



2020-2021

Notification to Parents or Guardians

Bass Lake Joint Union Elementary School District
Randall Seals, Superintendent

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At the beginning of the first semester or quarter of the regular school term, school districts are required to annually notify parents/guardians of their rights and responsibilities in accordance with California Education Code Section 48980. This document contains important information regarding your rights and responsibilities as a parent/guardian. If you have any questions, or if you would like to review any specific documents mentioned herein, please contact your school district.

A. ATTENDANCE

Attendance/Absences

Excused Absences: Justifiable Personal Reasons • Education Code § 48205

A student shall be excused from school when the absence is:

- (1) Due to his/her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his/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 student 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/her religion, attendance at religious retreats, or attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the student's absence is requested in writing by the parent/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (9) For the purpose of spending time with a member of the student's immediate family, who is an active duty member of the uniformed services 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.

A student 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. The teacher of the class from which a student is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments. "Immediate family," as used in this section, has the same meaning as set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

Students shall not lose academic credit for excused absences: Education Code 48980(j)

The notification shall advise the parent or guardian that a pupil shall not have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to Section 48205 if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, and shall include the full text of Section 48205.

Excused Absences for Students Obtaining Confidential Medical Services Without Parent/Guardian Consent • Education Code § 46010.1

School authorities may excuse any student from the school for the purpose of obtaining confidential medical services without the consent of the student's parent/guardian.

Absences for Religious Purposes • Education Codes § 46014

Students, with the written consent of their parents/guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction pursuant to district policies and regulations.

Truancy • Education Code § 48260, 48262, 48263, 48263.6, 48264

A student is considered truant after three absences or three tardies of more than 30 minutes each time and the absences or tardies are unexcused. After a student has been reported as truant three or more times in a school year, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the school days in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within Education Code § 48205.

Chronic Absenteeism • Education Codes § 60901

Chronic absenteeism means a student who is absent for any reason, excused and/or unexcused absences, on 10% or more of the school days in the school year, when the total number of days a student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. Failure to comply with compulsory education law may result in a school transfer, referral to the School Attendance Review Board, and/or the Madera County District Attorney's office.

B. ENROLLMENT

Attendance Options/Residency

Attendance Options • Education Code § 48980 (h)

The school district shall advise the parent/guardian of all existing statutory attendance options and local attendance options available in the district. This notification shall include all options for meeting residency requirements for school attendance, programmatic options offered within the local attendance areas, and any special programmatic options available on both an interdistrict and intradistrict basis. The notification shall also include a description of all options, a description of the procedure for application for alternative attendance areas or programs, an application form from the district for requesting a change of attendance, and a description of the appeals process available, if any, for a parent/guardian denied a change of attendance. The notification shall also include an explanation of the existing statutory attendance options including, but not limited to those under Education Code Sections 35160.5, 46600 and 48204 (b).

Residency • Education Code §§ 48200, 48204

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent/guardian is located.

A student may alternatively comply with the residency requirements for school attendance in a school district, if he/she is placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment or placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated student who resides within the boundaries of the school district; a student who lives in the home of a caregiving adult that is located within the boundaries of the school district; or a student residing in a state hospital located within the boundaries of the school district.

Also, under certain conditions, a student may attend schools in another district within which one or both of the parents/guardians are physically employed for a minimum of 10 hours during the school week.

Interdistrict Attendance • Education Code §§ 46600-46611

The governing boards of two or more school districts may enter into an agreement, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. The agreement shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied. The agreement may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a student will not have to reapply for an interdistrict transfer, and the school board of the district of enrollment must allow the student to continue to attend the school in which he/she is enrolled. School districts must give priority for interdistrict attendance under any existing interdistrict attendance agreement or give additional consideration for the creation of an interdistrict attendance agreement when the district of residence or the district of proposed enrollment determine that the student has been a victim of bullying.

Intradistrict Transfers • Education Code § 35160.5(b)

Residents of a school district may apply to other schools within the district for their child to attend on a space available basis.

Open Enrollment • Education Code § 48350 et seq.

Whenever a child is attending a school on the Open Enrollment List as identified by the Superintendent of Public Instruction, the student may seek

to transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index (API). Transportation to any other school is the responsibility of the parent/guardian. School districts are allowed to adopt written standards for acceptance and rejection of applications as long as students are selected through a random and unbiased process. Unless the school board waives the deadline, requests for transfers are to be submitted by January 1 of the prior school year. To apply, parents/guardians must contact the school district to which they seek to transfer their student.

C. STUDENT DISCIPLINE AND CONDUCT

Student Discipline/Conduct

Rules; School Discipline • Education Code § 35291

The governing board of each school district which maintains any of grades 1 through 12, inclusive, may notify the parent/guardian of all students registered in district schools of the availability of rules of the district pertaining to student discipline. School districts may prescribe procedures to provide written notice to both continuing and transfer students and to their parents/guardians regarding school discipline rules.

