



# Parents'/Students' Rights, Responsibilities & Annual Notifications

2018-2019

Please visit our website at [www.chicousd.org](http://www.chicousd.org)  
for the latest information

## BOARD OF EDUCATION

Gary Loustale, President	Term expires: 2018
Dr. Kathleen E. Kaiser, Vice President	Term expires: 2018
Linda Hovey, Clerk	Term expires: 2020
Elizabeth Griffin, Member	Term expires: 2020
Eileen Robinson, Member	Term expires: 2018

Board meeting calendar may be accessed on the Chico  
Unified Website or by phone at (530) 891-3000  
Place: Marsh Jr. High School, Multi-Purpose Room,  
2253 Humboldt Rd.

Information: (530) 891-3000 or <http://www.chicousd.org>

**CHICO UNIFIED SCHOOL DISTRICT**  
1163 East Seventh Street, Chico, CA 95928

Kelly Staley  
Superintendent

Dear Parents/Guardians/Students,

Welcome to Chico Unified School District! We are looking forward to the upcoming school year and hope it is a wonderful one for both parents/guardians and students.

Chico Unified School District supports a school culture that promotes high expectations, mutual respect, and positive interpersonal relationships. This booklet is designed to acquaint you with CUSD policies and procedures as well as how to access district staff for information and assistance.

California state law requires that school districts annually notify parents/guardians and students of various rights and responsibilities. It further requires that school districts maintain written records confirming that parents/guardians and students have been so informed. Therefore, it is important that you complete and immediately return to your students' school the enclosed forms so that we are able to provide you and your family with all of the possible services. Your help and cooperation in completing all forms is greatly appreciated.

If you have any questions regarding the information contained in this pamphlet, please feel free to call the principal of your child's school.

We look forward to working with you to make this a positive and productive school year.

Sincerely,

*Kelly Staley*

Kelly Staley  
District Superintendent

# CHICO UNIFIED SCHOOL DISTRICT

1163 East Seventh Street, Chico, CA 95928

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DISTRICT ADMINISTRATIVE OFFICES	(530) 891-3000
Alternative Education Office .....	895-4047, ext. 146
Attendance/Data Technician .....	891-3000, ext. 184
Center for the Arts .....	891-3272
Computers for Classrooms .....	895-4175
Curriculum .....	891-3000, ext. 137
Employment Information Line .....	891-3000
Elementary Education.....	891-3000, ext. 137
Facilities .....	891-3209
Federal-State Testing and Accountability Programs.....	891-3000, ext. 230
GATE (Gifted and Talented Education) Program .....	891-3000, ext. 173
Maintenance & Operations .....	891-3095
Nutrition Services .....	891-3021
Personnel - Non-Teaching Classified.....	891-3000, ext. 109
Personnel - Teaching Certificated .....	891-3000, ext. 142
Psychologists .....	891-3000, ext. 156
ROP (Regional Occupational Program).....	879-7457
Secondary Education.....	891-3000, ext. 105
Section 504 Information.....	891-3000, ext. 138
Special Education Information.....	891-3000, ext. 156
Student Attendance Review Board (SARB-K-12) .....	891-3000, ext. 110
Summer School/Intersession.....	891-3000, ext. 173
Superintendent's Office .....	891-3000, ext. 149
Transportation .....	891-3097
Uniform Complaint Procedure (for Categorical Programs).....	891-3000, ext. 105

# SCHOOLS

## ELEMENTARY (K – 6)

Chapman Elementary, 1071 East 16 <sup>th</sup> Street .....	891-3100
Citrus Elementary, 1350 Citrus Avenue.....	891-3107
Emma Wilson Elementary, 1530 West 8 <sup>th</sup> Street .....	891-3297
John McManus Elementary, 988 East Avenue.....	891-3128
Little Chico Creek Elementary, 2090 Amanda Way.....	891-3285
Marigold Elementary, 2446 Marigold Avenue.....	891-3121
Neal Dow Elementary, 1420 Neal Dow Avenue .....	891-3110
Parkview Elementary, 1770 East 8 <sup>th</sup> Street .....	891-3114
Rosedale Elementary, 100 Oak Street.....	891-3104
Shasta Elementary, 169 Leora Court .....	891-3141
Sierra View Elementary, 1598 Hooker Oak Avenue .....	891-3117

## ELEMENTARY (K – 8)

Hooker Oak Elementary, 1238 Arbutus Avenue.....	891-3119
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## SECONDARY

Bidwell Junior High, 2376 North Avenue .....	891-3080
Chico Junior High, 280 Memorial Way .....	891-3066
Marsh Junior High, 2253 Humboldt Road .....	895-4110
Chico High, 901 Esplanade .....	891-3026
Pleasant Valley High, 1475 East Avenue .....	891-3050
Oak Bridge Academy, 1950 E 20th Street .....	897-8877

## ALTERNATIVE EDUCATION

Academy For Change (AFC), 290 East Avenue.....	891-3092
Center for Alternative Learning (CAL), 290 East Avenue.....	891-3092
Fair View Continuation High School, 290 East Avenue.....	891-3092

## INDEPENDENT STUDY

Oakdale School (K-5), Parkview, 1770 E. 8 <sup>th</sup> St .....	891-3114
Oakdale (6-12) 290 East Avenue.....	891-3092
Chico High (9-12) 901 Esplanade.....	891-3026
Pleasant Valley High, 1475 East Avenue.....	891-3050

## SPECIAL SERVICES

Loma Vista School, 2404 Marigold Avenue.....	879-7400
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## **CUSD MISSION**

The mission of the Chico Unified School District, a partnership of students, staff, families and community, is to ensure all students achieve high levels of academic and personal success, contribute to their community and confidently compete in a changing global society by engaging in quality educational programs that address diverse student needs and promote learning throughout life.

## **GRADUATE ATTRIBUTES**

### **OUR GOAL IS THAT ALL CUSD GRADUATES WILL BE:**

#### **EDUCATED INDIVIDUALS, Who**

- possess and apply a broad body of knowledge.
- attain subject area learning standards including, but not limited to, English/Language Arts, History/Social Science, Science, Math, Health, P.E., Visual & Performing Arts, Foreign Language.
- access information from a variety of sources.

#### **CONTRIBUTING MEMBERS OF SOCIETY, Who**

- possess the skills to be productive in the workforce, family and community.
- adjust to new situations and ideas.
- adapt to a changing world.
- work effectively in a team setting.
- analyze, interpret and communicate information effectively.
- serve as positive role models.
- develop skills to maintain a healthy and physically fit life style.

#### **CRITICAL, REFLECTIVE THINKERS AND PROBLEM SOLVERS, Who**

- gather, analyze and process information from a variety of sources.
- organize relevant information, make connections and draw conclusions.
- work individually and cooperatively toward effective solutions.

#### **INFORMED, RESPONSIBLE INDIVIDUALS, Who**

- recognize and accept individual and cultural uniqueness.
- contribute to solutions of community and worldwide issues.
- take positive action on issues affecting our environment.
- demonstrate teamwork and/or leadership skills.
- exhibit mutual respect.
- set, prioritize and revise personal goals.

#### **EFFECTIVE COMMUNICATORS, Who**

- understand and convey written, oral and visual ideas and information.
- listen and ask questions.

#### **EFFECTIVE USERS OF TECHNOLOGY, Who**

- use technology to gather, select and apply information appropriate to individual needs.

#### **CONFIDENT INDIVIDUALS WITH POSITIVE SELF-ESTEEM, Who**

- have respect for themselves and others.
- have a clear, realistic and positive view of self.
- can accept differing values and belief systems in their interactions with others.

#### **SELF-MOTIVATED, LIFE-LONG LEARNERS, Who**

- are willing to take risks in creating and developing untried ideas.

## **COMPULSORY SCHOOL ATTENDANCE**

### **ATTENDANCE OBLIGATIONS (Cal. Educ. Code §§48200, 48400, 48980(i))**

All school age children between the ages of 6 and 18 years not exempted are required by law to attend school each day during the school year except for the following reasons: illness; quarantine (under the direction of the county health officer); medical, dental, optometric or chiropractic services (we ask that you schedule medical, dental, optometric or chiropractic services after school or on non-school days whenever possible to limit your child's absences from school); funeral services of a member of the immediate family; jury duty; appearance in court; observance obligations of a student's religion; attendance at religious retreats (not to exceed four hours per semester); exclusion from school for health and safety reasons; employment conferences; or some other reason approved by the



school principal. The only exception is when the educational needs are met through a legally acceptable alternative program. Vacations should be scheduled during non-school days.

Pursuant to Cal. Educ. Code §48205, a student absent from school for one of the previously acceptable reasons 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. A parent/guardian is obligated by law to compel the student to attend school. A parent/guardian who fails to meet this obligation may be guilty of an infraction and subject to prosecution.

Remember, every day counts! If you know your child will be missing school, please contact the School Attendance office to discuss the length of the absence and ways you can help your student stay academically connected.

**ABSENCE FOR CONFIDENTIAL MEDICAL SERVICES (Cal. Educ. Code §46010.1)**

Under appropriate circumstances, the District may excuse students in grades 7-12 from attendance for the purpose of obtaining confidential medical services without parent consent. For more details on this topic please contact the Office of the District Superintendent.

**PUBLIC SCHOOLS OF CHOICE [Cal. Educ. Code §§35160.5(b); 48980(h)]**

The CUSD Board of Education endorses the neighborhood school concept. The Board recognizes, however, that parents may wish to choose a school of attendance other than their neighborhood school. The Board of Education believes that parental choice should be included as an integral feature of a well-rounded educational environment.

Neighborhood school attendance areas are established to optimize use of existing facilities. Requests for intra-district transfers may be made because of personal preference based on many different reasons including special programs, needs of the family or child, after-school activities, instructional philosophy, location, specific child or family needs, etc. These requests are approved on a space-available basis on set dates (e.g., the beginning of the school year or the beginning of a semester).

Where requests of similarly situated students to attend a school in the attendance area exceed openings, the selection process must be random and unbiased, except: 1) The District has the authority to keep appropriate racial and ethnic balances among its schools; 2) Federal law (Board Policy #5116.1) requires that within a reasonable amount of time following the incident, any student who becomes the victim of a violent criminal offense have the option to transfer to another school. The Superintendent/designee shall identify eligible schools and consider the student's needs and parent/guardian preferences in assigning the student. If the parents/guardians choose to transfer the child, the transfer shall be completed as soon as practicable. Should a school be designated "persistently dangerous" by the California Department of Education, the Superintendent or designee shall notify parents/guardians in a timely manner. Included in the notification will be an explanation of their option to transfer. Parent/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide written notice and shall rank-order their preferences from among the schools identified by the superintendent/designee as eligible to receive transfers. Transfers shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The superintendent/designee may choose to make the transfer permanent based on the educational needs of the student and other factors affecting the student's ability to succeed if returned to the school of origin; or 3) Siblings of pupils already in attendance in a particular attendance area may be given priority attendance in the same school.

Students who transfer from one high school to another during their four years of schooling may have eligibility problems concerning athletics. The California Interscholastic Federation (CIF), the governing body of high school sports, passed statewide transfer rules, effective July 1, 2007, which limit students to a one-time transfer without a valid change of residence. Parents and students should contact the athletic directors before assuming that the student is automatically eligible to participate.

Intra-district transfer applications are available the first week of December for the upcoming school year. Applications received by January 12 will be included in a lottery if deemed necessary. Further information is available at the district office, the appropriate school site or the district website @ [www.chicousd.org](http://www.chicousd.org).

**RESIDENCY REQUIREMENTS (Cal. Educ. Code §§48204, 48206.3, 48207, 48208, 48850, 42 USC 11431, et seq.)**

A pupil shall be deemed to have complied with the residency requirements for school attendance in CUSD if they have met the requirements outlined in Sections 48200 and 48204 of the California Education Code.

**INTERDISTRICT ATTENDANCE AGREEMENTS (Cal. Educ. Code §§46600, 46601, 48204, 48980)**

A parent/guardian may apply for an Interdistrict Attendance Agreement for his/her child to attend a school outside his/her resident district. The school districts involved in the interdistrict request are encouraged under the law to take into account the childcare needs of the affected students. A student who lives with one or more parents who is employed (but does not reside) within the boundaries of a particular school district may request a transfer to that district. The school district chosen may reject such a request so long as it does not discriminate based on race, ethnicity, sex, parental income, academic achievement, or any other arbitrary consideration. Either the district of parent residence or the district of parent employment may prohibit the proposed transfer if it is determined that the transfer will cause a negative financial impact on the district. Parents may appeal a denial of an interdistrict attendance permit or attendance request to the Board of Education for the county in which the parent resides. There are strict procedures and timelines related to any appeal. Interdistrict transfer applications are available the first week of December for the upcoming school year. Further information is available at the district office, the appropriate school site or the district website @ [www.chicousd.org](http://www.chicousd.org).

**MINIMUM AGE OF ADMISSION TO KINDERGARTEN (Cal. Educ. Code §48000)**

Children who will have their fifth (5) birthday on or before September 1 of the school year shall be admitted to kindergarten at the beginning of that school year. Those with birthdays between September 2 and December 2 are eligible for Transitional Kindergarten (TK).

**BEHAVIOR EXPECTATIONS AND DISCIPLINE****DUTY OF DISTRICT REGARDING STUDENT CONDUCT (Cal. Educ. Code §44807, 49000)**

Every teacher and administrator is required to hold pupils accountable for their conduct on the way to and from school, on school grounds, and at school-related activities and events. Teachers and administrators will exert the amount of physical control over students that is legally permissible and reasonably necessary to maintain order, protect property, protect the health and safety of students and staff, and maintain proper and appropriate conditions conducive to learning.

**CO-CURRICULAR CODE OF CONDUCT**

The district maintains a code of conduct for students desiring to participate in a co-curricular activity. The code of conduct includes specified disciplinary actions for theft or for using, possessing or furnishing of tobacco, alcohol or other illegal drugs. A copy of Administrative Regulation 6145.1, Student Code of Conduct for Co-Curricular Activities, is available at the district office.

**GANG POLICY (Cal. Educ. Code §35183)**

Gang-related conduct or activities on school campuses, during all school sponsored activities, and to and from school are a threat to the safety of others and are strictly prohibited. The Board of Education intends to maintain campuses which are safe in accordance with California law.

