent/guardians and the community.
5. Taking appropriate disciplinary action as needed.

## Uniform Complaint Procedures

The Board of Trustees recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55 or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs or complaints involving the implementation of the Local Control and Accountability Plan (LCAP). For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Board.

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early informal resolution of complaints at the site level whenever possible.

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

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent/Principal or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

The district's Williams Uniform Complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff.
3. Teacher vacancies and miss-assignments
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination.

## Compliance Officers

The Governing Board designates the following compliance officers to receive and investigate complaints and ensure district compliance with law.

Superintendent/principal  
12861 Avenue 181/2, Chowchilla, CA 93610  
559-665-2394

## Notifications

The Superintendent/Principal 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.

## 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 within the Code of Regulations, Title 5, Section 4632.

The district will use its uniform complaint procedures when addressing all complaints regarding sex equity.

Investigations of discrimination complaints shall be conducted in a manner that protects confidentiality of the parties and the facts. (Title 5, Section 4630).

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.

The complaint shall be presented to the Superintendent/Principal or designee, who is the compliance officer. The Superintendent/Principal or designee will 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 handicaps, district staff shall help him/her to file the complaint. (Title 5, Section 4600)

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)

### Step 2: Mediation

Within three days of receiving the complaint, the compliance officer shall informally discuss with the complainant the possibility of using mediation. If all parties agree 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 laws, the compliance officer shall proceed with his/her investigation of the complaint *adhering to the 60-day timeline*.

The use of mediation shall not extend the district's time lines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

### 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)

To ensure that all pertinent facts are made available, the compliance officer and the complainant may ask other individuals to attend this meeting and provide additional information.

#### **Step 4: Response**

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 the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Governing 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 is final. If the Board hears the complaint, 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 will arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

1. The complaint.
2. The findings and disposition of the complaint, including corrective actions, if any.
3. The rationale for the above disposition.
4. 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 foiling appeals.

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)

***If you have a complaint, contact a  
Site administrator or:***

***Superintendent/Principal  
Mrs. Sheila Perry***

# ANNUAL NOTIFICATION OF PARENT RIGHTS AND RESPONSIBILITIES

Dear parent/Guardian:

The California Education Code requires Governing Boards of school districts to provide annual notification to parents or guardians of minor pupils regarding the rights and responsibilities that pertain to various specific activities. Please read the following rights and responsibilities. Thank you.

Sincerely,  
Mrs. Sheila Perry  
District Superintendent

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- 1. Immunization for Communicable Disease. BP 5141.31** Health and Safety Code section 120325, et. Seq. requires that every child entering a California School be immunized against diphtheria, tetanus, pertussis, polio, rubella, mumps, measles, hepatitis B, and haemophilus influenza type b, except for those children who have reached the age of 4 years and 6 months.

Effective August 1, 1997, all children entering kindergarten shall be fully immunized against Hepatitis B. (Ed. Code 49403; Health & Safety. Code 120335.)

Effective July 1, 1999, all students entering 7<sup>th</sup> grade need proof of receiving 3 doses of hepatitis B. A repeat DT and MMR may also be required.

Effective July 1, 2000, all children not already admitted into school at the kindergarten level shall receive the varicella (chicken pox) immunization. This immunization shall be required only to the extent funds are appropriated in the annual Budget Act. A written immunization record of each required vaccine, including date and provider, must be presented at school entry.

Effective July 1, 2011, all students entering 7<sup>th</sup>-12<sup>th</sup> grades MUST have a TDAP booster.

In the event that the school district should participate in an immunization program for the purposes of prevention and control of communicable diseases, your child will not participate unless you have provided a specific written consent.