The Governing Board of a school district shall prescribe disciplinary rules consistent with the applicable laws and rules of the State Board of Education. (E.C. 35291). Such rules are established in an effort to maintain an atmosphere conducive to learning. In most instances, high expectations for student behavior, effective classroom management, preventative measures, positive conflict resolution techniques, and parent involvement can minimize the need for formal discipline and can help foster within students a sense of self-discipline and personal responsibility. Students who do not comply with such rules may be disciplined (e.g. counseled, reprimanded, suspended, etc.) or, in extreme cases, expelled and/or arrested as circumstances warrant in the application of the law.

Student Conduct. Every teacher in the public schools shall hold students to strict account for their conduct on the way to and from school, on the playground, or during recess. (E.C. 44807)

Student Responsibilities. Every student shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teacher and others in authority; kind and courteous to schoolmates; and refrain from the use of profane and vulgar language. (C.C.R. Title 5, Section 300)

Possible Student Disciplinary Measures

1. **Conference:** Students will be counseled regarding appropriate school behavior.
2. **Detention:** Students may be detained for disciplinary or other reasons up to one (1) hour after the close of the maximum school day. (C.C.R. Title 5, Sec. 353)
3. **Weekend Classes:** A district may maintain weekend classes at which a student may elect to serve his/her disciplinary detention rather than after school. (E.C. 37223)
4. **Restriction of Recess:** A district may adopt reasonable rules and regulations to authorize teachers to restrict the recess time of student(s) for disciplinary purposes. (E.C. 44807.5)
5. **Exclusion from Extracurricular Activities:** A district may, according to its policies and administrative regulations, restrict or disqualify students from participating in extracurricular activities.
6. **Community Service:** As part of or instead of disciplinary action, a district may require a student to perform community service during non-school hours, on school grounds (e.g. school outdoor beautification, campus betterment, teacher, peer, or youth assistance programs, etc.). (E.C. 48900.6)
7. **Reassignment to Alternative Education:** A district may transfer a student to an alternative education program pursuant to Education Code sections 48432.5 or 48662.
8. **Suspension by Teacher from Class:** For any of the reasons set forth herein, a teacher may suspend a student from class for the day of the suspension and the following day by sending the student to the principal for appropriate action. (E.C. 48910)
9. **Parent Attendance:** A district may adopt a board policy authorizing a teacher to require a parent/guardian of a student, suspended from class under E.C. 48910 for violating E.C. 48900 (j) or E.C. 48900 (k), to attend a portion of the school day in the class from which the student was suspended. Parents/guardians shall be notified of this policy prior to its implementation. (E.C. 48900.1)
10. **Suspension from School:** The principal of a school or the superintendent of a district may suspend a student from school for any of the reasons set forth herein, for no more than five (5) consecutive school days. (E.C. 48911)
11. **Expulsion:** A district may expel a student from school for any of the reasons set forth herein. Expulsion is defined as the removal of a student from (1) the immediate supervision and control, or (2) the general supervision, of school personnel. (E.C. Code 48925)
12. **No Corporal Punishment:** No person employed by or engaged in a public school shall inflict, or cause to be inflicted corporal punishment upon a student. (E.C. 49001)

Student Suspension (Education Code Section 48900)

1. Education Code section 48900 states that a student shall not be suspended or recommended for expulsion from school unless the superintendent or the principal of the school in which the student enrolls determines that the student has:
 - (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
2. Willfully used force or violence upon the person of another, except in self-defense.
 - (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, 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 listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
 - (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either 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. As used in this section, "school property" includes, but is not limited to, electronic files and databases. [E.C. 48900 (u)]
 - (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 student of his or her own prescription products.
 - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - (j) Unlawfully possessed, 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 their duties.
 - (l) Knowingly received stolen school property or private property.
 - (m) Possessed an imitation firearm. "Imitation firearm" is defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm 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 student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness or both.
 - (p) Unlawfully offered, arranged to sell, or negotiated to sell, or sold the prescription drug Soma.
 - (q) Engaged in, or attempted to engage in, hazing. "Hazing" is defined as a method of initiation or preinitiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student.
 - (r) Engaged in an act of bullying. "Bullying" means any severe or pervasive physical or verbal act or conduct including, communications made in writing or by means of an electronic act (e.g. email, text message, sounds, images, or post on a social network Internet Web site, by means of any electronic device), and including one or more acts committed by a student or group of students as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more students that has or can be reasonably predicted to have the effect of (a) placing a reasonable student in fear of harm of his/her person or property, (b) causing a reasonable student to experience a substantially detrimental effect on his/her physical or mental health, (c) causing a reasonable student to experience substantial interference with his/her academic performance, or (d) causing a reasonable student to experience substantial interference with his/her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (s) An "electronic act" means the transmission by means of an electronic device of a communication of a message, text, sound or image. This act does include a posting on a social network Internet Web site including a burn page, creating a credible impersonation of another pupil or creating a false profile of another or factitious student. An electronic act shall not constitute pervasive conduct solely on the basis of its transmission on the Internet.
 - (t) A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion pursuant to the provisions of this section.
 - (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
 - (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's misbehavior as specified in Section 48900.5.
 - (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