The Board rejects any form of gang activity which advocates hazing, drug use, violence, vandalism, disruptive behavior or other illegal activities on the way to or from school, on school grounds or at school functions. Students wearing, carrying, or displaying gang paraphernalia, making gestures which symbolize gang association, or intimidating another student may be subject to appropriate disciplinary action.

Gang-related conduct/activities include, but are not necessarily limited to: producing graffiti, wearing of apparel, displaying "colors", conducting hazing such as rites of initiations, displaying hand signals, and clothing arrangements, producing, displaying, or advocating trademarks, accessory items, or any other symbols or actions which would denote membership/involvement/association with gangs as identified by the administration or by law enforcement.

The Board establishes that gang related conduct or activities are a source of potential violence. Students who engage in gang related activities shall be subject to disciplinary procedures outlined in Board Procedure, which may include suspension and/or expulsion from school. A copy of Policy 5136, Gangs, is available at the district office, school sites or on our website @ [www.chicousd.org](http://www.chicousd.org).

**SEXUAL HARASSMENT PROHIBITION (Cal. Educ. Code §§212.5, 231.5, and 5 Cal. Code of Regulations §4917)**

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone based on the student's actual or perceived race, color, ancestry, national origin,

nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or gender expression or association with a person or group with one or more of these actual or perceived characteristics. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. Appendix D, Sexual Harassment Board Policy 5145.7, is attached at the end of this handbook.

### **SAFE SCHOOLS**

The Chico Unified School District takes proactive measures to protect the safety of all our students and staff members. Chico Unified School District representatives work in collaboration with local, state, and federal health, safety, and emergency personnel to develop and maintain plans for coping with a variety of emergency response situations. Plans are regularly reviewed and updated. School system personnel practice these drills on a regular basis. Actions taken during any type of emergency situation depend a great deal on the specifics of the incident. For example, one of three things may occur for students and families: 1) Students may be dismissed on an early dismissal schedule; 2) Schools may experience a "Code Red" lockdown. In a "Code Red" lockdown, classes may continue with all outside activities discontinued; all doors/windows locked and individual classrooms secured; or 3) Schools may experience a shelter-in-place for students. A shelter-in-place is a short-term measure used to temporarily separate people from a hazardous outdoor environment and school staff is prepared to maintain as safe and normal an environment as possible within the school.

If an incident occurs at a school, parents are NOT to go directly to the school. In times of emergency, a variety of local media will be used to provide information. Parents should tune into local radio and television stations, call the district office at (530) 891-3000, visit the district website at [www.chicousd.org](http://www.chicousd.org), or our Facebook page for emergency updates. Students will not be released to parents if public safety officials have declared it is dangerous for parents to travel to the school to pick up students or the lives of persons in the school would be jeopardized in opening the outside school doors or the school is otherwise restricted by those officials. Students will be released to parents as soon as officials have determined it is safe. When students are released, they will be released to parents or other individuals listed in the student's Emergency Contacts in Aeries only. No student will be released to any individual who is not specifically listed in the Emergency Contacts in Aeries, including an older sibling. All adults must show photo ID when picking up a student. Parents can help by giving the most accurate, up-to-date health and emergency information to the school office. It is important to notify the school office at any time there is a change in contact information.

### **SKATEBOARDS, ROLLER-BLADES OR SCOOTERS**

In accordance with Chico Unified School District safety and liability guidelines, no skateboards, roller-blades or scooters are allowed to be operated on any Chico Unified School District site.

### **STUDENT BEHAVIOR STANDARD (Cal. Educ. Code §35291)**

The Chico Unified School District Board of Education believes that every student has a legal right to attend a safe and secure school and its related activities. The school staff has the authority and support to maintain discipline in order for the schools to function in accordance with their intended purpose. The Board will not tolerate activities which threaten the safety and well-being of students, staff or property. School personnel will hold students accountable for their conduct at school and at all school related activities. A copy of Policy 5142.2, Safe Schools, is available at the district office, school sites or our website at [www.chicousd.org](http://www.chicousd.org).

Each student in the district is expected to abide by all federal, state, local and school laws and regulations. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program. Any student who fails to comply with the district's student behavior standard is subject to disciplinary action.

A student is subject to school disciplinary action (1) while on school grounds, (2) while going to or coming from school, (3) during the lunch period, whether on or off the school campus, or (4) during, or while going to or coming from, a school-sponsored activity.

A student may be suspended or expelled from school when it is deemed that the student has:

- a. (1) caused, attempted to cause, or threatened to cause physical injury to another person;
- (2) willfully used force or violence upon the person of another, except in self-defense;

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as

an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. [Education Code 48900(s)];

- b. possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous objects unless, in the case of possession of any such object, 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 (a principal shall immediately suspend any student found to be in possession of a firearm at school or at a school activity and recommend expulsion to the board);
- c. unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code (commencing with Section 11053), an alcoholic beverage or an intoxicant of any kind;
- d. unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in the Health and Safety Code (commencing with Section 11053), 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 and represented the 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 (including electronic files, other databases and computer information) 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 does not prohibit use or 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, offered, arranged or negotiated to sell any drug paraphernalia as defined in the Health and Safety Code Section 11014.5;
- 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. Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion;
- l. knowingly received stolen school property or private property;
- m. possessed an imitation firearm. As used in this section, "imitation firearm" means 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, negotiated to sell or sold the prescription drug Soma.
- q. engaged in, or attempted to engage in, hazing; or
- r. engaged in an act of bullying.

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

- a. committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)
- b. caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)
- c. intentionally engaged in harassment, threats or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4); or
- d. engaged in an act of bullying including, but not limited to, bullying committed by means of an electronic act, directed toward a pupil or school personnel. [Education Code 48900(r)].

Cal. Educ. Code §48900.2:

A student may be suspended or recommended for expulsion when it is determined that the student has committed

sexual harassment as defined in Government Code Section 212.5. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the student's academic performance or to create an intimidating, hostile or offensive educational environment. (This section shall not apply to students enrolled in kindergarten and grades 1 to 3, inclusive.) Copies of CUSD Policy 5145.7 (Appendix D) which defines sexual harassment and the grievance procedures are available at the district office, school sites or our website @ [www.chicousd.org](http://www.chicousd.org). In addition, each secondary school also publishes a student discipline handbook with information specific to that school.

Cal. Educ. Code §48900.3:

In addition to the reasons specified, a student in any of grades 4 through 12, inclusive, 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 caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233.

Cal. Educ. Code §48900.4:

In addition to the grounds specified, a student enrolled in any of grades 4 to 12, inclusive, 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 intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that school personnel or student or group of students by creating an intimidating or hostile educational environment.

Cal. Educ. Code §48900.7:

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Cal. Educ. Code §48915:

(a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife or other dangerous object of no reasonable use to the pupil.
3. 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 the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
5. Robbery or extortion.
6. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (c), may be imposed.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

(d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

1. Is appropriately prepared to accommodate pupils who exhibit discipline problems.
2. Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
3. Is not housed at the school site attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

(g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a 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.

(h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

**STUDENT DRESS CODE (Cal. Educ. Code §35183)**

Student dress has been shown to influence behavior and the learning environment. It is expected that all students shall wear clothes that are clean, appropriate, safe and not disruptive to the teaching and learning process.

Students may not wear, display, or be in possession of clothing and/or accessories which are interpreted by school personnel to be negative, derogatory, or inappropriate. This includes clothing and/or accessories that indicate association with a group (gang) which is determined to be detrimental to the safety and well-being of the school community.

The wearing of clothing and/or adornment that advertises or otherwise promotes the use and/or abuse of alcohol, tobacco, other drugs, sexual innuendos or gang involvement/association is prohibited on school grounds and at school activities on or off campus.

For this reason, the Board of Education finds that regulation of student dress in general and gang-related apparel in particular is necessary to protect the health and safety of students and staff. A copy of Policy 5132, Dress and

Grooming, is available at the district office, at school sites or on our website @ [www.chicousd.org](http://www.chicousd.org).

### **STUDENT SEARCHES**

For the safety and welfare of students and personnel, and to maintain order and discipline, school administrators may physically search students and their lockers, desks, cubby holes, clothing, backpacks, purses, book bags, brief cases and other such containers, or student vehicles, when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or school rules. Dogs may be used to assist in the detection of contraband.

Searches will be reasonable in light of both age and sex of the student and the nature of the suspected infractions. Such searches may be conducted while the student (and/or effects) is/are on school grounds, under school or district supervision and/or while engaged in a school or district activity.

Reasonable suspicion searches may be conducted of a student while the student (and/or effects) is (are) on school grounds, under school or district supervision and/or while engaged in school or district activity. The products of such a search may be turned over to the proper legal authorities, including, but not limited to, the Chico Police, Butte County Sheriff, and/or utilized by the District itself for ultimate disposition and/or use as evidence. If illegal substances are found or if students refuse to cooperate, appropriate school disciplinary actions will be implemented.

Because students' lockers, desks, cubby holes and similar storage areas are the property of the District and because the control of such areas is joint as between the student and the district, these areas are subject to search at any time. A copy of Policy 5145.12, Search and Seizure, is available at the district office, school sites or on our website @ [www.chicousd.org](http://www.chicousd.org).

### **ATTENDANCE OF SUSPENDED STUDENT'S PARENTS (Cal. Educ. Code §48900.1, Cal. Labor Code §230.7, 230.8)**

If the District suspends a student from school, the District may require the child's parent to attend a portion of the school day in his or her child's classes. Employers may not discriminate against parents who are required to comply with this requirement.

### **AUTHORITY OF BUS DRIVER**

Students transported in a school bus or in a school student activity bus shall be under the authority of, and responsible to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway or road. Continuing disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. A bus driver shall not require any student to leave the bus en route between home and school or other destinations.

### **OPEN CAMPUS AT HIGH SCHOOLS (Cal. Educ. Code §44808.5)**

The governing board of the school district has decided to permit the students enrolled at Chico High and Pleasant Valley High Schools to leave the school grounds during the lunch period with the following exceptions: 1) all ninth grade students and 2) those tenth grade students receiving an "F" grade in the preceding semester shall be required to stay on campus during lunch. Section 44808.5 further states: "Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section."

### **PARENT/GUARDIAN LIABILITY FOR PUPIL MISCONDUCT (Cal. Educ. Code §48904(a))**

The parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor that results in the injury or death of any pupil, school district or private school employee, or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school district or private school, or personal property belonging to a school employee, resulting from the willful misconduct of the minor. The liability of the parent or guardian is limited to \$19,200 adjusted annually for inflation.

The parent or guardian of a minor is liable for any reward, not exceeding \$19,200, adjusted annually for inflation, paid pursuant to Government Code Section 53069.5. Government Code Section 53069.5 allows local agencies to offer and pay a reward for information leading to the identification and apprehension of any person who willfully damages or destroys property, or whose willful misconduct results in injury or death to any person.

The District shall, in writing, notify the parent or guardian of the pupil, of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcripts. When the minor and parent are unable to pay for the damages,

or to return the property, the school District shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the student shall be released.

## **CURRICULAR INFORMATION**

### **ADVISORY PROGRAMS**

Chico is extremely fortunate to be able to offer a variety of advisory programs to students in grades TK-12. These programs are provided by CUSD counselors, psychologists, nurses and by qualified personnel from community service agencies. In the event that you do not wish your child to participate in such programs, please contact the school counselor by phone or in writing. Any parent is encouraged to contact schools for more information.

### **RESPONSE TO INTERVENTION**

CUSD schools provide services under the models Response to Intervention (RTI) and Professional Learning Communities (PLC). Schools make use of intervention teams that include various school specialists including speech and language specialists, school psychologists, reading specialists, school nurses, librarians, and resource specialist teachers. Members of these teams may observe, screen or assist students as part of the RTI and PLC models.

### **ALTERNATIVE SCHOOLS/PROGRAMS (Cal. Educ. Code §§58500, 58501)**

California state law authorizes all school districts to provide for alternative schools and programs. An alternative school is defined as a school or separate class group within a school which is operated in a manner designed to:

- a. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy.
- b. Recognize that the best learning takes place when the student learns because of his desire to learn.
- c. 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.
- d. 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.
- e. 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.

If you are interested in further information concerning alternative programs/schools, contact your school principal, or the Director of Curriculum & Instruction at (530) 891-3000, ext. 137.

### **AVAILABILITY OF PROSPECTUS (Cal. Educ. Code §48000)**

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.

### **DISSECTION OF ANIMALS (Cal. Educ. Code §32255, et seq.)**

In some school science classes, instruction may include the study of anatomy through animal dissection. If a student has a moral objection to such an activity, he/she may refrain from participation. The classroom teacher may work with the student to develop an alternative activity for obtaining the knowledge, information or experience required.

### **HEALTH AND HIV/AIDS PREVENTION INSTRUCTION**

The Board of Directors desires to provide a well-planned, integrated sequence of medically accurate instruction on comprehensive sexual health and human immunodeficiency virus (HIV) prevention. The district's education program shall provide students with the knowledge and skills necessary to protect them from sexually transmitted infection and unintended pregnancy and to have healthy, positive, and safe relationships and behaviors. The district's educational program shall also promote understanding of sexuality as a normal part of human development and the development of healthy attitudes and behaviors concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family.

At the beginning of each school year or at the time of a student's enrollment, the Superintendent or designee shall notify parents/guardians about instruction in comprehensive sexual health education and HIV prevention education,



as well as research on student health behaviors and risks, planned for the coming year. Parents/guardians shall be notified at this time that they may request in writing that their child be excused from participating in comprehensive sexual health and HIV prevention education. Students so excused by their parents/guardians shall be given and alternative educational activity.

#### **NON-MANDATORY PROGRAMS (Cal. Educ. Code §49091.18)**

Except as allowed by law with regard to public school employees, the District does not require the pupil or pupil's family to participate in or submit to any of the following: any assessment, analysis, evaluation or monitoring of the quality or character of the student's home life; any form of parental screening or testing; any non-academic home-based counseling program; or any parent training or family education service plan.

#### **GIFTED AND TALENTED EDUCATION (GATE) PROGRAM (Cal. Educ. Code §52200, et seq., Title 5 California Code of Regulations 3820, et. Seq.)**

In an effort to meet the individual needs of all students enrolled in the Chico Unified School District, the District maintains an alternative educational program which provides special learning opportunities for qualifying students in grades 4 and 5 who evidence exceptional intellectual capacity. This program is entitled the Gifted and Talented Education (GATE) Program. It is required that students be formally identified as GATE students in order to enroll in this program. Screening for this program is done in the spring of every year.