- 2. Administration of Medication at School. AR 5141.21** Upon written request from the parent and written instructions from a physician, medication may be administered to a child at school by a designated school employee. (Ed Code 49423) Form is available from each school office or on the District website at [www.adusd.k12.ca.us](http://www.adusd.k12.ca.us).
- 3. Exemption from Physical Examinations. AR 5141.3** Upon receipt of a written request, the parent can exempt a child from all physical examinations. However, the child may be sent home if there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease. (Ed. Code 49451)
- 4. Medical and Hospital Services for Pupils. BP 5143** A school district may provide medical or hospital service, or accident or liability insurance policies, for student injuries occurring while in or on the property of the district. No student shall be compelled to accept such service without his/her consent, or a minor without the consent of his/her parent or guardian. (Ed. Code 49472)
- 5. Continuing Medication. AR 5141.21** Parents or legal guardians of pupils needing daily medication must inform the school nurse or other designated certificated employee of the

medication, the current dosage, and the supervising physician. (Ed. Code 49480) The parent or guardian may consent to the school nurse communicating with the physician and the school employee may counsel with school personnel regarding the effects of the drug.

- 6. Sex Education or Family Life Education Courses. BP 6142.1** The school may not require pupils to attend any class in which human reproductive organs and their function and processes are described, illustrated or discussed. Whenever such classes are offered, the District must (a) notify parents in advance in writing, (b) provide opportunity prior to the class for the parents to inspect all written or audio-visual materials to be used, and (c) provide opportunity for each parent to request in writing that his/her child be excused from the class. This section does not apply to descriptions or illustrations of human reproductive organs which may appear in any science, hygiene or health textbook. (Ed. Code 51550)

Parental rights for notice, materials inspection and opportunity to request pupil non-participation in units of instruction in venereal disease education are essentially the same as for sex education courses. Notice must be given 15 days prior to the commencement of instruction. (Ed. Code 51820)

- 7. Excuse from Instruction on Religious (Moral) Grounds. BP 6142.1** Whenever any part of the instruction in health, family life education or sex education conflicts with the beliefs of the parent or guardian of any pupil, the pupil, upon written request, shall be excused from the part of the training which conflicts with such religious training and beliefs and can include personal moral convictions. (Ed. Code 51240)

- 8. Pupils' Rights to Refrain from the Harmful or Destructive Use of Animals. AR 5145.8** A pupil's moral objection to dissection or otherwise harming or destroying animals must be substantiated by a note from the pupil's parent or guardian. Each teacher whose instruction utilizes live or dead animals must also notify pupils of their right to refrain from such activity. (Ed. Code 32255 et seq.)

- 9. Absences Excused for Justifiable Reasons. BP/AR 5113 & AR 6154** A student shall be excused from school for justifiable personal reasons, including, but not limited to, illness, quarantine, medical appointments, an appearance in court or jury duty, attendance at a funeral service (one day for a service conducted in California and three days, if the service is outside California), observance of a holiday or ceremony of his/her religion, attendance at religious retreats (up to four hours per semester), or an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or designated representative. A pupil shall also be excused from school when he or she is the custodial parent of a child who is ill or has a medical appointment during school hours. No student may have his or her grade reduced or lose academic credit for absences excused under Section 48205, when missed assignments and tests can reasonably be provided and are satisfactorily completed within a reasonable period of time. (Ed. Code 48205.) See page 20 of Student Handbook.

- 10. Absence for Religious Purposes. BP 5113** A pupil, with the written consent of a parent or guardian, may be excused from school in order to participate in religious exercises or receive moral or religious instruction for four or fewer days per month, provided the pupil attends school at least the minimum day for his grade. (Ed. Code 46014)

- 11. Pupils with Temporary Disabilities-Individual Instruction. AR 6183** Students with temporary disabilities, who cannot attend regular day classes, may receive individual instruction provided by the District. Parents or guardians of pupils within this category shall be given notice regarding the availability of such individualized instruction. (Ed. Code 48206.3)