2. In addition to the reasons specified in Section 48900, a student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has committed any of the following acts or misconduct:
 - Students in grades 4-12 inclusive who have committed sexual harassment as defined in section 212.5 of the Education Code. (E.C. 48900.2)
 - Students in grades 4-12 inclusive who caused, threatened to cause, or participated in hate violence as defined in section 233 of the Education Code. (E.C. 48900.3)
 - Students in grades 4-12 inclusive who intentionally engaged in harassment, threats or intimidation, directed against school district personnel or students. (E.C. 48900.4)
 - Making terroristic threats against school officials or school property or both. (E.C. 48900.7)

Student Expulsion (Education Code Section 48915)

1. Mandatory Expulsion Recommendation and Mandatory Expulsion

The principal or superintendent shall immediately suspend and recommend expulsion, and the governing board shall expel a student upon finding that the student committed any of the following acts at school, at a school sponsored activity, or going to or coming from school or a school sponsored activity, whether on or off campus:

- **Possessing, Selling or Furnishing a Firearm** - possession must be verified by district employee; this subdivision does not apply if the student had written permission to possess firearm from certificated employee;
- **Brandishing a Knife at Another Person** - as defined in the section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing; a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place; or a razor with an unguarded blade;
- **Sale of a Controlled Substance** - listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code;
- **Committing or Attempting to Commit Sexual Assault or Committing Sexual Battery** - as defined in Section 48900 (n) of the Education Code;
- **Possession of an Explosive** - "Explosive" means any explosive, incendiary, or poison gas, including but not limited to a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any other similar device.

2. Other Grounds For Expulsion Which Require Supplemental Findings By The District Board

- (a) **Mandatory Expulsion Recommendation Unless Inappropriate Due to the Particular Circumstance:** The principal or superintendent shall recommend expulsion, unless inappropriate due to the particular circumstances, for any of the following acts committed at school or at a school activity off school grounds:
 - **Causing serious physical injury** (except in self-defense);
 - **Possession of any knife or other dangerous object of no reasonable use to the student;**
 - **Unlawful possession of any controlled substance** listed in Chapter 2 (commencing with Section (11053) of Division 10 of the Health and Safety Code (except for first offense of possession of not more than one ounce of marijuana);
 - **Robbery or Extortion;**
 - **Assault or Battery upon a school employee** as defined in Sections 240 and 242 of the Penal Code.
- (b) **Discretionary Expulsion Recommendation:** The principal or superintendent may recommend expulsion and the governing board may expel for violations of Education Code 48900 (a)-(r) or sections 48900.2, 48900.3, 48900.4 or 48900.7.
- (c) **Supplemental Findings Required:** Upon receiving a recommendation for expulsion based on any of the expellable acts set forth in sections (a) and (b) above, a district's governing board may expel a student upon finding that the student committed such expellable act(s) at school, at a school sponsored activity, or going to or coming from school or a school sponsored activity, whether on or off campus, and upon finding one of the following:
 - That other means of correction are not feasible or have repeatedly failed; or
 - That due to the nature of the act, the student's presence creates continuing danger to the physical safety of the student or others. (E.C. 48915 (a), (b), (e))

Limitations Regarding Suspensions and/or Expulsion

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a student, including an individual with exceptional needs as defined in Education Code 56026, may be suspended for any of the reasons enumerated in Education Code Section 48900 upon the first offense, if the principal or superintendent of schools determines that the student violated subdivision (a), (b), (c), (d), or (e) of Section 48900, or that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (E.C. 48900.5)

A superintendent or principal may use discretion to provide alternatives to suspension or expulsion for students, including, but not limited to, counseling and an anger management program. [E.C. 48900 (v)]

A student shall not be suspended or expelled for any of the acts enumerated in Education Code Section 48900 unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A student may be suspended or expelled for acts that are related to school activity or attendance that occur at any time, including but not limited to, any of the following: (E.C. 48900 (s))

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

If a district seeks to expel any student, the district must comply with all requirements set forth in Education Code sections 48900 through 48918.6.

Other Laws Related to School Districts

Bicycle Helmets. No person under 18 years of age shall operate a bicycle, a non-motorized scooter, or a skateboard or a ride as a passenger unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards. (Vehicle Code section 21212)

Bomb Threats. False reports that a bomb or other explosive has been placed in school buildings or on school grounds will be referred to law enforcement agencies. Students involved are also subject to disciplinary action. (P.C. 148.1)

Disruption of School/Classroom. Disruption of school or classroom activities/operations is prohibited as follows:

- Every minor over sixteen (16) years of age, or any adult who is not a student of the school, who comes upon any school ground or into any schoolhouse and willfully interferes with the discipline, good order, lawful conduct or administration of any school class or activity of the school with the intent to disrupt, obstruct or inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor. (E.C. 44810);
- Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This provision does not apply to any otherwise lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills (E.C. 44811);
- Any person who willfully disturbs any public school or public school meeting is guilty of a misdemeanor. (E.C. 32210);
- Any person who is not a student, a parent/guardian of the student, or an officer or employee of the school district, or who is not required by his/her employment to be in a public school building or on the school grounds shall promptly depart from the school grounds and not return for at least seven days upon the principal's or the principal's designee's request to leave the school grounds if it appears reasonable to the principal/principal's designee to conclude that the continued presence of the person under these circumstances would be disruptive of, or would interfere with, classes or other school activities. Violation of this is a misdemeanor. Any person who is requested to leave school premises pursuant to this provision may appeal to the superintendent of the school district. (E.C. 32211, P.C. 626.8);
- Any person who is not a student, officer, or employee of a public school, and who is not required by his/her employment to be on campus or any other school facility, enters a school facility outside the common areas where public business is conducted, and it reasonably appears to the principal/designee that the person is committing any act likely to interfere with the peaceful conduct of the school activities, or has entered the school facility for the purpose of committing any such act, the principal/designee may direct the person to leave the school facility. Violation of this provision is a misdemeanor. (P.C. 626.7)

Dress Code. A school district may adopt a reasonable dress code that requires students to wear a school wide uniform or prohibit the wearing of gang related clothing. (E.C. 35183)

Electronic Signaling Devices. A school district may regulate the possession or use of any electronic signaling device by students, including cell phones and pagers, while the students are on campus, attending school- sponsored activities, or while under the supervision and control of school district employees. However, a school district may not prohibit a student's use of an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the student and use of which is limited to purposes related to the health of the student. (E.C. 48901.5)

Fires, Explosives or Threat Thereof. Students involved in setting fires or explosives which threaten or cause damage to human life or property on campus or at school sponsored events are subject to disciplinary action. Parent or guardian is responsible for payment of damages. (E.C. 48900 (b); E.C. 48915 (c)(5); P.C. 451, 452, 12303.3)

Grooming & Dress Policies. A student who goes to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the schoolroom before entering. (C.C.R. Title 5, Sec. 302)

Imitation Firearms. No person may openly display or expose any imitation firearm in a public place, including a public school. An imitation firearm means any BB device, toy gun, replica of a firearm or other device that is substantially similar in appearance to a firearm. (P.C. 12550; P.C. 12556)

Keys. Unauthorized possession, use or duplication of keys to school buildings or premises is subject to disciplinary action. (P.C. 469)

Laser Pointers. No student shall possess a laser pointer on any elementary or secondary school premises unless possession of a laser pointer on the elementary or secondary premises is for a valid instructional or other school-related purpose, including employment. (P.C. 417.25; P.C. 417.27)

Loitering. Any person who loiters about a school unlawfully will be referred to law enforcement agencies. (P.C. 653 (b))

Unlawful Assembly. It is prohibited for persons to assemble together to do an unlawful act, or to do a lawful act in a violent, boisterous, or tumultuous manner. All persons who remain present at the place of an unlawful assembly after being lawfully warned to disperse, is guilty of a misdemeanor. Violations of rules governing lawful assembly on school grounds or at school events will be enforced. (P.C. 407, 409, 416, 626.7, 626.8, 627.7)

Registration of Outsiders. No outsider shall enter or remain on school grounds during school hours without having registered with the principal or designee. A principal or designee may refuse to register an outsider if he/she has a reasonable basis for concluding that the outsider's presence or acts would disrupt the school, its students, its teachers, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful controlled substances. A principal or designee may revoke an outsider's registration if he/she has a reasonable basis for concluding that the outsider's presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school, or would disrupt or is disrupting the school, its students, its teachers, or its other employees. If an outsider is denied registration or whose registration is revoked may request a hearing before the principal or superintendent of the district regarding the denial/revocation. The request must be in writing and shall state why the denial/revocation was improper, shall give the address to which notice of the hearing is to be sent, and shall be delivered to either the principal or the superintendent within five days after the denial or revocation. A hearing before the principal or superintendent must be held within seven days after he/she receives the request for hearing. (P.C. 627.2, 627.4, 627.5)

School Attendance Review Board (SARB). SARB is staffed by volunteers and community agency persons to deal with students and families who have irregular school attendance or are habitually insubordinate or disorderly. The students are referred after all school resources and services resources have been exhausted. (E.C. 48263, 48320-48324)

School Bus Entry. Any person who enters a school bus without permission of the driver or other school official with the intent to commit a crime, who refuses to leave after being ordered to do so, will be referred to law enforcement authorities. (E.C. 39842)

Threats to School Employees. Anyone who attempts to prevent a school employee from performing his/her duties by means of a threat can be referred to law enforcement authorities. (P.C. 71)

Transportation. Students transported in a school bus and under the authority of the driver are expected to follow district bus regulations. An infraction of these regulations is cause for disciplinary action and may result in a denial of transportation. (C.C.R. Title 5 14103)

Trespassing/Forced Entry. Persons trespassing or forcing entry into a school building or school events will be referred to law enforcement agencies. (E.C. 32211, P.C. 602.1)