#### **GUIDANCE/COUNSELING SERVICES (Cal. Educ. Code §49600, et. seq.)**

The Board of Education recognizes that a structured, coherent and comprehensive counseling program promotes academic achievement and serve the diverse needs of all district students. Counseling staff shall be available to provide students with individualized reviews of their educational progress toward academic and/or career and vocational goals and, as appropriate, may discuss social, personal, or other issues that may impact student learning.

#### **HIGH SCHOOL GRADUATION REQUIREMENTS**

School libraries have a responsibility to support their school's curriculum and to provide materials that serve the diverse backgrounds, interests, maturity levels and reading levels of the entire student body. It is the right and responsibility of parents to guide their own family's library use while allowing other parents to do the same. Teacher-Librarians are happy to provide suggestions and guidance to parents and students at any time.

Consistent with the District philosophy and goals, high school principals will issue a diploma certifying high school graduation to each student who meets the District required course of study. In addition, students must pass 10 credits of coursework that meets or exceeds the academic content standards for Algebra I or Integrated Math 1. Those students who have met all District graduation requirements prior to the Commencement Ceremony qualify to participate in the Commencement Ceremony.

Students not passing the Algebra/Integrated Math I requirement, but meeting all other graduation requirements will receive a Certificate of Completion. Those students who have met the requirements for a Certificate of Completion prior to the Commencement Ceremony qualify to participate in the Commencement Ceremony.

Students with an Individualized Education Plan who do not meet diploma requirements will qualify for a Certificate of Attendance by meeting the standards specified in his/her Plan. The Plan may include differential standards specifically designed for the student. If differential standards are specified in the Plan, those standards should be attainable by the student, yet represent a reasonable level of proficiency, which will enable the student to become a self-sufficient citizen. Those students who have met the requirements for a Certificate of Attendance prior to the Commencement Ceremony qualify to participate in the Commencement Ceremony.

Since individual students learn and achieve at varying rates, it is understood that students will not all meet graduation standards within the same time frame. The District will provide students with the opportunity to receive a diploma or certificate at the end of each semester of the regular school year and at the end of the summer when a summer session is provided.

If a student is unable to pass a course in Algebra/Integrated Math 1, school personnel will place the student in class(es) or program(s) where remediation will be provided.

#### **COURSE OF STUDY**

The students, during grades 9 through 12, will successfully complete the course and credit requirements listed below.

**1. REQUIRED COURSE OF STUDY TO RECEIVE A CUSD DIPLOMA**

<b>Mathematics</b> (Beginning with the Class of 2017)	<b>30</b>	<b>30 credits and the pupil must meet or exceed 10 credits of coursework that meets or exceeds the academic content standards for Algebra I or Integrated Math I in any of grades 7 to 12.</b> Regardless of when the Algebra I or Integrated Math content standards requirement is met, students must earn 30 credits in mathematics during grades 9-12.  Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission (Education Code 51225.3, 51225.31)
<b>English</b>	<b>40</b>	40 credits and be continuously enrolled in English classes throughout grades 9, 10, 11 and 12
<b>Science</b>	<b>10</b> <b>10</b>	10 credits in biological/life science. 10 credits in physical/earth science.
<b>Health Science</b>	<b>5</b>	5 credits (may be taken in grades 7-12).
<b>Physical Education</b>	<b>20</b>	20 credits - 9th grade required in addition to 1 PE course to be completed in any grade 10 through 12 (these units are not required to meet the continuation high school course of study).
<b>History/Social Science</b>	<b>10</b> <b>10</b> <b>5</b> <b>5</b>	10 credits in world history, culture and geography to be taken during the 10th grade year. 10 credits including U. S. history and geography to be taken in the 11 <sup>th</sup> grade year. 5 credits in American Government and civics and 5 credits in economics to be taken in the 12th grade year.
<b>Fine Arts/Foreign Language/ Career Technical Education</b>	<b>10</b>	10 credits in Visual or Performing Arts, Foreign Language, including American Sign Language, or Career Technical Education.  To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education and be classified as a "category c" based on "a-g" course admission criteria.
<b>Electives</b>		Adequate number of credits to attain a total of 235 credits, beginning with the Class of 2017. A maximum of 20 credits in work experience may be used to satisfy this requirement.
	<b>235</b>	Total credits required for diploma plus other course and test requirements stated above.

The Superintendent or designee shall exempt or waive specific course requirements for foster youth, homeless students, and children of military families in accordance with Education Code 51225.3 and 49701.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

**2. REQUIRED COURSE OF STUDY TO RECEIVE A CUSD CERTIFICATE OF COMPLETION**

<b>Mathematics</b> (Beginning with the Class of 2017)	<b>30</b>	30 credits in mathematics during grades 9-12.
<b>English</b>	<b>40</b>	40 credits and be continuously enrolled in English classes throughout grades 9, 10, 11 and 12
<b>Science</b>	<b>10</b> <b>10</b>	10 credits in biological/life science. 10 credits in physical/earth science.
<b>Health Science</b>	<b>5</b>	5 credits (may be taken in grades 7-12).
<b>Physical Education</b>	<b>20</b>	20 credits - 9th grade required in addition to 1 PE course to be completed in any grade 10 through 12 (these units are not required to meet the continuation high school course of study).
<b>History/Social Science</b>	<b>10</b> <b>10</b> <b>5</b> <b>5</b>	10 credits in world history, culture and geography to be taken during the 10th grade year. 10 credits including U. S. history and geography to be taken in the 11 <sup>th</sup> grade year. 5 credits in American Government and civics and 5 credits in economics to be taken in the 12th grade year.
<b>Fine Arts/Foreign Language/ Career Technical Education</b>	<b>10</b>	10 credits in Visual or Performing Arts, Foreign Language, including American Sign Language, or Career Technical Education.
<b>Electives</b>		Adequate number of credits to attain a total of 235 credits beginning with the Class of 2017. A maximum of 20 credits in work experience may be used to satisfy this requirement.
	<b>235</b>	Total credits required for diploma plus other course and test requirements stated above.

**3. REQUIRED COURSE OF STUDY TO RECEIVE A CUSD CERTIFICATE OF ATTENDANCE**

- a. Successfully complete requirements as specified by the student's IEP.

**Retroactive Diplomas**

The District may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. A deceased former student who satisfies these conditions may be granted a retroactive diploma to be received by his/her next of kin. (Education Code 51430)

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

**UC/CSU ADMISSION REQUIREMENTS**

To be eligible for admission as a freshman, California residents must meet the following subject requirements, examination requirements and scholarship requirements:

1. Subject Requirements: Students must complete a minimum of 15 college-preparatory courses, with at least 11 finished prior to the beginning of their senior year. Courses must be on approved UC course list. Grades must be "C" or better in each course in the following subject areas:
  - a. History/social science 2 years
  - b. English 4 years
  - c. Mathematics 3 years
  - d. Laboratory science 2 years
  - e. Language other than English 2 years
  - f. Visual and performing arts 1 year
  - g. College-preparatory elective 1 year
2. Colleges recommend that students take a full academic load in the senior year.
3. Examination requirements:
 

CSU - All freshman applicants must submit scores on the SAT or the ACT.

UC - Meet the examination requirement by taking the ACT Plus Writing, the SAT (taken prior to March 2016) or SAT with Essay (taken March 2016 or later) by December of their senior year. The University of California does not require SAT Subject Tests, but certain programs on some campuses recommend them, and students can use subject tests to satisfy the "a-g" requirements listed above.

For a listing of CUSD offered courses that satisfy the UC & CSU requirements, please contact your high school's Counseling Office or refer to the following websites:

CHS <http://chs.chicousd.org/CHSInformation/StudentHandbook/index.html>

PVHS <http://pvhs.chicousd.org/Counseling/Curriculum-Handbook/index.html>

Inspire [http://www.inspirecusd.org/news\\_items](http://www.inspirecusd.org/news_items)

Additional information regarding CUSD courses that satisfy the UC & CSU requirements is listed at: <https://doorways.ucop.edu/list/app/home?execution=e1s4>. Type in "Chico Unified"

The following is a list of CSU websites where families can learn about college admission requirements that are specific to that school:

CSU, Bakersfield - <http://www.csub.edu/>

CSU, Channel Islands - <http://www.csuci.edu/>

CSU, Chico - <http://www.csuchico.edu/>

CSU, Dominguez Hills - <http://www.csudh.edu/>

CSU, East Bay - <http://www.csueastbay.edu/>

CSU, Fresno - <http://www.csufresno.edu/>

CSU, Fullerton - <http://www.csufresno.edu/>

Humboldt State University - <http://www.humboldt.edu/>

CSU, Long Beach - <http://www.csulb.edu/>

CSU, Los Angeles - <http://www.calstatela.edu/>

California Maritime Academy - <http://www.csum.edu/>

CSU, Monterey Bay - <http://csumb.edu/>

CSU, Northridge - <http://www.csun.edu/>

California State Polytechnic University - <http://www.csupomona.edu/>

CSU, Sacramento - <http://www.csus.edu/>

CSU, San Bernardino - <http://www.csusb.edu/>

San Diego State University - <http://www.sdsu.edu/>

San Francisco State University - <http://www.sfsu.edu/>

San Jose State University - <http://www.sjsu.edu/>

California State Polytechnic University, San Luis Obispo - <http://www.calpoly.edu/>

CSU, San Marcos - <http://www.csusm.edu/>

Sonoma State University - <http://www.sonoma.edu/>

CSU Stanislaus - <http://www.csustan.edu/>

The following is a list of UC websites where families can learn about college admission requirements that are specific to that school:

UC Berkeley - <http://www.berkeley.edu/>

UC Davis - <http://www.ucdavis.edu/index.html>

UC Irvine - <http://www.uci.edu/>

UC Los Angeles - <http://www.ucla.edu/>

UC Merced - <http://www.ucmerced.edu/>

UC Riverside - <http://www.ucr.edu/>

UC San Diego - <http://www.ucsd.edu/portal/site/ucsd>

UC San Francisco - <http://www.ucsf.edu/>

UC Santa Barbara - <http://www.ucsb.edu/>

UC Santa Cruz - <http://www.ucsc.edu/public/>

The CDE's definition of CTE, which is embodied in the vision statement contained in Career Technical Education Framework for California Public Schools Grades Seven Through Twelve (2007) is as follows: Career technical education engages all students in a dynamic and seamless learning experience resulting in their mastery of the career and academic knowledge and skills necessary to become productive, contributing members of society.

The Internet address for the portion of the CDE Web Site where pupils can learn more about CTE is <http://www.cde.ca.gov/ci/ct>.

Please contact your high school counseling office at Chico High, 891-3033 or Pleasant Valley High, 891-3050 for assistance in enrolling in CTE and choosing courses that will meet college admission requirements.

#### **Notice to Parents and/or Guardian(s) of 11<sup>th</sup> Grade Students:**

**Student Grade Point Average will be submitted to the California Student Aid Commission unless the school receives a parent opt out request by September 1st**

California law requires that public schools, including charter schools, electronically submit a grade point average (GPA) to the California Student Aid Commission (CSAC) for all grade 12 pupils by October 1<sup>st</sup> each academic year.

High schools will upload all senior GPA's by October 1<sup>st</sup> to ensure that all students are considered for Cal Grants unless the school receives a written request from the parent to NOT upload the student's GPA. This will opt the student out of the Cal Grant program.

Parents and 18 year-old students may choose to opt out of the electronic GPA submission by submitting a request on the district GPA OPT-OUT form in writing. If you would like to opt out, please obtain the OPT-OUT form from your high school counseling office or download it from (website) and submit it to your high school counseling office prior to September 1<sup>st</sup> of the student's senior year.

**Please note that if you do decide to opt out of the GPA submission process your student will not be eligible to receive a Cal Grant.** You may still complete the FAFSA application and possibly receive government aid in the form of a Pell Grant.

A Cal Grant is money for college you don't have to pay back. To qualify, you must meet the eligibility and financial requirements as well as any minimum GPA requirements. Cal Grants can be used at any University of California, California State University or California Community College, as well as qualifying independent and career colleges or technical schools in California.

The California Student Aid Commission (CSAC) has a goal of making education beyond high school financially accessible to all Californians.

#### **HOME/HEALTH INSTRUCTION (Cal. Educ. Code §§48206.3, 48207 and 48208)**

A student with temporary disabilities that make attendance in regular school day classes impossible or inadvisable shall receive educational services as provided by the district. You are requested to notify the school principal of your student's temporary disability and the need for individual instruction. Note that "temporary disability" means a physical, mental, or emotional disability which after a reasonable period, a student can be expected to return to school. Temporary disability is not a disability identified for special education.

A student with a temporary disability who is placed in a hospital or other residential health facility (excluding a state hospital) located outside of the school district in which you reside will comply with the school residency requirements in the school district in which the facility is located. Parents/guardians are requested to notify the school district in which their student is housed of the student's presence and the need for instructional services.

#### **ACCOUNTABILITY REPORT CARD (SARC)**

Since November 1988, state law has required all public schools receiving state funding to prepare and distribute a School Accountability Report Card (SARC). The purpose of the report card is to provide parents and the community with important information about each public school. A SARC can be an effective way for a school to report on its progress in achieving goals. The public may also use a SARC to evaluate and compare schools on a variety of indicators. Each school's SARC is available at the school office and on our website @ [www.chicousd.org](http://www.chicousd.org)

#### **STUDENT USE OF TECHNOLOGY (Cal. Educ. Code §§48980, 51871.5)**

The District provides electronic information resource (Internet access) to students. This connection allows access to local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy. In return for this access, every user has the responsibility to respect and protect the rights of every other user in our community and on the Internet. Users and account holders are expected to act in a responsible, ethical and legal manner, in accordance with Chico Unified School District's Internet Acceptable Use Procedure, the missions and purposes of the other networks used on the Internet, and all applicable state and federal laws. A copy of Policy 0440.1, Internet Acceptable Use Policy Statement, and Policy 6163.4, Student Use of Technology, are available at the district office, school sites, or our website @ [www.chicousd.org](http://www.chicousd.org).

Users are prohibited from accessing, posting, submitting, publishing or displaying harmful matter\* or material that is threatening, profane, obscene, disruptive or sexually explicit, that advocates illegal acts or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. (\*Harmful matter means matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest, and is matter which, taken as a whole, depicts or describes in a patently offensive way sexual conduct and which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors, Penal Code 313.)