- 12. Pupils with Temporary Disabilities – Residency Requirements. AR 6183** A pupil with a temporary disability, who is in a hospital or other health facility, excluding a state hospital, which is outside of the school district in which the parent or guardian resides, shall have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the primary responsibility of the parent or guardian of the pupil with the temporary disability to notify the school district of the pupil's presence in a qualifying hospital. The pupil shall be provided with instruction no later than 5 working days after a determination is made that he or she qualifies for individual instruction. (Ed. Code 48207, 48208).
- 13. Special Education for Handicapped Pupils. AR 6164.4** Any pupil with exceptional needs, who is eligible to receive educational and related services, shall receive such instruction or services or both, at no cost. (Ed. Code 56040 et seq.)
- 14. Child Find System; Policies and Procedures. BP 6164.4** Each district, special education local plan area, or county office shall establish written policies and procedures for a continuous child-find system which addresses the relationships among identification, screening, referral, assessment, planning implementation, review and the triennial assessment. The policies and procedures shall include, but need not be limited to, written notification of all parents of their rights under this chapter, and the procedure for initiating a referral for assessment to identify individuals with exceptional needs. (Ed. Code 56301.)
- 15. District Rules Regarding Student Discipline. AR 5144 & AR 5144.1** The governing board of each school district maintaining grades one through twelve shall notify the parents or guardians of the availability of rules regarding student discipline. (Ed. Code 35291)
- 16. Duddy – Moscone Family Nutrition Education and Services Act.** Eligible students may receive meal supplementation while attending school. (Ed. Code 49510 et seq.)
- 17. Pupil Records; Right to Access. AR 5125** Parents of currently enrolled or former pupils have an absolute right to access to any and all pupil records related to their children which are maintained by school districts or private schools. (Ed. Code 49069) A student's citizenship, place of birth or nationality will not be released without parental consent or a court order. Records are maintained at each school campus and secretaries at each location will be available to facilitate a records review. Parents have a right to challenge the content of a student record that they believe to be inaccurate, misleading or otherwise in violation of the student's privacy rights.
- 18. Absences for Obtaining Confidential Medical Services without parental or Guardian Consent BP 5113** The governing board of each school district shall ... notify pupils in grades 7 to 12 inclusive, and the parents or guardians of all pupils ... that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. (Ed. Code 46010.1)
- 19. Compliance with Residency Requirements: Parent or Guardian Employment. AR 5111.1, 5116.1, 5117**  
An elementary school pupil has complied with school attendance residency requirements if the pupil attends school in a district in which one or both of the pupil's parents, or guardians, is employed. The number of such inter-district transfer requests can be limited based on the District's average daily attendance. (Ed. Code 48204(f))

**20. Prohibition of Sexual Bias In Course of Study.** Elementary and high schools shall offer classes and courses to its pupils without regard to the sex of the student and shall provide counseling in career, vocational or higher education opportunities without regard for the sex of the student counseled, if such counseling or school program guidance is provided.

Notification of parents or guardians of the pupil shall be given in advance to encourage their participation in such counseling sessions and decisions. (Ed. Code 221.5)

**21. AIDS Prevention Instruction. BP 6142.1** Pupils in grades 7 to 12 shall receive AIDS Prevention Instruction at least once in junior high or middle school and once in high school. No pupil shall attend the AIDS Prevention Instruction if a written request by the pupil's parent or guardian to exclude the pupil from such instruction is received by the District. The District shall provide parents or guardians, upon written request, a copy of Education Code section 51201.5 and 51553. Parents or guardians shall be notified in advance anytime an outside organization or guest speaker is scheduled to deliver AIDS prevention instruction. (Ed. Code 51201.5)

**22. Sexual Harassment. AR 5145.7** The District's policy prohibiting sexual harassment is included in this Notice as if set forth fully herein. (Ed. Code 231.5.) See pages 34-35 of Student Handbook.

**23. Uniform Complaint Procedures. AR 1312.3** The Board policies of the District contain Uniform Complaint Procedures which apply to all state and federal programs requiring formal complaint procedures regarding alleged acts of discrimination on the basis of ethnic group identification, religion, age, sex, color, and physical or mental disability. (5 Cal. Code Regs, 4622) See pages 35-38 of Student Handbook

**24. Asbestos Management Plan. AR 3514** An updated management plan for asbestos-containing material in school buildings is available at the District Office. (40 C.F.R. 763.93)

**25. Special Education.** Federal law requires a free and appropriate education in the least restrictive environment be offered to qualified handicapped pupils. (Individuals with Disabilities Education Act or "IDEA".)