Vandalism. Disciplinary action will be taken against students whose acts endanger the life of students, employee or visitors or result in damage to school buildings, school property or possessions of students, staff members or visitors. (C.C.R. Title 5, Section 305; E.C. 48900 (f), 48904)

Withholding Grades. A school district may withhold the grades, transcripts or diploma of a student who willfully damages school property. If the student transfers to a new district, the new district shall also withhold records until it receives notice from the prior district that the decision to withhold records has been revoked. (E.C. 48904, 48904.3)

D. HEALTH

Health Related

Administration of Prescribed Medication • Education Code § 49423

Any student who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine under the following circumstances: (1) In order for the student to be assisted by a school nurse or other designated school personnel, the school district shall obtain

both a written statement from the physician detailing the name of the medication, method, amount and time schedule by which the medication is to be taken and a written statement from the parent, foster parent or guardian of the student indicating the desire that the school district assist the student in the matters included in the physician's statement. (2) In order for the student to carry and self-administer prescription auto-injectable epinephrine, the school district shall obtain a written statement from the physician detailing the name of the medication, method, amount and time schedule by which the medication is to be taken and confirming that the student is able to self-administer the medication and a written statement from the parent, foster parent, or guardian of the student consenting to self-administration, as well as providing a release for the school nurse or other designated school personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from any liability if the self-administering student suffers an adverse reaction as a result of self-administration. A student may be subject to disciplinary action if he/she uses auto-injectable epinephrine in a manner other than as prescribed. The written statements in both cases shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

Children Health Screening • Health & Safety Code §§ 120475, 124085, 124100, 124105

School districts shall notify parents/guardians of kindergarten and first grade students of the requirement for a physical examination for first grade enrollment and the availability of free health screening through the local health department. The school district shall exclude from school for not more than 5 days any student who has not provided a certificate documenting the appropriate health screening or a waiver.

Continuing Medication • Education Code § 49480

The parent/guardian of a student on continuing medication for a non-episodic condition shall inform the school of the medication, the dosage and the name of the physician. With the consent of the parent/guardian, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug. The superintendent of the school district shall be responsible for informing parents/guardians of the requirements of this section.

Dental Care • Education Code § 49452.8

A student, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the student was not previously enrolled in kindergarten in a public school, shall, no later than May 31 of the school year, present proof of having received an oral health assessment by a licensed dentist or other licensed dental health professional no earlier than 12 months prior to the date of the initial enrollment of the student. A school district shall notify the parent/guardian of a student of this assessment requirement which notification, at a minimum shall contain the following:

- (1) An explanation of the administrative requirements of this section;
- (2) Information on the importance of primary teeth;
- (3) Information on the importance of oral health to overall health and learning;
- (4) A toll-free telephone number to request an application for Healthy Families, Medi-Cal, or other government-subsidized health insurance programs;
- (5) Contact information for county public health departments; and
- (6) A statement of privacy applicable under state and federal laws and regulations.

Health Insurance Coverage for Athletes • Education Code § 32221.5

School districts that operate interscholastic athletic teams are required to include a statement regarding no or low cost health insurance programs in the offers of insurance coverage that are sent to athletic team members.

Immunizations: The District shall exclude from school any pupil who has not been immunized properly, unless the pupil is exempted from the immunization requirement pursuant to Health and Safety Code section 120370. *The immunization exemption based on personal beliefs has been eliminated.* (Health & Safety Code, § 120325). A student who, prior to January 1, 2016, submitted a letter or affidavit on file at the District, stating beliefs opposed to immunization, is permitted to enroll in that institution until the student enrolls in the next grade span. Grade span means: 1) birth to preschool; 2) kindergarten and grades 1 through 6, inclusive, including transitional kindergarten; and 3) grades 7 through 12, inclusive. On or after July 1, 2016, the District shall exclude from school for the first time or deny admittance or deny advancement to any student to the 7th grade unless the student has been immunized for his or her age as required by law. (Health & Safety Code, § 120335). A student may still be exempted from the immunization requirement based on medical condition or circumstances. A parent or guardian must file with the District a statement from a licensed physician saying that the immunization is not considered safe and is not recommended based upon the nature or duration of the medical condition or circumstances, including, but not limited to, the family medical history. (Health & Safety Code, § 120370)

A parent or guardian may consent in writing for a physician, surgeon, or health care practitioner acting under the direction of a supervising physician and surgeon to administer an immunizing agent to a pupil at school. (Ed. Code, §§ 48216, 48853.5(d), 48980(a), 49403, Health & Safety Code, §§ 120325, 120335, 120341)

Medical & Hospital Services for Students • Education Code § 49472

The governing board of any school district may provide or make available medical and/or hospital services for students through nonprofit membership corporations, or authorized insurance companies for accidents occurring on school grounds, or while being transported to or from any school activity or event, or while at any other place as an incident to school-sponsored activities. The service shall be provided only with the consent of the parent/guardian or the student if he/she is not a minor.