Use of computer resources is a privilege, not a right. Please refer to Policy 0440.1, Internet Acceptable Use Policy Statement (Appendix B) and Policy 6163.4, Student Use of Technology (Appendix C) available at the district office, each school office or our website @ [www.chicousd.org](http://www.chicousd.org).

#### **INSTRUCTIONAL MATERIALS AND SCHOOL FACILITIES (Cal. Educ. Code §35186)**

The District is required to provide sufficient textbooks and instructional materials. If assigned as part of the course, each pupil, including English learners, must have a textbook or instructional materials, or both, to use. The District is also required to provide school facilities that are clean, safe, and maintained in good repair.

#### **PROFESSIONAL QUALIFICATIONS OF CLASSROOM TEACHERS (Cal. Educ. Code §35186;**

The District has an obligation to assign properly qualified teachers to each classroom. Teacher vacancies or misassignments are prohibited.

Parents who attend schools of the District receiving Title I federal funds have the right to request and receive timely information on the professional qualifications of their children's classroom teachers and paraprofessionals (teachers' aids), including:

- Whether the teacher has met state credential or license criteria for grade level and subject matter taught.
- Whether the teacher is teaching under emergency or other provisional status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held.
- Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

Individual parents of children attending Title I schools are also entitled to receive the following: information on the level of achievement of their child in each of the state academic assessments; and timely notice that their child has been assigned, or has been taught for 4 or more consecutive weeks, by a teacher who is not highly qualified.

**COMPLAINTS REGARDING TEACHER MISASSIGNMENT AND QUALIFICATIONS, TEACHER VACANCIES, INSTRUCTIONAL MATERIALS, AND FACILITIES (Cal. Educ. Code §§35146, 35160.5, Cal. Govt. Code §§950-950.8, 54957-54957.8, Title 5 CCR §§3080, 4600-4671**

Any parent wishing to bring a complaint related to a teacher's qualifications, assignment, a teacher vacancy, instructional materials, or school facilities may file a Uniform Complaint with the District. Instructions for filing a Uniform Complaint are found in this document under "Rights Information".

**TITLE I PROGRAM**

To enrich the educational experiences of qualifying students, federal Title I funds are used to provide additional classroom materials and/or services for those identified students. Annually, parents will be provided with the opportunity to attend a public meeting at their site to discuss the purpose and goals of the Title I Program. Additionally, parents will be provided with periodic opportunities to meet with school representatives to:

- Participate in the planning, operation and evaluation of the school program;
- Discuss parent's rights;
- Assist with the development, implementation and evaluation of the school program; and
- Assist with school/community involvement and communications.

Currently, Title I serves nine elementary schools, Bidwell Jr. High, Chico Jr. High, Academy for Change, Center for Alternative Learning, Oakdale Secondary and Fair View Continuation schools.

**CAREER TECHNICAL EDUCATION**

The district receives federal vocational education funding for a program of study that involves a multi-year sequence of courses that combines academic, technical and occupational knowledge. It provides students with a pathway to postsecondary education and careers. The program also supports "special populations" and provides opportunities for all students. The term "special population" includes individuals with disabilities; individuals from economically disadvantaged families (including foster children); individuals preparing for nontraditional training and employment; single parents, including single pregnant women; displaced homemakers; and individuals with other barriers to educational achievement, including individuals of limited English proficiency. Among these programs are: Engineering/Architecture, Agriculture Science, Agriculture Mechanics/Welding, Arts/Media/Entertainment, Manufacturing and Product Development, Food Services/Hospitality, Child Development, Fashion Design Information and Communication Technology, and Health Services.

If you would like more information on the eligibility requirements for the vocational programs offered in the Chico Unified School District, please contact your student's school counselor prior to enrolling in the 9-12 course sequence.

**ENGLISH LANGUAGE EDUCATION (Cal. Educ. Code §310)**

All students shall be taught English by being taught in the English language; however, this policy may be waived for an individual student if parents so request in writing. The school principal can provide further information about how to waive this requirement.

**ENGLISH LANGUAGE DEVELOPMENT (ELD)**

English Learners receive language support that is both designated and integrated with California Common Core State Standards. Integrated English Language Development happens throughout the school day with highly qualified teachers who are trained in strategies to help make content comprehensible for English Learners. Designated English Language Development is a protected time where teachers use content area themes and topics to teach how English works using lessons that provide students with the opportunity to practice their English skills by interacting in meaningful ways. The focus of designated instruction is on student language production and the acceleration of language acquisition and proficiency. Students are grouped by their current language level **during designated ELD instruction** in order to target their specific linguistic needs.

**FINALITY OF CHANGING GRADES, EFFECT OF PHYSICAL EDUCATION APPAREL ON GRADES (Cal. Educ. Code §49066)**

The grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade by the teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetence, shall be final.

The governing board of the District and the Superintendent of such District shall not order a pupil's grade to be changed unless the teacher who determined such grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which such grade was given and is, to the extent practicable, included in all discussions related to the changing of such grade.

No grade of a pupil participating in a physical education class may be adversely affected due to the fact that the pupil does not wear standardized physical education apparel where the failure to wear such apparel arises from circumstances beyond the control of the pupil.

**STUDENTS WITH SPECIAL LEARNING NEEDS****STUDENTS WITH DISABILITIES (Section 504 of the U.S. Rehabilitation Act)**

The District does not discriminate against students on the basis of disability or handicap. Per Section 504 of the U.S. Rehabilitation Act, the District provides appropriate accommodations to ensure that all students with handicaps have equal access to a free and appropriate public education.

**SPECIAL EDUCATION (Individuals with Disabilities Education Act or IDEA 2004)**

The term "special education" means specifically designed instruction, at no cost to parents, to meet the unique needs of a child with a disability, including:

1. instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings; and
2. instruction in physical education.

**CHILD FIND**

A student shall be referred for special education services only after the resources of the regular education program have been considered and, where appropriate, utilized. Students with qualifying disabilities between ages 3 and 21, who cannot obtain appropriate educational benefit in the regular education programs of the District are entitled to special education services and supports in order to obtain a free and appropriate public education.

**SPECIAL EDUCATION REFERRAL PROCESS**

Parents, teachers, administrators or other individuals who suspect that a student may require special education services may refer the student for an assessment for eligibility for special education services by contacting the principal at the student's school or the Director of Student Services at 891-3000, ext. 138. The District's written policies pertaining to assessment, including the parent's right to obtain an independent assessment and to appeal a determination by the District is available upon request.

**LIMITED ENGLISH PROFICIENT STUDENTS**

The District provides to the parents of special education students who also have limited proficiency in English, information about the District's English language instruction program and its link to the English language objectives in their students' Individualized Education Programs (IEPs).

**ALTERNATIVE ACHIEVEMENT STANDARDS**

California's academic standards—the things we want students to know and be able to do—are designed so students graduate ready for college and a career. One way we measure their progress is through the California Assessment of Student Performance and Progress (CAASPP) assessments. Students across California in grades 3–8 and high school take these assessments each spring. These tests were created specifically to gauge each student's performance in English language arts/literacy (ELA), mathematics, and science. Students with the most significant cognitive disabilities, as designated in their individualized education program (IEP), are eligible to take alternate assessments, as detailed below.



Students in grades three through eight and grade eleven who have an IEP that designates the use of an alternate assessment are eligible to take the California Alternate Assessments (CAAs) in ELA, mathematics and science. The goal of the CAAs is to ensure that students with the most significant cognitive disabilities attain increasingly higher achievement levels and leave high school ready for academic or career options. The test items are aligned with the Common Core State Standards for ELA and mathematics and are based on the Core Content Connectors, (CCC's) which were developed with three tiers of complexity.

Parent may obtain information regarding the California Assessment of Student Performance and Progress (CAASPP) and the California Alternate Assessment (CAA) from the California Department of Education at the following links:

- Parent Resources: <http://www.cde.ca.gov/ta/tg/ca/>
- CAASPP Student Score Report Information: <http://www.cde.ca.gov/ta/tg/ca/caasppsrinfo.asp>

### **PARENT COMPLAINTS**

The District has detailed procedures for handling complaints regarding special education eligibility and programs. Any parent who believes the District is in violation of federal or state law governing the identification or placement of a student entitled to or suspected of having special education needs or related issues, may file a written complaint with the District by contacting the Director of Student Services at the District Office or by calling 891-3000, ext. 138.

### **ATTORNEY'S FEES (Individuals with Disabilities in Education Act (IDEA))**

The Individuals with Disabilities in Education Act states that a court may award reasonable attorneys' fees to a parent/guardian of a disabled pupil who is a prevailing party in any action or proceeding brought under the procedural safeguards of the Act. A court can also order that the parents or their attorney pay the District's attorney fees if it is determined that they have pursued a claim that is "frivolous, unreasonable or without foundation" or present such a claim for any "improper purpose" such as "to harass, to cause unnecessary delay, or to needlessly increase the cost of litigation

## **HEALTH AND WELFARE INFORMATION**

### **CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM (Cal. Health & Safety Code §124085)**

Physical examinations are required as a prerequisite for enrollment in the first grade. Free health screening may be available through the county health department or other service providers. Failure to comply with this requirement or signing of an appropriate waiver may result in exclusion from school for up to five days.

### **HEALTH SCREENINGS (Cal. Educ. Code §§49452-49457)**

Systematically, health screenings are provided for children. These include screening students for scoliosis, vision and hearing. You may notify the principals of the school your child is attending, in writing, annually, if you do not wish to consent to screening examinations of your student. The student would then be exempt from any screening examination.

### **ASBESTOS MANAGEMENT (40 Code of Federal Regulations §763.93)**

Chico Unified School District schools/facilities have been inspected for asbestos containing materials and "Asbestos Management Plans" have been developed for each facility in the District. A copy of the "Asbestos Management Plan" for each school in the District is available on our website @ [http://www.chicousd.org/dept/business/maintenance\\_operations/Asbestos/index.html](http://www.chicousd.org/dept/business/maintenance_operations/Asbestos/index.html) or the District Corporation Yard, 2455 Carmichael Drive. As required by law, surveillance of all facilities in the District will be completed every six months.

Chico Unified School District has hired Entek Consulting Group, Inc. (Entek, Inc.), to complete the required three-year re-inspection of all asbestos-containing building materials in the District. This three-year re-inspection was conducted in March 2017 and has been incorporated into the Management Plan.

Schools scheduled for reconstruction will receive asbestos abatement services when those schools are reconstructed in future years. Additionally, small amounts of asbestos containing material will be periodically encased and/or removed on an as-needed basis to complement the use and maintenance of those facilities.

**CHILD ABUSE (Cal. Penal Code §11166, 11172)**

When a teacher, administrator or other employee in the district is told by a student, observes, or reasonably suspects that a student has been physically, mentally or sexually abused, that person is REQUIRED by California law to immediately file a verbal report with the police, sheriff, probation, welfare department or the Children's Services office. A follow-up written report must also be filed within 36 hours. The name of the person required to file the report shall be confidential. When Children's Services follows up on a referral, they may talk to your child without first calling for parental permission, as they are acting in an investigative official capacity.

**MEGAN'S LAW (Cal. Penal Code §290.4)**

Parents and other members of the public are entitled to review information pertaining to registered sex offenders. For further information, please contact your local police department or sheriff's office.

**IMMUNIZATION REQUIREMENTS AND PREVENTION AND CONTROL OF COMMUNICABLE DISEASES (Cal. Educ. Code §49403)**

Each student must have received all immunizations required by the State of California to qualify for school enrollment. The district is responsible for maintaining records to ensure that all students have met these requirements.

The District shall cooperate with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children.

In cooperation with parents, physicians and/or the Health Department, the District will communicate any immunization needs to you. Failing to comply with the immunization requirements will result in your child being excluded from school and being sent home and not permitted to return until the immunization requirements have been met.

Whenever there is good reason to believe that a student is suffering from a recognized contagious or infectious disease, the student shall be sent home and shall not be permitted to return until the school authorities are satisfied that the condition does not exist.

**HEAD LICE**

CUSD is committed to minimizing the spread of head lice within the school community while promoting students' participation in the educational process. Students found to have head lice will be readmitted to school ONLY after they have been checked by appropriate school staff and are found to be free of head lice. If the parents provide evidence of an appropriate treatment for head lice (e.g. an anti-lice shampoo bottle), the student may be readmitted to school if treated nits are present. Students will NOT be readmitted if head lice are present. CUSD staff works with parents and students to enhance knowledge of prevention and treatment activities regarding the control of head lice. A copy of Policy 5141.33, Procedure for Control of Head Lice in Schools, is available at the District Office, school sites or on our website @ [www.chicousd.org](http://www.chicousd.org)

**SUN PROTECTION (Cal. Educ. Code §35183.5)**

The District allows students to utilize sun-protective clothing and sunscreen during the school day.

**MEDICAL SERVICE AND EMERGENCY INFORMATION**

It is mandatory that each student have current emergency information on file at the school. It is extremely important that the information is complete, current and accurate, particularly the address and phone number. Prior to the opening of school, this information must be submitted to the school, either online into Aeries by via the Parent Portal, or by completing a written emergency card per school procedures. Parents/Guardians who do not have a Parent Portal account may contact the school office for assistance in establishing an account. This emergency data will let school officials know which physician, relative or family friend to contact in case of emergency and also serves as authorization to allow the student to receive emergency medical services.

If district personnel request consultative services for a student, N. T. Enloe Memorial Hospital will provide these services free of charge to the District, twenty-four hours a day, seven days a week. If other than consultative services (i.e., transportation or other medical services) are needed by a student, hospital representatives will deliver the needed services and parents/guardians will be charged accordingly.

**MEDICAL AND HOSPITAL SERVICES RELATED TO SCHOOL ATTENDANCE, ACTIVITIES, OR EVENTS (Cal. Educ. Code §§49470-49474)**

The District does not provide insurance or medical or dental services, including ambulance service, to pupils injured at school or school-sponsored events, including athletic activities, or while being transported in connection with school events or activities.