**26. Handicapped Pupils.** No pupil will be discriminated against on the basis of handicap. Reasonable accommodation is available for handicapped students if necessary (Section 504 of the Rehabilitation Act of 1973.)

**27. Discrimination. BP 0410** No pupil will be discriminated against on the basis of race, color ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (42 USC 6000). Every pupil has a right to a free public education regardless of immigration status or religious beliefs.

**28. Child Abuse Prevention Training Program.** Parents have the right to refuse to allow their children to participate in a child abuse primary prevention program. (Welf. & Inst. Code 18976.5)

**29. Minimum Days and Pupil-Free Staff Development Days. BP 6111** Parent/guardians will be informed of the District's schedule of minimum days and pupil-free staff development days. A copy of the District's ensuing school calendar is attached. If any more minimum

days or pupil-free staff development days are scheduled following circulation of this notice, parents/guardians will be notified as soon as possible.

- 30. Pupil Internet Access Policy. BP 6163.4** A school district that provides pupils with access to the internet and on-line services shall adopt a policy regarding such access and inform parents of "harmful matter" as defined in Penal Code section 313 subd. (a). This policy is attached to the annual notification as required by Education Code section 48980. See page 30/31 of Student Handbook.
- 31. Release of Directory Information. AR 5125.1** Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing that such information not be disclosed without the parent/guardian's prior consent as per Education Code section 49073. Directory information does not include citizenship status, immigration status, place of birth or national origin.
- 32. Pesticide Notification. AR 3514.2** To be notified of all pesticides the District expects to apply during the year. Please contact the District Office at 12861 Avenue 18 ½ , Chowchilla, CA 93610 if you wish to receive written notification at least 72 hours prior to the application of an individual pesticide at your school. Each school will maintain a list of parents or guardians who want to be notified before individual pesticide applications are made. Prior to the application of any pesticide, the District will post a warning sign at the area to be treated at least 24 hours prior to the pesticide application and such sign will remain posted for at least 72 hours after the application. In the event of an emergency condition, advance notification and prior sign posting may not be feasible, but a warning sign will be posted immediately upon application of the pesticide. For additional information regarding pesticides and pesticide use, please visit the department of Pesticide Regulation's website at [222.cdpr.ca.gov](http://222.cdpr.ca.gov). (Ed. Code 48980.3 and 17612.)
- 33. Teacher Qualifications. BP 4112.2, AR 4222** Contact Superintendent to Request Information Regarding the Professional Qualifications of Your Child/s Teacher.
- 34. Summary of School Curriculum.** The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. Each school site shall make its prospectus available for review upon request. When requested, the prospectus shall be reproduced and made available. School officials may charge for the prospectus an amount not to exceed the cost of Duplication.
- 35. Homeless Education/Foster/Youth/Children of Military Families/Migrant Students/Immigrant Students/Former Juvenile Court Students. BP/AR 6173** If you have uncertain housing, a temporary address or no permanent physical address, you are guaranteed enrollment in school by the federal McKinney - Vento Act and the California state law.
- 36. School Safety.** In accordance with the Unsafe School Choice Option established by federal law, any student attending a public elementary or secondary school who becomes a victim of a violent crime, while in or on the school grounds, must be allowed to attend a safe public elementary school or secondary school within the Local Educational Agency (LEA).
- 37. Title 1 Eligibility.** Alview School and Dairyland School both receive Title I funding. The program format is School wide Programs (SWP). With SWPs, all students in the district are eligible for Title 1 services, if needed.

**38. NON-DISCRIMINATION/HARASSMENT POLICY: BP 5145.3** The Alview-Dairyland Union School District desires to provide a safe school environment that allows all students equal access to opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, bullying, cyber bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. Inquiries regarding compliance to this policy may be directed to the school Superintendent.

**39. School Accountability Report Card. BP 0510** The School Accountability Report Cards, for each school, are available on the District's Website, and each school office, by February 1<sup>st</sup> of each year. (Ed. Code 35256).