Parent's/Guardian's Refusal to Consent to Physical Examination of Child • Education Code § 49451

A parent/guardian having control or charge of any child enrolled in the public schools may file annually with the principal of the school in which his/her child is enrolled a statement in writing, signed by the parent/guardian, stating that he/she will not consent to a physical examination of his/her child. Thereupon the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he/she shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

Nutrition

Free and Reduced Priced Meals • Education Code §§ 49510 – 49520

Free or reduced priced meals are available at school for students whose parents/guardians qualify based on household income.

E. SAFETY

Safety

Asbestos Management Plan • Code of Federal Regulations §§ 763.84, 763.93

At least once each year, school districts will notify parent/guardian, teacher and employee organizations in writing of the availability of a complete updated management plan for asbestos containing material in school buildings.

Fingerprinting • Education Code § 32390

The governing board of any school district may offer a fingerprinting program for children enrolled in kindergarten or newly enrolled in that district. Each parent/guardian shall be informed of the school fingerprinting program when the child first enrolls in public schools. At that time, the parent/guardian shall declare in writing whether he/she wants the child to be fingerprinted in the school program. If the parent/guardian consents to fingerprinting, they shall pay the applicable fee. The parent/guardian shall be informed in writing at the time of enrollment that they may reverse, in writing, their declaration on fingerprinting at any time. Children shall not be fingerprinted without consent of the parent/guardian.

Megan's Law • Penal Code §§ 290.45, 290.46

Information about registered sex offenders in California can be found on the California Department of Justice's website (meganslaw.ca.gov).

Open Campus Lunch Period • Education Code § 44808.5

If the governing board of a school district permits students enrolled in their schools to leave school grounds during lunch, parents/guardians are to be informed that neither the school district nor any employee shall be liable for the conduct or safety of any student who has left the school grounds during this lunch period.

Pesticide Products • Education Code §§ 17612, 48980.3

The school shall provide to parents/guardians of students a written notification of the name of all pesticide products expected to be applied at the school during the upcoming year. The notification shall identify the active ingredient(s) in each pesticide product. The notice shall also contain the Internet address used to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation, and may contain information deemed necessary by the school district. The school district shall provide the opportunity for recipients to register with the school district if they wish to receive notification of individual pesticide applications at the school. Persons who register shall be notified of individual applications at least 72 hours prior to the application. The notice shall include the product name, the active ingredient, and the intended date of application. If a pesticide product not included in the annual notification is subsequently intended for use at a school, the school district shall provide written notification of its intended use at least 72 hours prior to application.

School Bus Passenger Safety • Education Code § 39831.5

Upon registration, parents/guardians of students not previously transported in a school bus, shall be provided with written information on school bus safety. This applies to pre-kindergarten, kindergarten and grades 1 to 6. The information provided to parents/guardians of students shall include, but not be limited to, all of the following:

- (1) A list of school bus stops near each student's home;
- (2) General rules of conduct at school bus loading zones;
- (3) Red light crossing instructions;

- (4) School bus danger zone; and
- (5) Walking to and from school bus stops.

School Safety Plan – EC 32280 et. seq.

Each school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school.

Sexual Harassment • Education Code § 231.5

School districts are required to have a written policy prohibiting sexual harassment. A copy of the policy will be displayed in a prominent location, provided as part of any orientation for new students, distributed to all employees and included in publications that set forth the district's standards of conduct.

Use of Sunscreen • Education Code § 35183.5

During the school day, each school will allow for outdoor use of articles of sun protective clothing, including, but not limited to, hats, and shall allow students to use sunscreen without a physician's note or prescription. Each school site may set policy related to the type of sun protective clothing students will be allowed to use and the use of sunscreen.

F. ACADEMICS

Instructional Programs

Bilingual Education • EC 52173, 5 CCR 11303

School district is required to provide parents an opportunity for consultation prior to placement of a child in a program of bilingual education. Notification would include: 1) description of purposes, method and content of program; 2) the right to visit the program for explanation of nature and objective of bilingual education; 3) right not to include child in program; 4) opportunity for participation in advisory committees.

English Learners • 20 USC 6312

The parents/guardians of limited English Proficient (English Learner) students participating in a language instruction program shall be notified not later than 30 days after the beginning of the school year about certain aspects of their child's identification, the instructional program and the program's exit requirements.

English Immersion Program • EC 310, 5 CCR 11309

In order to facilitate parental choice of program, all parents and guardians must be informed of the placement of their children in a structured English immersion program and must be notified of an opportunity to apply for a parental exception waiver.

Students' Rights to Refrain From the Harmful or Destructive Use of Animals • Education Code §§ 32255-32255.6

Any student with a moral objection to dissecting, harming or destroying animals shall notify his/her teacher regarding this objection. If the teacher believes an adequate alternative education project is possible, then the teacher may work with the student to develop an agreed upon alternative education project. The project shall require a comparable time and effort by the student. It shall not be more arduous as a means of penalizing the student. The student shall not be discriminated against based upon his/her decision to exercise rights of the section.