**SCHOOL INSURANCE (Cal. Educ. Code §§32221)**

Students may be subject to injury when engaged in school activities. While the District does not provide medical or dental insurance and does not recommend any specific insurance plan, a link to [studentinsuranceusa.com](http://studentinsuranceusa.com) is available in the Parent/Community Forms section of the district website. It is offered for your consideration. If you would care to insure your student through this program, you will need to click on the link provided, complete the registration form and remit payment directly to Student Insurance. Please understand that you will need to process any claims directly through the insurance company. The School District is not involved in claims processing.

California law (Education Code Sections 32220-21) requires every member of any interscholastic athletic team, as well as those associated directly with any interscholastic athletic event, including cheerleaders, team mascots, band member, team managers, etc., to possess accidental bodily injury insurance providing at least \$1500 of scheduled medical and hospital benefits. Students are not to engage in interscholastic athletic practice, games or associated activities until the pertinent parts of this certificate have been completed and filed with the assistant principal of their school.

California Education Code 32221.5: Some students may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Medi-Cal at 800-541-5555 or Healthy Families Program at 800-880-5305.

**MEDICATION ON AN ONGOING BASIS (Cal. Educ. Code §§49423, 49480)**

The parent or legal guardian of any student on continuing medication for a non-temporary condition shall inform the school nurse or other designated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the parent's or guardian's consent, the nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual and social behavior, as well as possible signs and symptoms of adverse side effects, omission or overdose.

**MEDICATION DURING THE SCHOOL DAY (Cal. Educ. Code §§49423, 49480)**

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 if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken on a CUSD Health 11a form, and (2) a written statement from the parent or guardian of the student indicating the desire that the school district assist the student in the matters set forth in the physician's statement. This applies to non-prescription medicine also. Students may carry and self-administer prescription auto-injectable epinephrine upon the school's receipt of specified written confirmation and authorization from the student's physician, surgeon and parent. Students may not have any medication in their possession at school without permission of the school nurse and the principal.

**EPI-PENS AT SCHOOL (Cal. Educ. Code §§49423, 49480)**

Each School site has standing orders for use of emergency Epi-pens. If a student should have a possible life threatening allergic reaction while at school, staff members are trained to administer the Epi-pen. In the event the Epi-pen is used, 911 will be called.

**PESTICIDE USE (Cal. Educ. Code §§17612, 48980.3)**

On September 27, 2000, Governor Gray Davis signed AB 2260, the *Healthy Schools Act* (Education Code Sections 17608, et seq.), which encourages school districts to act responsibly in applying pesticides and to consider alternative methods, besides pesticides, in controlling routine pests such as weeds and insects.

One of the requirements of the *Healthy Schools Act* is that all school districts must annually provide to all parents, guardians, and staff members, a list of all anticipated pesticides to be applied for the year. The list is as follows:

PRODUCT	ACTIVE INGREDIENTS	PURPOSE
Advion Ant Gel	Indoxacarb (S)-methyl 7-chloro-2,5-dihydro-2-[[[(methoxy-carbonyl)[4(trifluoromethoxy) phenyl]amino]-carbonyl]indeno[1,2-e][1,3,4]oxadiazine-4a-(3H)-carboxylate	Ants
Advion Cockroach Gel	Indoxacarb (S)-methyl 7-chloro-2,5-dihydro-2-[[[(methoxy-carbonyl)[4(trifluoromethoxy) phenyl]amino]-carbonyl]indeno[1,2-e][1,3,4]oxadiazine-4a-(3H)-carboxylate	Cockroaches
Dimension Ultra 40WP	Dithiopyr: 3,5-pyridinedicarbothioic acid, 2-(difluoromethyl)-4-(2-methylpropyl)-6-(trifluoromethyl)-S,S-dimethyl ester	Weeds
Finale	Glufosinate-Ammonium, Ethoxylated dodecanol, monoether with sulfuric acid, sodium salt, 1-Methoxy-2-prppanel	Weeds
MasterLine	Bifenthrin 7.9	Insecticide
Max Force FC	Fipronil[5-Amino-1-(2, 6-dichloro-4-trifluoromethyl)-4-(1,R,S)-Trifluoromethyl) sulfinyl)-1H-pyrazole-3-carbonitrile]	Ants, Cockroaches
Merit 75 WP	Imidacloprid, 1-[(6-Chloro-3-pyridinyl)methyl]-N-nitro-2-imidazolidinimine	For foliar and systemic insect control
Optigard Ant Gel	Thiamethoxam	Ants
Roundup Pro/Ranger Pro	Glyphosate	Weeds (growth inhibitor)
Snapshot 2.5 TG	Trifluralin:a,a,a-trifluoro-2,6-dinitro-N, N-dipropyl-p-toluidine, isoxaben	Pre-emergent
Southern Speed Zone	Carentrazone-eth1,2,4-D 2-ethylhexylester, Dicamba acid	Broadleaf Control
Surflan A.S.	Oryzalin:3, 5-dinitro-N4N4-dipropylsulfanilamide	Selective pre-emergence
Talstar Professional	Bifenthrin	Insecticide
Q4 Plus	Dimethylamine salt, quinolinecarboxylic acid, Dimethylamine dicamba, Sulfentrazone	Herbicide
Quali Pro Isoxaben	Isoxaben (N-[3-(1-ethyl-1-methylpropyl)-5-isoxazolyI] -2,6-dimethoxybenzamide and isomers)	Pre-emergent
Wasp & Hornet Killer Plus	Petroleum distillate, tetramethrin, carbon dioxide	Wasps/hornets
Wilco Gopher Getter Ag Bait	Strychnine	Pests

*\*There will be no pesticide applications during regular school hours, unless the presence of that pest is deemed more dangerous than the treatment.*

*\*\*This list is in compliance with the Healthy Schools Act, which requires that all parents and staff be informed, on an annual basis, of the pesticides that may be applied on their school campus for the year. Therefore, the reader of this list should not draw any conclusions about actual pesticide application in the District. Because the Chico Unified School District adheres to an IPM policy, or reduced pesticide approach to pest control, actual applications of any of the above pesticides will vary from site to site depending on the situation. The Maintenance and Operations Department has record of any and all pesticide applications. This record is viewable to the public, upon request, at*

2455 Carmichael Drive, Chico, CA. You may also visit the Chico Unified website at <http://www.chicousd.org/Departments/Maintenance--Operations/Pest-Management/index.html> or the Department of Pesticide Regulation (DPR) website at <http://www.cdpr.ca.gov> for more information.

Also, in accordance with AB2260, every recipient of this notification is allowed to register with the Chico Unified School District, in order to receive notification of any pesticide application at a school site 72 hours prior to the application. As a registered individual, you will receive the product's active ingredient and the intended application date.

If you would like to register with the Chico Unified School District, please send a letter requesting notification which includes your name, home address, and school site to Chico Unified School District, Maintenance & Operations Director, 2455 Carmichael Drive, Chico, CA 95928. You may also drop off your letter, in person, at the same address between the hours of 7:00am and 4:00pm Monday through Friday. The Chico Unified School District conforms to the principles of integrated pest management, which includes the suppression and control of pests through cultural, prevention, exclusion and sanitation measures while only utilizing pesticides in an extremely minimal and safe manner. The District's Integrated Pest Management Policy No. 3519 can be viewed at the Superintendent's Office, 1163 East Seventh Street, at the Maintenance & Operations office or on the District website @ <http://www.chicousd.org>.

#### **DRUG FREE CAMPUSES**

Possession, use, or sale of narcotics, alcohol, marijuana (including derivatives) or other controlled substances (except as otherwise provided by law) is strictly prohibited. This prohibition is strictly enforced at all school facilities and school activities. Records will be forwarded to local law enforcement and the District will impose appropriate discipline in response to any violations.

#### **PROHIBITION OF TOBACCO ON CAMPUS (Cal. Educ. Code §48901)**

All individuals, including students, staff, and community members are prohibited from using tobacco products on district property, including vehicles, buildings, parking areas, grounds, and at District events.

#### **CALIFORNIA HEALTHY KIDS SURVEY (CHKS)**

The California Department of Education requires schools and districts to ask students about alcohol, tobacco, and other drug issues, as well as questions about school safety and the learning environment. The CHKS is voluntary on the part of the student, and is anonymous. No names or any other identifying information are connected to the answers except for the name of the school. CHKS is administered to students in grades 7, 9 and 11 every other school year. Prior to the administration of the CHKS, you will be notified and provided the opportunity to "opt" your child out of participation in the CHKS. You may review the survey on the CUSD website ([www.chicousd.org](http://www.chicousd.org)), at your child's school site, and at <http://chks.wested.org/administer/download>.

Education Code 51938(b) stipulates: "Notwithstanding Section 51513, anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age appropriate questions about the pupil's attitudes concerning or practices relating to sex may be administered to any pupil in grades 7 to 12, inclusive, if the parent or guardian is notified in writing that this test, questionnaire, or survey is to be administered and the pupil's parent or guardian is given the opportunity to review the test, questionnaire, or survey and to request in writing that his or her child not participate

#### **RELEASE OF PUPIL TO PEACE OFFICER (Cal. Educ. Code §48906)**

When a principal or other school official releases a minor pupil to a peace officer for the purpose of removing the minor from the school premises, the school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, as defined in California Penal Code Section 11165.6, or pursuant to California Welfare and Institutions Code Section 305. In those cases, the school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held, or that the disclosure would cause the custody of the minor to be disturbed, the officer may refuse to disclose the place where

the minor is being held for a period not to exceed 24 hours. The officer shall, however, inform the parent, guardian, or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the minor is being held at a subsequent detention hearing.

**INJURIOUS OBJECTS (Cal. Educ. Code §49332)**

The parent or guardian of a pupil from whom an injurious object has been taken may be notified by school personnel of the taking.

**SCHOOL BUS SAFETY (Cal. Educ. Code §39831.5)**

The District provides all students instruction in school bus emergency procedures and passenger safety. Written safety procedures are available from the District office.

**NOTICE TO STUDENTS, PARENTS AND STAFF REGARDING THE USE OF CAMERA SURVEILLANCE ON SCHOOL PROPERTY**

For the safety of our students, staff, and visitors, the School District employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time.

Surveillance cameras will generally be utilized only in public areas where there is no "reasonable expectation of privacy." Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; and supply rooms. However, it is not possible for surveillance cameras to cover all public areas of District buildings or all District activities.

District surveillance cameras will not be installed in "private" areas such as restrooms, locker rooms, changing areas, private offices (unless consent by the office owner is given), or classrooms.

**PARENT INVOLVEMENT**

**PARENT INVOLVEMENT (Cal. Educ. Code §51100)**

Parents are encouraged to be involved in their children's education. Each school includes in its school based coordinated plan a parent involvement component that provides parents with opportunities to be involved in information and training sessions to: support their child's academic efforts at school and home; help parents develop parenting skills; build consistent and effective home-school communications; and integrate parent involvement programs into the school plan. Parent volunteers are a valued addition to the educational program. Volunteers are required to check in at the office before proceeding to a classroom. A copy of Board Policy 6020, Parent Involvement, (Appendix A) is available at the district office, at school sites, or our website @ [www.chicousd.org](http://www.chicousd.org).

**PARENT INVOLVEMENT IN PROGRAMS INVOLVING CHILDREN WHO ARE FAILING OR AT RISK OF FAILING**

The District maintains a formal written policy that establishes the District's expectations for parental involvement in the planning and implementation of the District's Title I Programs (programs serving students who are failing or are at risk of failing) (Appendix A). This policy is provided to the parents of all children who participate in Title I programs and is available upon request by contacting the District office.

**OUTREACH TO PARENTS OF LIMITED ENGLISH PROFICIENT STUDENTS**

The District maintains an outreach program to inform parents of limited English proficient students of how the parents can be involved in their children's education, including how the parents can help their children attain English proficiency, high achievement levels in core academic subjects, and meet State standards. This policy allows for notice of opportunities for and holding regular meetings.

**VISITS TO CAMPUS (Cal. Educ. Code §32111, 32212)**

All visitors to a campus, including parents, must check in at the Main Office immediately upon arriving at a school campus.

**PARENTS IN THE CLASSROOM (Cal. Educ. Code §51100)**

The District welcomes parents into their children's classrooms, as volunteers subject to the schools' program needs and for observation in order to assist in making educational decisions regarding the students. In order to insure student safety and to limit disruptions that may compromise instruction, any classroom visits must be scheduled with the teacher ahead of time. In the case of emergency, parents should contact the Office of the Principal.

#### **NON-PUPIL CHILDREN AND PETS**

It is not appropriate for parents to bring their non-pupil children or pets (except animals related to assistance based on disability) to the classroom.

### **RIGHTS INFORMATION**

#### **UNIFORM COMPLAINT PROCEDURE (Cal. Educ. Code §§35146, 35160.5, Cal. Govt. Code §§950-950.8, 54957-54957.8, Title 5 CCR §§3080, 4600-4671**

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The designated unit to receive and investigate complaints covered by Policy 1312.3, Uniform Complaint Procedures, (Appendix E) shall be Chico Unified School District Educational Services and its compliance designee(s). This unit shall ensure district compliance. The district contact person for the Categorical Programs Uniform Complaint Procedure is John Bohannon, Director of State and Federal Programs, (891-3000, ext. 105) at 1163 E. Seventh Street, Chico, CA 95928

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 or has committed unlawful discrimination. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

#### **District Responsibilities**

All Uniform Complaint Procedure-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

All parties involved in allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when the disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring or maintain the integrity of the process. (5CCR 4630, 4964)

#### **Filing of Complaints**

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

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

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing 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, and special education programs may be filed by any individual, public agency, or organization. (5CCR 4630)

2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4360)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant or alleged victim of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint with the request.

### **Mediation**

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

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

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

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

### **Investigation of Complaint**

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

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

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



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

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation or engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

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

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

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

### **Report of Findings**

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

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

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

In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the district's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

### **Final Written Decision**

The district's decision on how it will resolve the complaint shall be in writing and sent to the complainant and respondent. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

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

For all complaints, the decision shall include: (5 CCR 4631)

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

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

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

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

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

- a. The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint
  - b. Individual remedies offered or provided to the subject of the complaint
  - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence.
6. Notice of the complainant's right to appeal the district's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal

In addition, any decision concerning a discrimination complaint based on state law shall include a notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

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

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

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination

complaints based on federal law. (Education Code 262.3)

3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

### **Corrective Actions**

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

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

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint.