**40. Student and Family Privacy Rights. BP 5022.** District staff shall not administer or distribute to students any survey instrument that is designed for the purpose of collecting personal information for marketing or sale. Parents/guardians have the right to inspect instructional materials used as part of their children's educational curriculum. Authorized school officials may administer to any student any physical examination or screening permitted under California law.

**41. Student Fees. BP 3260** No student shall be required to pay a fee, deposit, or other charge for his/her participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. (Education Code 49010, 49011; 5CCR 350) The prohibition against student fees shall not restrict the district from soliciting for voluntary donations, participating in fundraising activities, and providing prizes or other recognition for participants in such activities and events. However, the district shall not offer or award to a student any course credit or privileges related to educational activities, in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student and shall not remove, or threaten to remove, from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to lack of voluntary donations or participation in fundraising activities by or on behalf of the student. A complaint regarding student fees or the Local Control Accountability Plan may be filed anonymously if the complaint provides evidence or information leading to evidence to support the complaint.

**42. Professional Standards. BP 4119.21** ADUSD expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the district's educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students. ADUSD encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

**43. Services for English Learners. BP 6174.** English Learner (EL) students in the Alview-Dairyland Union School district are placed in mainstream or intervention classrooms and receive instruction in English. They are provided access to core curriculum through special instructional strategies. Additionally, they may receive support in their primary language. The curriculum also promotes self-esteem and cross cultural understanding.

California Education Code authorizes parents/guardians to select a language acquisition program that best suits their child's needs. Based on the description above, Alview-Dairyland English Learners are placed in a structured English immersion program. Parent input for alternative English Acquisitions programs is welcomed through PAC and LCAP committees. If the district receives 30 or more requests from a school or 20 or more requests from a particular grade level, a program based on parental request will be added.

For students to exit the Structured English Immersion program, they must display proficiency in English as demonstrated by ELPAC scores, SBAC results, writing competency and teacher/parent input.

**44. Earned Income Tax Credit Information Act.** Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC) The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance For Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its Web site at [www.irs.gov](http://www.irs.gov).

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner and the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its Web site at [www.ftb.ca.gov](http://www.ftb.ca.gov).

#### **45. Anti-Bullying/Cyberbullying Information: BP/AR 5131.2**

The District recognizes the harmful effects of bullying/cyberbullying on student well-being, learning, and attendance and desires to provide a safe school environment that protects students from physical and emotional harm. As a result, Alview-Dairyland USD has implemented the following strategies to address bullying:

1. Clear school/classroom rules are established for student conduct and strategies are implemented to promote a positive school climate.
2. Information is provided through multiple means about school rules related to bullying/cyberbullying and mechanisms for reporting incidents or threats as well as consequences for engaging in bullying.
3. Students are encouraged to notify school staff when they are being bullied/cyberbullying or when they suspect another student is being bullied. Students are provided with a means to report threats anonymously and confidentially.
4. The District conducts an annual assessment of bullying/cyberbullying
5. .. incidents and responds appropriately with additional supervision where necessary.
6. The District notifies employees annually that pursuant to Education Code 234.1, any school staff who witnesses an act of bullying/cyberbullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so.

**46. Suicide Prevention: BP/AR 5141.52.** The Board of Trustees recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior and its impact on students and families, the Superintendent/Principal or designee shall develop measures and strategies for suicide prevention, intervention, and post-vention. In developing measures and strategies for use by the district, the Superintendent/Principal or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, suicide prevention experts, local health agencies, mental health professionals, and community organizations

# **ANNUAL NOTIFICATION OF PARENT RIGHTS AND RESPONSIBILITIES**

RECEIPT OF NOTIFICATION AND STUDENT HANDBOOK – PARENT ACKNOWLEDGEMENT

NAME OF STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

SCHOOL \_\_\_\_\_ TEACHER \_\_\_\_\_

I hereby acknowledge receipt of information required by California Education Code, Section 48980, regarding Annual Notification to Parents and Guardians of Pupil Rights and Responsibilities which pertain to various specific activities. I also acknowledge that I have received and read the Student Handbook.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date