Parent Notification for AIDS/HIV Instruction and Human Sexuality • Education Code § 51938

A parent/guardian of a student has the right to excuse their child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education as follows:

- (1) At the beginning of each school year, or, for a student who enrolls in a school after the beginning of the school year, at the time of that student's enrollment, each school district shall notify the parent/guardian of each student about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on student health behaviors and risks planned for the coming year. The notice shall include all of the following:
 - (a) Advise the parent/guardian that written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection.
 - (b) Advise the parent/guardian whether the comprehensive sexual health education or HIV/AIDS prevention education will be taught by school district personnel or by outside consultants. If the school elects to provide this instruction by outside consultants or guest speakers, the notice shall include the date of instruction, the name of the organization or affiliation of each guest speaker, and an indication that the parent/guardian has the right to request a copy of information about the instruction (E.C. sections 51933, 51934 and 51938). If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before instruction is delivered.
 - (c) Information explaining the parent's/guardian's right to request a copy of this chapter.

- (d) Advise the parent/guardian that the parent/guardian may request in writing that his/her child not receive comprehensive sexual health education or HIV/AIDS prevention education.
- (2) Anonymous, voluntary and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age appropriate questions about the student's attitudes concerning or practices relating to sex may be administered to any student in grades 7 to 12 inclusive, if the parent/guardian is notified in writing that this test, questionnaire, or survey is to be administered and the student's parent/guardian is given the opportunity to review the test, questionnaire, or survey and to request in writing that his/her child not participate.

Students with Temporary Disabilities • Education Code §§ 48206.3, 48207, 48208

A student with a temporary disability which makes attendance in the regular day classes or alternative education program in which he/she is enrolled impossible or inadvisable shall receive individual instruction provided by the district in which the student is deemed to reside. Such students shall be provided individual instruction, as deemed necessary, that may include instruction in the student's home, hospital, or health facility in the student's district of residence. Individual instruction means instruction provided to a student in the student's home, in a hospital or other health facility excluding state hospitals. A temporary disability means a physical or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program after which the student can reasonably be expected to return to regular day classes or the alternative program without special intervention. A student with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside the school district in which the student's parent/guardian resides, shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It shall be the primary responsibility of the parent/guardian to notify the school district in which the student is deemed to reside of the student's presence in a qualifying hospital. Upon receipt of this notification, that school district shall, within 5 working days of receipt of the notification, determine whether the student will be able to receive individualized instruction and when it will commence. The instruction will begin no later than 5 days after the need for individualized instruction has been rendered.

Notice of Alternative Schools • Education Code § 58501

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- (1) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (2) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- (3) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- (4) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (5) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, student, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

Title I – 20 USC 6311, 34 CFR 200.61

Requires the school district, at the beginning of each school year, to notify the parents of each student attending any school receiving Title I funds that they may request, and the district will provided on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teacher.

In addition to the information that parents may request, a school that receives Title I funds shall provide to each individual parent information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

Miscellaneous

Foster Youth • Education Code §§ 48850 – 48859

Each school district will designate an educational liaison to ensure that students in foster care receive stable school placements which are: in the best interest of the child, in the least restrictive educational program, provide access to academic resources, services and extracurricular activities available to all students, provide full and partial credit for coursework taken and give a meaningful opportunity to meet student academic achievement standards.

Homeless Children (McKinney Vento Act) • 42 USC § 11432

Each school district will have a district liaison for homeless students who will ensure that parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

Minimum Days and Staff Development Days • Education Code § 48980 (c)

The school district shall notify parents/guardians of all students of the schedule of minimum days and student free staff development days, and if minimum or student free staff development days are scheduled thereafter, the governing board shall notify parents/guardians of the affected students as early as possible but no later than one month before the scheduled minimum or student free day.

Electronic Listening or Recording Device – EC 51512

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

G. PARENT'S RIGHTS

Nondiscrimination

Nondiscrimination in District Programs and Activities • Education Code § 200 et seq.

State and federal law prohibits discrimination in education programs and activities. School districts are required to afford all students equal rights and opportunities regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code.

Section 504 of the Rehabilitation Act of 1973

Section 504 prohibits discrimination on the basis of disability. It requires school districts to identify and evaluate children with physical or mental impairment that substantially limits one or more major life activities. These students are eligible to receive services and aid to meet their needs. The school district is to designate a person responsible for implementing the requirements of this section.

Special Needs Students

Child Find Policies (Special Education) • Education Code § 56301

All individuals with disabilities residing in the state, including those who are homeless or wards of the state, shall be identified, located and assessed as required. 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 relationship among identification, screening, referral, assessment, planning, review and the triennial assessment. The policies and procedures shall include, but need not be limited to, written notification of all parents/guardians of their rights under this chapter, and the procedure for initiating a referral for assessment. Parents/guardians shall be given a copy of their rights and procedural safeguards upon initial referral for assessment, upon notice of an individualized education program meeting or reassessment, upon filing a complaint, and upon filing for a pre-hearing mediation conference.

Individuals with Disabilities Education Act (IDEA)

Every individual with exceptional needs who is eligible to receive educational instruction and/or related services shall receive such educational instruction, services, or both, at no cost to his/her parents/guardians or, as appropriate, to him/her. Federal law also requires a free and appropriate education in the least restrictive environment be offered to qualified disabled students.