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

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

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

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

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

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

### **Appeals to the California Department of Education**

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 49013, 52075; 5CCR 4632)

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

The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5CCR 4632)

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

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

#### **COMPLAINTS BY CITIZENS REGARDING CUSD PERSONNEL AND OPERATIONS**

The CUSD Board believes that positive relationships between CUSD employees and citizens are essential to the successful operations of schools. The Board encourages complainants to resolve problems early and informally whenever possible with the staff member personally. If a problem remains unresolved, the individual should submit a formal written complaint with the supervisor of the employee in accordance with appropriate district procedures, Board Policy 1312.1, Complaints Concerning District Employees.

#### **DISCRIMINATION AND HARASSMENT-FREE ENVIRONMENT (Cal. Educ. Code §221.5)**

We continue to work together as an organization to create and maintain a discrimination, harassment, and retaliation-free environment for our students and staff. A discrimination-free school environment is based on each student's self respect, as well as their respect for others with whom they come in contact during the course of their school day. It is our goal to have an environment where each student feels safe and protected; in order to accomplish this, we need everyone's participation. We want our students to be able to focus on the positive aspects of learning.

All members of the school community--students, faculty, classified staff, and administration--are protected status. The district has a discrimination and harassment policy, Policy 5145.7 (Appendix D) and complaint procedure for students which was developed to provide information and guidelines regarding the law and the proper procedure for addressing inappropriate conduct directed toward our students by their peers or staff. Copies of the policy and procedure are available by contacting your school principal, or by contacting the CUSD Assistant Superintendent, Human Resources at (530) 891-3000, ext. 142. We review our practices to insure all students have an understanding of discrimination and harassment, can recognize it and respond appropriately should it occur. If you have any suggestions as to how we can better protect our students from discrimination and harassment, please contact the Assistant Superintendent, Human Resources at (530) 891-3000, ext. 142.

Where we as staff have the opportunity to speak with your child about the process for notifying us when they have a problem, you as the parent will be aware of changes to their normal patterns of behavior and can intervene more quickly. Let your child know, if he/she does not feel he/she can handle a situation where he/she feels he/she is being harassed, he/she has the support of both parents and the school to get it resolved. If you feel that your child is being treated in a sexually harassing, discriminatory, or retaliatory manner, please contact your school principal or the Assistant Superintendent, Human Resources for assistance. You are encouraged to take immediate action so the situation can be resolved as quickly as possible to lessen the negative effects on all involved.

For information regarding the manner in which complaints of discrimination and harassment may be filed externally and the appropriate timeframe in which to file a complaint, you may also contact the Office for Civil Rights.

We take matters of discrimination and harassment in our schools seriously. It is our expectation that you will also take it seriously and will assist us when interacting with your child. We can achieve our goal of a discrimination and harassment-free learning environment by working together.

#### **HATE BEHAVIOR AND HATE CRIMES (Cal. Educ. Code §§233, 233.5)**

It is the intent of the Chico Unified School District to promote harmonious human relationships that enable students to gain a true understanding of the rights and responsibilities of people in our society. The governing board affirms the right for all students, staff, and parents and guardians to be free from hate crimes and behaviors, abusive statements, or any activity which degrades the unique qualities of an individual, such as race, ethnicity, religion, culture, heritage, actual or perceived sexual orientation, gender, physical or mental ability or appearance. Such verbal or physical acts are inflammatory to those victimized by such acts, jeopardize the safety of students and staff, are damaging to one's self-esteem, and will not be tolerated within our schools.

**NONDISCRIMINATION: RIGHT TO EDUCATION (Cal. Educ. Code §221.5, Section 504)**

The CUSD Board of Education is committed to providing equal opportunity for all individuals in education and in employment and does not discriminate on the basis of ethnic group classification, religion, age, sex, sexual orientation, gender, race, ancestry, national origin, color, or physical or mental disability, or any other unlawful consideration.

The Nondiscrimination Policy Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program.

In order to fulfill its obligation under Section 504, Chico Unified School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs or practices in the school system.

Chico Unified School District has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to an informal mediation and/or a hearing with an impartial hearing officer. If there are questions, please contact: Diane Olsen, Section 504 Coordinator, Chico Unified School District, 1163 East 7th Street, Chico, CA 95928, (530) 891-3000, ext. 138.

**PROHIBITION OF DISCRIMINATION OR EXCLUSION (TITLE IX)**

Title IX prohibits discrimination or exclusion from participation in any educational program or activity on the basis of sex. The Chico Unified School District Board of Education recognizes that the district has responsibility for monitoring compliance with Title IX. Parents, students or staff who feel that discrimination is occurring or access to educational programs is being restricted on the basis of sex should contact John Bohannon, Director of State and Federal Programs, compliance designee and contact person for the Uniform Complaint Procedure, at 891-3000 x105 or at 1163 E. Seventh Street, Chico, CA 95928.

**REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY (Americans with Disabilities Act (ADA), Rehabilitation Act of 1973)**

Any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Chico Unified School District may request assistance by contacting the principal of the applicable school or the District Office at 1163 E. Seventh Street, Chico, California 95928, Telephone (530) 891-3000, x138, Fax (530) 891-3220.

**HOMELESS EDUCATION ASSISTANCE ACT (MC KINNEY-VENTO (44 U.S.C. §11431, et seq.))**

If your family lives in any of the following situations:

- in a shelter, motel, vehicle, or campground
- on the street
- in an abandoned building, trailer, or other inadequate accommodations, or
- doubled up with friends or relatives because you cannot find or afford housing. . .

your preschool-aged and school-aged children have certain rights or protections under the McKinney- Vento Homeless Education Assistance Act.

If your family is homeless as defined above, your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and it is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.

- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

If your family is homeless as defined above, when you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the shelter provider or a social worker for assistance with clothing and supplies, if needed.

Local Area Contact: Jay Marchant, Homeless and Foster Youth Liaison, 1163 East Seventh Street, Chico, CA 95928 (530) 891-3000, ext.105.

#### **THE NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS (Cal. Educ. Code §49510, et seq.)**

The National School Lunch and Breakfast Programs are federally funded programs that assist schools and other agencies in providing nutritious meals to children at reasonable prices. Applications for Free/Reduced Priced meals **must be filled out every school year**. Applications can be obtained by calling the Nutrition Services Office at 891-3021 at any time during the school year. Applications may also be filled out online via the student information system parent portal.

#### **RELIGIOUS ACTIVITIES (Cal. Educ. Code §46014)**

With your written consent, your student will be released from school to observe a holiday or ceremony of your student's religion. You are encouraged to schedule any religious instruction for your students during non-school hours since students will not be excused from school to receive religious instruction.

#### **STUDENT RECORDS AND RELEASE OF STUDENT DIRECTORY INFORMATION (Cal. Educ. Code §§49060-49708; 20 U.S.C. §1239g, et seq.; Title 24 Code of Federal Regulations, Part 99, et seq.)**

Each school maintains student records (permanent, interim and permitted). Most records are under the supervision of the school principal and are located at the school; however, some psychological records are under the supervision of the Director of Pupil Personnel Services and are located at the District Office.

If you (the legal custodial parent or legal guardian) disagree with the content of your student's records, you may question the content of those records and request that the school principal and/or the Assistant Superintendent of Educational Services authorize requested modifications.

You are notified that the following specific information is available in Administrative Regulation 5125, Student Records, available at your school or the District Office:

1. The types of personally identifiable information that the District has designated as directory information.
2. A parent's or eligible student's right to refuse to let the District designate any or all of those types of information about the student as directory information.
3. The period of time within which a parent or eligible student must notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information.
4. Types of student records and information contained therein which are directly related to students and maintained by the District.
5. The position of the District official/employee responsible for the maintenance of each type of record.
6. The location of the log or record required to be maintained for student records.
7. The policies of the District for reviewing and expunging student records.
8. The right of the parent to access of student records.

9. The procedures for challenging the content of student records.
10. The categories of information which the District has designated as "Directory Information."
11. The right of the parent to file a complaint with the United States Department of Health, Education and Welfare concerning an alleged failure by the District to comply with any state/federal provisions.

Access to students' records is supervised by the school principal and/or Assistant Superintendent of Educational Services. Individuals having access to student records are natural parents, adoptive parents or legal guardians, Chico Unified School District employees as directed by school officials, officials of other public schools or school systems, authorized representatives of selected government offices where such information is necessary pursuant to federal or state law, parents of a student 18 years of age or older who is a dependent, or a student 16 years of age or older who has completed the tenth grade. Upon request, copies of student records will be made available to persons having access to those records according to adopted district procedures.

Directory Information is specific identifying data about a student designated by the District as that which can be shared with others without parental consent. Directory Information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes:

1. name,
2. address,
3. telephone number,
4. dates of attendance,
5. current school of attendance.

Directory Information may be released at the discretion of the school principal to the PTA, recruiting officers for the Armed Services, employers, prospective employers, or representatives of the news media. Federal law requires the District to provide military recruiters, upon request, with three Directory Information categories – names, addresses and telephone listings – unless parents/guardians or students have advised the District that they do not want their student's information so disclosed by notifying the school principal in writing by the end of the third week of the school year. The District retains the right to deny the release of Directory Information if such denial is considered in the best interest of the student.

The District or school may release Directory Information as to former students unless the District receives a written request from the former student prohibiting the release of that information.

The district may release student records via subpoena to the local police department, California Highway Patrol, the Butte County District Attorney, Butte County welfare fraud investigators or any prosecuting agency, Butte County Probation Department, and Butte County Children's Services.

The Board of Education believes that personal information concerning students and their families should be kept private in accordance with the law. See Board Policy 5022, Student and Family Privacy Rights.

#### **TRANSPORTATION (Cal. Educ. Code §§35350, 35351, 39800, et seq.)**

For the upcoming 2018-2019 school year, Chico Unified Schools will be making bus transportation more affordable. The cost of transporting your child to school will be \$300 per student or \$450 per family. The area we provide transportation has also changed. Now if your elementary student lives more than a mile from school (according to google map) we can provide transportation. If your junior or senior high school student lives more than two miles from their school (according to google map) we can provide transportation. Parents desiring home-school transportation services must apply for the service ANNUALLY and receive District approval before their child(ren) will be allowed to ride the school bus. Applications must be approved and fees paid at the Transportation Office located at 2455 Carmichael Drive, (530) 891-3097

## **TESTING**

### **OVERVIEW OF STATE TESTING**

Assessing student learning tells us whether teaching is having the intended effect. Testing at the local and state levels provide a snapshot in time of student knowledge and skills and provides information to help inform decisions to support student learning. In California, the primary goal of the statewide testing program is to better prepare all

students for college and careers in the twenty-first century. The state testing system has several components which are described below. The core of the state testing system is known as the California Assessment of Student Performance and Progress (CAASPP). Spring 2015 was the first year of student CAASPP results. The CAASPP system is based on the state's California State Standards for English-language arts (ELA)/Literacy, mathematics and science.

Computer-based assessments administered annually in the areas of English Language Arts, Mathematics, were developed through the Smarter Balanced Assessment Consortium, and form the cornerstone for CAASPP. Computer-based science tests are also administered annually. Standardized science tests are also administered annually. CAASPP Program results provide information about each child's progress that is used to help parents, guardians, and teachers work together to improve student learning. Schools will use results to help make decisions about how best to support student achievement. Results also can be used along with other available data to assist in identifying students for intervention or enrichment programs. Test results, however, should never be used as the only source of information to make important decisions about a student's education.

The district strongly encourages all students at the applicable grade levels to participate in the state assessments in order to maximize the usefulness of the data.

Parents may submit a written exemption request to the school Principal for certain state tests. Exemption requests must be made in writing and use the district form available from school principals.

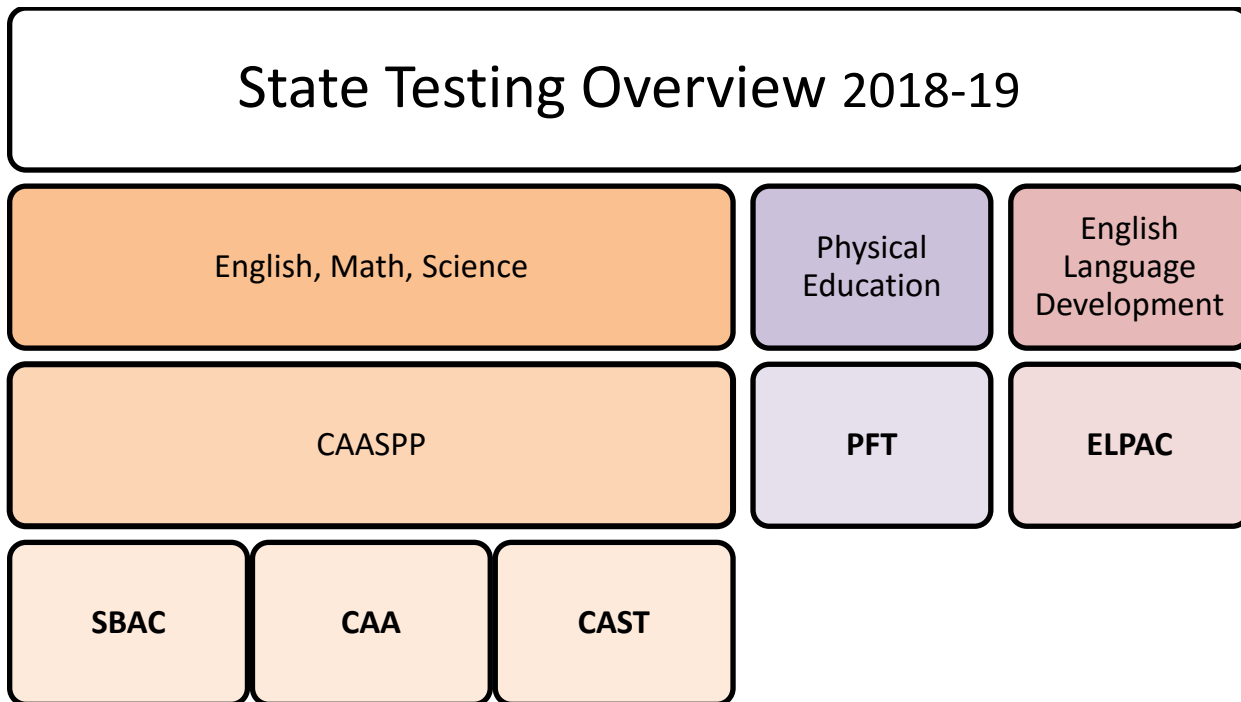
- Parents and students are cautioned that exempting students from certain state tests (such as the grade 11 Smarter Balanced Tests in English and/or Math) will make students ineligible for state and federal recognition programs such as the State Seal of Biliteracy, the Golden State Seal Merit Diploma, the President's Awards (for Educational Excellence and Achievement) and the Early Assessment Program of College Readiness. If a parent or guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent or guardian and included in the pupil's records. For more information, contact your school principal.

The California Assessment of Student Performance and Progress (**CAASPP**) System consists of:

- **English Language Arts/Literacy and Mathematics Summative Assessment**
  - Smarter Balanced Assessment Consortium Tests (SBAC)
  - Smarter Balanced California Alternate Assessment (CAA)
- **Science**
  - California Science Test (CAST)
  - California Alternate Assessment (CAA) for Science

**CAASPP Interim Assessments, Practice Tests and Training Tests may also be administered.**





**Overview Information by State Assessment****ELPAC** English Language Proficiency Assessment for California

- **February 1, 2018 – May 31, 2019** Annual Assessment Window
- **2018-2019 School Year** Initial Assessment Window
- **Ongoing** English learners – Grades K-12

**PFT** Physical Fitness Test

- **Feb. 1 2018 - May 31, 2019** PFT window
- Grades 5, 7, 9

**SBAC** Smarter Balanced Assessment Consortium - Summative Tests

- **March - May 2019** Window TBD
- Grades 3-8 & 11
- ELA & Math

**CAA** California Alternate Assessment

- **March - May 2019** Window TBD
- Grades 3-8 & 11 for CAA for ELA & Math
- Grades 5, 8 & one grade in HS for CAA for Science
- For students with severe cognitive difficulties

**CAST** California Science Test

- **March - May 2019** Field Test - Window TBD
- Grades 5, 8 & one grade in HS
- Science

☛ **State Testing CHANGES to note for 2018-19:**

**The CAST Field test becomes CAST Operational Test**

- The online CAST Science Operational Test will be administered to students in grades 5, 8 and one grade in high school.
- The testing window will be during Spring 2019, but the start and end dates are yet to be determined at the state level.

**The CELDT initial assessment changes to ELPAC (English Language Proficiency Assessment for California)**

- A new state assessment for English Learners (ELs), the ELPAC, will replace the CELDT next year for **initial** assessment of ELs.
- The ELPAC annual state testing window is February 1<sup>st</sup> to May 31<sup>st</sup>.

**CAASPP Student Score Reports**

- Within 20 working days of receiving the student report from the test contractor, the district will mail the student report to the student's parents/guardians.
- The report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the district.
- An individual student's scores shall also be reported to his/her school and teacher(s) and shall be included in his/her student record.

**Understanding CAASPP Student Score Reports**

- Resources to help parents or guardians interpret the results may be found at:  
<http://www.cde.ca.gov/ta/tg/ca/caasppssrinfo.asp>

- Resource guides for parents and guardians to help understand the **2018-19** CAASPP student score reports may be found at: <http://www.cde.ca.gov/ta/tg/ca/caasppreports.asp>  
These guides are available in English, Spanish, Armenian (Eastern), Chinese (simplified and traditional), Hmong, Korean, Pilipino (Tagalog), Punjabi, Russian, and Vietnamese.
- Additionally, Smarter Balanced Summative Assessments Guides, guides for parents and guardians to help interpret the California Assessment of Student Performance and Progress (CAASPP) student score report and Smarter Balanced Assessments may be found at:  
<http://www.cde.ca.gov/ta/tg/ca/sbacparentguides.asp>
- For questions related to state testing, please contact the Chico Unified Testing Office at 530-891-3000 x151 or email [Testing Office TESTING-OFFICE-CUSD@chicousd.org](mailto:TESTING-OFFICE-CUSD@chicousd.org).

## CALIFORNIA STATEWIDE ASSESSMENT SYSTEM

The following tests will be administered during the **2018-2019** school year as indicated:

- **Smarter Balanced Assessment Consortium (SBAC) Online Summative Assessments** – These comprehensive assessments of grade-level learning measure progress toward college and career readiness in English Language Arts and Mathematics in grades 3-8 and 11. Exceptions are those students who take the California Alternate Assessment (CAA), or, for the English-language Arts test only, English learners who are in their first 12 months of attending a school in the United States. The SBAC is given during April and May.
- **Smarter Balanced Assessment Consortium (SBAC) Interim Assessments** – To inform and promote teaching and learning by providing information that can be used to monitor student progress toward mastery of state standards, district schools may administer English Language Arts and Mathematics Interim assessments in grades 2-12.
- **Grade Two Diagnostic Assessments** – To ensure that teachers have information about the developing language arts and computational skills of their grade two students, the district administers English Language Arts and Math diagnostics assessments in grade two.
- **California Alternate Assessment (CAA)** – For students with significant cognitive disabilities, as determined by IEP team; English, science and Math, Grades 3-8 & 11. Only eligible students may participate in the administration of the CAAs. The CAA is given during the Spring.
- **California Science Test (CAST) Summative Assessment Summative Test** – Students in grades 5, 8, and a sample of students from grades 10-12 in high school.
- **EAP (Early Assessment Program)** – For students in grade 11, the SBAC assessment results will also be used to determine college-readiness in English and Math. Each spring, all grade eleven students in California take the Smarter Balanced Summative Assessments for English language arts/literacy (ELA) and mathematics. These assessments, which are administered as part of the California Assessment of Student Performance and Progress (CAASPP) System, also serve as an indicator of readiness for college-level coursework in English and mathematics and are used by the California State University (CSU) and participating California Community Colleges (CCCs) to determine Early Assessment Program (EAP) status. See your high school counselor for more information. The SBAC in grade 11 is given in April and May.
- **ELPAC English Language Proficiency Assessments for California**  
The ELPAC is the successor to the California English Language Development Test (CELDT).

State and federal law require that local educational agencies administer a state test of English language proficiency (ELP) to eligible students in kindergarten through grade twelve. The California Department of Education (CDE) is transitioned from the CELDT to the ELPAC as the state ELP assessment in 2018. The ELPAC is aligned with the 2012 California English Language Development Standards. It is comprised of two separate ELP assessments: one for the initial identification of students as English learners (ELs), and a second for the annual summative assessment to measure a student's progress in learning English and to identify the student's level of ELP.

- **PFT (Physical Fitness Tests)** – Public school students in grades 5, 7 and 9 are required to take the Physical Fitness Test, whether or not they are enrolled in a physical education class. Students who are physically unable to take the entire test battery are to be given as much of the test as his or her condition will permit. The PFT

provides information that can be used by (1) students to assess and plan personal fitness programs; (2) teachers to design the curriculum for physical education programs; and (3) parents and guardians to understand their children's fitness levels. This program also provides results that are used to monitor changes in the physical fitness of California students. California law does not provide any parent exemption provision from the PFT. By law, all California schools are required to administer the PFT annually to all students in grades 5, 7 and 9. For more information, contact your school administrator. The PFT is given February through May.

- **DRDP (Desired Results Developmental Profile)** – State and federal law require districts to be accountable for assessment of pre-school students. Observation data is collected two times per year to measure the child's progress in learning, social-emotional, motor skills, and communication.
- **CHSPE (California High School Proficiency Examination)** – Voluntary, ages 16 and up, if eligible <http://www.chspe.net/>  
CHSPE is a test for students who need to verify high school level skills. In some cases, students take the test and leave high school early to work or attend college. Those who pass the test receive a Certificate of Proficiency from the State Board of Education, which is equal by law to a California high school diploma. People who are 16 years of age or older may take the test. Younger people who meet other criteria can also take the test. This test is given twice each year at many sites in California. The test covers three subjects: reading, writing, and math. There is a fee to take the test. The CHSPE is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. The test is given in English only. For more information, contact your high school counselor.
- **HSET (High School Equivalency Tests)**
  - California has approved the use of three high school equivalency tests for students 18 years old and older, and 17 years old in some instances, for the purpose of receiving a California High School Equivalency Certificate.
  - **GED (General Educational Development Test)** – <https://ged.com/>
  - **HISET (High School Equivalence Test)** - . Information about this test is available on the HISET Web site: <http://hiset.ets.org>.
  - **TASC (Test Assessing Secondary Completion)** <http://www.tasctest.com/test-center-locations-for-test-takers.html>
- **NAEP (NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS)** – Only if required of certain grades and/or schools by the State Dept. of Education <https://nces.ed.gov/nationsreportcard/>

#### **ADDITIONAL STANDARDIZED TESTS OFFERED AT CHICO UNIFIED HIGH SCHOOLS**

The following tests are scheduled for administration during the 2018-19 school year. Please contact your high school Counseling office for further information.

- ASVAB [Armed Services Vocational Aptitude Battery](#)
- PSAT/NMSQT - [Preliminary Scholastic Aptitude Test](#) – College Board
- SAT - [Scholastic Aptitude Test](#) - College Board
- [ACT](#) College Entrance test
- [Advanced Placement \(AP\) Examinations](#)
- IB - [International Baccalaureate](#) Examinations – (Pleasant Valley High School only)

#### **STATE FUNDED ADVANCED PLACEMENT EXAMINATION FEES**

State funds may be available through the District to cover all or some of the costs of advanced placement examination fees, pursuant to California Education Code Section 52244. To request more information, please contact the principal of the student's school.

#### **PROFESSIONAL STANDARDS FOR ALL EMPLOYEES**

The Board of Education expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the district, and advance the goals of the district's educational programs, and contribute to a positive school climate. ( see Appendix F)

## APPENDIX A

### PARENT INVOLVEMENT

#### Board Policy 6020

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#### **PARENT INVOLVEMENT**

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

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1230 - School-Connected Organizations)*

*(cf. 1240 - Volunteer Assistance)*

*(cf. 1250 - Visitors/Outsiders)*

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

*(cf. 5020 - Parent Rights and Responsibilities)*

The district's local control and accountability plan shall include goals and strategies for parent/guardian involvement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

*(cf. 0460 - Local Control and Accountability Plan)*

#### **Title I Schools**

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

*(cf. 6171 - Title I Programs)*

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities and shall ensure that priority is given to schools in high poverty areas in accordance with law. (20 USC 6318, 6631)

*(cf. 3100 - Budget)*

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be

provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members

2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
4. Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

### **Non-Title I Schools**

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

*Legal Reference:*

#### *EDUCATION CODE*

*11500-11506 Programs to encourage parent involvement*

*48985 Notices in languages other than English*

*51101 Parent rights and responsibilities*

*52060-52077 Local control and accountability plan*

*54444.1-54444.2 Parent advisory councils, services to migrant children*

*56190-56194 Community advisory committee, special education*

*64001 Single plan for student achievement*

#### *LABOR CODE*

*230.8 Time off to visit child's school*

#### *CODE OF REGULATIONS, TITLE 5*

*18275 Child care and development programs, parent involvement and education*

#### *UNITED STATES CODE, TITLE 20*

*6311 Parental notice of teacher qualifications and student achievement*

*6312 Local educational agency plan*

*6314 Schoolwide programs*

*6318 Parent involvement*

*6631 Teacher and school leader incentive program, purposes and definitions*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Title I School-Level Parental Involvement Policy*

*Family Engagement Framework: A Tool for California School Districts, 2014*

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

*Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004*

WEB SITES

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

California Department of Education, Family, School, Community Partnerships: <http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

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

Policy Adopted: 05/03/07;6/27/18

Please note: Policies are reviewed quarterly. Please refer online for the most current revision.

## APPENDIX B

### INTERNET ACCEPTABLE USE POLICY STATEMENT Board Policy 0440.1

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#### INTERNET ACCEPTABLE USE POLICY STATEMENT

##### **Mission**

The district provides electronic information resources to students and staff. It is our mission to improve learning and teaching through interpersonal communication, student access to information, research, teacher training, collaboration and dissemination of successful educational practices, methods and materials. The Board of Education supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and reasonable manner.

##### **Safety Procedures and Guidelines**

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic information. Internet safety measures shall be implemented that address the following, within technical and budgetary constraints (or limitations):

- Controlling access by students to inappropriate matter on the Internet and World Wide Web;
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of electronic communication;
- Preventing unauthorized access, including “hacking” and other unlawful activities by students online;
- Unauthorized disclosure, use and dissemination of personal information regarding students; and
- Restricting students’ access to materials harmful to them.

District procedures shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the internet, e-mail, and other district technology resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

##### *Legal Reference:*

###### EDUCATION CODE

- 48910 Required Notification at beginning of term*
- 48900-48900.4 Suspension and expulsion*
- 48907 Freedom of expression*
- 51006 Computer education and resources*
- 51007 Programs to strengthen technological skills*
- 51865 California distance learning policy*
- 51870.5 Student Internet access*
- 51870-57884 Education Technology Act*
- 66010(m) Technology-based materials*
- 60044 Prohibited instructional materials*

Policy Adopted: 07-18-07

Please note: Policies are reviewed quarterly. Please refer online for most current revision.



PENAL CODE

313 Harmful matter

632 Eavesdropping on or recording confidential communications

UNITED STATES CODE, TITLE 20

6801-7005 Technology for Education Act of 1994

UNITED STATES CODE, TITLE 47

254 Children's Internet Protection Act

*Management Resources:*

*Board Policy 5050 – Suspension and Expulsion*

*Board Policy 4341/6103 – Copyright and Plagiarism*

*Board Policy 5003 – Student Rights and Responsibility*

*Board Policy 5020 – Distribution of Publications on School Grounds*

COLLECTIVE BARGAINING AGREEMENT

*Section 18.1 – Effect of Agreement*

*Section 20.0 – District Rights*

## APPENDIX C

### STUDENT USE OF TECHNOLOGY Board Policy 6163.4

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#### **STUDENT USE OF TECHNOLOGY**

The Governing Board intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

*(cf. 0440 - District Technology Plan)*

*(cf. 1113 - District and School Web Sites)*

*(cf. 1114 - District-Sponsored Social Media)*

*(cf. 4040 - Employee Use of Technology)*

*(cf. 6163.1 - Library Media Centers)*

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

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

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Before a student is authorized to use district technology, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement. In that agreement, the parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred.

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

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

*(cf. 5145.12 - Search and Seizure)*

## APPENDIX C

### STUDENT USE OF TECHNOLOGY Board Policy 6163.4

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

*(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))*

The Superintendent or designee shall regularly review and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

#### **Internet Safety**

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against 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; 47 CFR 54.520)

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.