Student/School Information and Records

Access to Records • Education Code §§ 49063, 49069, 49091.14, FERPA

School districts shall notify parents/guardians in writing of their rights regarding the availability of the types of student records and information which are directly related to students and maintained by the institution, the official responsible for the maintenance of the records, the location of the records, the criteria to be used by the district in defining "school officials and employees" and in determining "legitimate educational interest" as used in Section 49064 and 49076(a)(1), the policies for reviewing and expunging the records, the right of the parent/guardian to access the student records, the procedure for challenging the content of student records, the cost which will be charged to the parent/guardian for copies of

records, and their right to file a complaint with the United States Department of Health, Education and Welfare concerning an alleged failure by the district to comply with the provisions of Section 438 of the General Education Provisions Act. Parents/guardians of currently enrolled or former students have an absolute right to access any and all student records related to their children which are maintained by school districts or private schools. Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school.

Directory Information • Education Code §§ 49063(i), 49073

Parents/guardians shall be notified regarding district's policy to release directory information on students or former students to officials, organizations or individuals. No information shall be released when a parent/guardian has notified the district not to release such information. Directory information may be released according to local policy regarding any student or former student, provided that notice is given at least on an annual basis of the categories of information which the school plans to release and of the recipients.

Rights of Parents/Guardians to Information • Education Code §§ 51101, 51101.1

Parents/guardians have the right to be informed by the school and to participate in the education of their children, as follows: to observe classrooms as specified; within a reasonable time of their request to meet with teachers and the principal of the school; to volunteer their time and resources; to be notified on a timely basis if their child is absent from school without permission; to receive the results of their child's performance and the performance of the school on standardized tests; to request a particular school for their child and to receive a response from the district; to have a school environment for their child that is safe and supportive; to examine the curriculum materials of their child's classes; to be informed of their child's progress in school and of the appropriate staff to contact should a problem arise; to access the school records of their child; to receive information about the academic performance standards, proficiencies, or skills their child is expected to accomplish; to be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress code and procedures for visiting the school; to receive information about any psychological testing and to deny permission to test; to participate as a member of a parent advisory committee, school-site council, or site-based leadership team; to challenge anything in their child's record and to receive a response from the school; and to be notified as early in the year as practicable if their child is identified as being at risk of retention and their right to consult with school personnel regarding any decision to promote or retain and to appeal a decision to promote or retain. School districts will take all reasonable steps to ensure that all parents/guardians of students, who speak a language other than English, are properly notified in English and in their home language of the rights and opportunities available to them.

Surveys: Disclosure of Personal Information • 20 USC 1232 (h), Education Code § 51513

Parents/guardians will be notified of the specific or approximate dates when an activity involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information is scheduled. The school district shall develop a policy, in consultation with parents/guardians, regarding the collection of this information. Parents/guardians may opt their student(s) out of participation. No student may be required to submit to a survey, analysis or evaluation that reveals sensitive personal information (i.e. students' and/or their parents'/guardians' personal beliefs or practices regarding sex, family life, morality, religion, political beliefs/affiliations, mental/psychological problems of student or his/her family, illegal behavior, self-incriminating behavior, anti-social behavior, demeaning behavior, critical appraisals of students' close family member(s), privileged relationships, or income except when necessary for program participation or financial aid) without the prior written consent of the parent/guardian. Parents/guardians shall be notified of the specific or approximate dates of the administration of any survey and choose to opt students out of participation. The school district, in consultation with parents/guardians, shall develop a policy regarding the right of the parent/guardian to inspect surveys created by a third party or any instrument used in the collection of personal information.

School Accountability Report Card • Education Code §§ 35256, 35256.1, 35258

Annually, each school district shall issue a School Accountability Report card for each school in the school district, publicize those reports, and notify parents/guardians of students that a hard copy will be provided upon request in accordance with Education Code section 33126.

H. COMPLAINT PROCEDURES

Complaints

Uniform Complaint Procedures • Title 5 California Code of Regulations § 4622

School districts shall annually notify in writing its students, employees, parents/guardians of its students, the district advisory committee, school advisory committees, and other interested parties of the school districts' Uniform Complaint Procedures. The Uniform Complaint Procedures apply to the filing, investigation, and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220; and 5) unlawful imposition of pupil fees for participation in educational

activities in public schools. The notice shall include the identity of the person(s) responsible for processing complaints, civil law remedies available under state or federal discrimination laws, and the applicable appeal and review procedures.

Williams Settlement Complaint Rights • Education Code § 35186

Each school district shall notify parents/guardians that there should be sufficient textbooks and instructional materials in each classroom. Each student, including English learners, must have a textbook or instructional materials, or both, to use in the class and to take home to complete required homework assignments. School facilities must be clean, safe, and maintained in good repair, and there should be no teacher vacancies or misassignments. Complaint procedures have been established to identify and resolve complaints regarding these issues. Complaint forms should be available at the school or district office.