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

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"

Policy Adopted: 05/03/07; 10/14/09; 04/06/16

Please Note: Policies are reviewed quarterly. Please refer online for most current revision.

## APPENDIX C

### STUDENT USE OF TECHNOLOGY Board Policy 6163.4

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3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

#### Legal Reference:

##### *EDUCATION CODE*

*49073.6 Student records; social media*

*51006 Computer education and resources*

*51007 Programs to strengthen technological skills*

*60044 Prohibited instructional materials*

##### *PENAL CODE*

*313 Harmful matter*

*502 Computer crimes, remedies*

*632 Eavesdropping on or recording confidential communications*

*653.2 Electronic communication devices, threats to safety*

##### *UNITED STATES CODE, TITLE 15*

*6501-6506 Children's Online Privacy Protection Act*

##### *UNITED STATES CODE, TITLE 20*

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

*6777 Internet safety*

##### *UNITED STATES CODE, TITLE 47*

*254 Universal service discounts (E-rate)*

##### *CODE OF FEDERAL REGULATIONS, TITLE 16*

*312.1-312.12 Children's Online Privacy Protection Act*

##### *CODE OF FEDERAL REGULATIONS, TITLE 47*

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

##### *COURT DECISIONS*

*New Jersey v. T.L.O., (1985) 469 U.S. 325*

#### Management Resources:

##### *CSBA PUBLICATIONS*

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

##### *FEDERAL TRADE COMMISSION PUBLICATIONS*

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

##### *WEB SITES*

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

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

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

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

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

*Federal Trade Commission, Children's Online Privacy Protection:  
<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>*

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

APPENDIX C (Cont'd)  
STUDENT USE OF TECHNOLOGY  
Administrative Regulation 6163.4

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**STUDENT USE OF TECHNOLOGY**

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper and appropriate use.

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

At the beginning of each school year, parents/guardians shall receive a copy of the district's policy regarding access by students to the Internet and on-line sites. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

**On-Line/Internet Services: User Obligations and Responsibilities**

Students are authorized to use district equipment to access the Internet or on-line services in accordance with user obligations and responsibilities specified below and in accordance with Board of Education policy and the district's Acceptable Use Agreement.

1. Students shall use the district's system responsibly and primarily for educational purposes.
2. Students shall not access, post on internal or external sites, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.

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

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

3. Students shall not disclose, use or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parents/guardians.

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

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

(cf. 3513.3 - Tobacco-Free Schools)

Regulation Approved: EAC 05/23/07, 11/18/19; SAC 05/25/07, 11/19/09

Please Note: Copies of Administrative Regulations are available at the school site or at the District Office.

APPENDIX C (Cont'd)  
STUDENT USE OF TECHNOLOGY  
Administrative Regulation 6163.4

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5. Students shall not use the system to engage in commercial or other for-profit activities.
6. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
7. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.

*(cf. 5131.9 – Academic Honesty)*  
*(cf. 6162.6 - Use of Copyrighted Materials)*

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

*(cf. 5131.5 - Vandalism, Theft and Graffiti)*

9. Students shall not read other users' electronic mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.

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

The district reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials to ensure proper use of the system.

*(cf. 5145.12 - Search and Seizure)*

The principal or designee shall make all decisions regarding whether or not a student has violated Board policy or the district's Acceptable Use Agreement. The decision of the principal or designee shall be final.

Inappropriate use shall result in a cancellation of the student's user privileges, disciplinary action and/or legal action in accordance with law and Board policy.

*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

The following uses of the district system are considered unacceptable:

1. Personal Safety (***Personal safety restrictions are for students only.***)
  - a. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, photographs, school address, work address, etc.
  - b. Users will not agree to meet with someone they have met online without their parent's/guardian's approval and participation.
  - c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
  - d. Student Photographs:
    - K-6: Parent/guardians may notify the site principal if they object to the publishing of individual or group photographs, where their student is not identified. If schools wish to publish photos with student identification, parent/guardian permission is required.

APPENDIX C (Cont'd)  
STUDENT USE OF TECHNOLOGY  
Administrative Regulation 6163.4

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- 7-12: Parent/guardians may notify the site principal if they do NOT wish to have photographs of their students published, whether or not the student can be identified.

2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the district system or to any other computer system through the district system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Users will not use the district system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.

3. System Security

- a. Users are responsible for the use of their individual account(s) and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- b. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems,
- c. Users will avoid the inadvertent spread of computer viruses by following the district virus protection procedures.
- d. The district reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials to ensure proper use of the system.

4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

APPENDIX C (Cont'd)  
STUDENT USE OF TECHNOLOGY  
Administrative Regulation 6163.4

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5. Respect for Privacy
  - a. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
  - b. Users will not post private information about another person.
  
6. Respecting Resource Limits
  - a. Users will use the system only for educational and professional or career development activities, and limited personal research and exploration activities.
  - b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used. Large downloaded files should be immediately erased from shared resources.
  - c. Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
  - d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
  - e. Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.
  
7. Plagiarism and Copyright Infringement
  - a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
  - b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner. (Refer to CUSD Board Policy # 6162.6 for complete policy on use of copyrighted material.)
  
8. Inappropriate Access to Material
  - a. Users will not use the district system to access material that is profane, vulgar or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if the purpose of such access is to conduct research and access is approved by both the teacher and the parent/guardian. District employees may access the above material only in the context of legitimate research.
  - b. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by his/her school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy/Procedure.

The student and his/her parent/guardian shall agree to not hold the district responsible and shall agree to indemnify and hold harmless the district and all district personnel for the failure of any technology protection measures, violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.



APPENDIX D SEXUAL  
HARASSMENT Board Policy  
5145.7

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**SEXUAL HARASSMENT**

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 1312.3 - Uniform Complaint Procedures)*  
*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*  
*(cf. 5131 – Conduct)*  
*(cf. 5131.2 – Bullying)*  
*(cf. 5137 - Positive School Climate)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction)*

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 1312.1 - Complaints Concerning District Employees)*  
*(cf. 5131 - Conduct)*  
*(cf. 5131.2 - Bullying)*  
*(cf. 5137 - Positive School Climate)*  
*(cf. 5141.4 - Child Abuse Prevention and Reporting)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

**Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed instances of sexual harassment, even where the alleged victim of the harassment has not complained

Policy Adopted: 07/18/07; 11/16/11; 07/17/13; 09/02/15; 12/14/16

Please Note: Policies are reviewed quarterly. Please refer online for most current revision.

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

#### **Complaint Process and Disciplinary Actions**

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

*(cf. 5144 - Discipline)*

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

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

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

*(cf. 4117.7 - Employment Status Report)*

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

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

*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

#### **Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

*(cf. 3580 - District Records)*

Policy Adopted: 07/18/07; 11/16/11; 07/17/13; 09/02/15; 12/14/16

Please Note: Policies are reviewed quarterly. Please refer online for most current revision.

*Legal Reference:*

*EDUCATION CODE*

*200-262.4 Prohibition of discrimination on the basis of sex*

*48900 Grounds for suspension or expulsion*

*48900.2 Additional grounds for suspension or expulsion; sexual harassment*

*48904 Liability of parent/guardian for willful student misconduct*

*48980 Notice at beginning of term*

*CIVIL CODE*

*51.9 Liability for sexual harassment; business, service and professional relationships*

*1714.1 Liability of parents/guardians for willful misconduct of minor*

*GOVERNMENT CODE*

*12950.1 Sexual harassment training*

*CODE OF REGULATIONS, TITLE 5*

*4600-4687 Uniform complaint procedures*

*4900-4965 Nondiscrimination in elementary and secondary education programs*

*UNITED STATES CODE, TITLE 20*

*1221 Application of laws*

*1232g Family Educational Rights and Privacy Act*

*1681-1688 Title IX, discrimination*

*UNITED STATES CODE, TITLE 42*

*1983 Civil action for deprivation of rights*

*2000d-2000d-7 Title VI, Civil Rights Act of 1964*

*2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended*

*CODE OF FEDERAL REGULATIONS, TITLE 34*

*99.1-99.67 Family Educational Rights and Privacy*

*106.1-106.71 Nondiscrimination on the basis of sex in education programs*

*COURT DECISIONS*

*Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567*

*Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130*

*Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736*

*Davis v. Monroe County Board of Education, (1999) 526 U.S. 629*

*Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274*

*Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473*

*Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447*

*Management Resources:*

*CSBA PUBLICATIONS*

*Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014*

*Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011*

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

*Dear Colleague Letter: Transgender Students, May 2016*

*Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016*

*Dear Colleague Letter: Title IX Coordinators, April 2015*

*Questions and Answers on Title IX and Sexual Violence, April 2014*

*Dear Colleague Letter: Sexual Violence, April 4, 2011*

*Sexual Harassment: It's Not Academic, September 2008*

*Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001*

*WEB SITES*

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

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

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

Policy Adopted: 07/18/07; 11/16/11; 07/17/13; 09/02/15; 12/14/16

Please Note: Policies are reviewed quarterly. Please refer online for most current revision.

APPENDIX E  
UNIFORM COMPLAINT PROCEDURES  
Board Policy 1312.3

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**UNIFORM COMPLAINT PROCEDURES**

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

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

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety 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, and any other district-implemented program which is listed in Education Code 64000(a) (5 CCR 4610)

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 3555 - Nutrition Program Compliance)*

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.2 Before/After School Programs)*

*(cf. 6159 - Individualized Education Program)*

*(cf. 6171 - Title I Programs)*

*(cf. 6174 - Education for English Language Learners)*

*(cf. 6175 - Migrant Education Program)*

*(cf. 6178 - Career Technical Education)*

*(cf. 6178.1 - Work-Based Learning)*

*(cf. 6178.2 - Regional Occupational Center/Program)*

*(cf. 6200 - Adult Education)*

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, 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, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

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

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

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

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

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

*(cf. 3260 - Fees and Charges)*

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

5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

*(cf. 0460 - Local Control and Accountability Plan)*

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

*(cf. 6173.1 - Education for Foster Youth)*

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

*(cf. 6173 - Education for Homeless Children)*

8. Any complaint, by or on behalf of a former juvenile court school student who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in the juvenile court school or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

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

9. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

*(cf. 6152 - Class Assignment)*

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

*(cf. 6142.7 - Physical Education and Activity)*

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

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

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

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

*(cf. 5125 - Student Records)*

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

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

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

*(cf. 3580 - District Records)*

### **Non-UCP Complaints**

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

*EDUCATION CODE*

*200-262.4 Prohibition of discrimination*

*222 Reasonable accommodations; lactating students*

*8200-8498 Child care and development programs*

*8500-8538 Adult basic education*

*18100-18203 School libraries*

*32289 School safety plan, uniform complaint procedures*

*35186 Williams uniform complaint procedures*

*48853-48853.5 Foster youth*

*48985 Notices in language other than English*

*49010-49013 Student fees*

*49060-49079 Student records*

*49069.5 Rights of parents*

*49490-49590 Child nutrition programs*

*51210 Courses of study grades 1-6*

*51223 Physical education, elementary schools*

*51225.1-51225.2 Foster youth, homeless children, and former juvenile court school students; course credits; graduation requirements*

*51228.1-51228.3 Course periods without educational content*

*52060-52077 Local control and accountability plan, especially*

*52075 Complaint for lack of compliance with local control and accountability plan requirements*

*52160-52178 Bilingual education programs*

*52300-52490 Career technical education*

*52500-52616.24 Adult schools*

*52800-52870 School-based program coordination*

*54400-54425 Compensatory education programs*

*54440-54445 Migrant education*

*54460-54529 Compensatory education programs*

*56000-56867 Special education programs*

59000-59300 *Special schools and centers*

64000-64001 *Consolidated application process*

GOVERNMENT CODE

11135 *Nondiscrimination in programs or activities funded by state*

12900-12996 *Fair Employment and Housing Act*

PENAL CODE

422.55 *Hate crime; definition*

422.6 *Interference with constitutional right or privilege*

CODE OF REGULATIONS, TITLE 5

3080 *Application of section*

4600-4687 *Uniform complaint procedures*

4900-4965 *Nondiscrimination in elementary and secondary education programs*

UNITED STATES CODE, TITLE 20

1221 *Application of laws*

1232g *Family Educational Rights and Privacy Act*

1681-1688 *Title IX of the Education Amendments of 1972*

6301-6577 *Title I basic programs*

6801-6871 *Title III language instruction for limited English proficient and immigrant students*

7101-7184 *Safe and Drug-Free Schools and Communities Act*

7201-7283g *Title V promoting informed parental choice and innovative programs*

7301-7372 *Title V rural and low-income school programs*

12101-12213 *Title II equal opportunity for individuals with disabilities*

UNITED STATES CODE, TITLE 29

794 *Section 504 of Rehabilitation Act of 1973*

UNITED STATES CODE, TITLE 42

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

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

6101-6107 *Age Discrimination Act of 1975*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 *Nondiscrimination on basis of disability; complaints*

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 *Family Educational Rights and Privacy Act*

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

104.7 *Designation of responsible employee for Section 504*



106.8 *Designation of responsible employee for Title IX*

106.9 *Notification of nondiscrimination on basis of sex*

110.25 *Notification of nondiscrimination on the basis of age*

#### Management Resources:

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

*Dear Colleague Letter: Title IX Coordinators, April 2015*

*Questions and Answers on Title IX and Sexual Violence, April 2014*

*Dear Colleague Letter: Bullying of Students with Disabilities, August 2013*

*Dear Colleague Letter: Sexual Violence, April 2011*

*Dear Colleague Letter: Harassment and Bullying, October 2010*

*Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001*

*U.S. DEPARTMENT OF JUSTICE PUBLICATIONS*

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

#### *WEB SITES*

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

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

*Family Policy Compliance Office: <http://familypolicy.ed.gov>*

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

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

Policy Adopted: 11/07/07; 07/17/13; 04/06/16; 12/14/16; 02/07/18

Please Note: Policies are reviewed quarterly. Please refer online to most current revision.

APPENDIX F  
Board Policy 4119.21  
Professional Standards

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**All Personnel**

**PROFESSIONAL**

**STANDARDS**

The Board of Education expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the district, and advance the goals of the district's educational programs, and contribute to a positive school climate.

*(cf. 0200 - Goals for the School District)  
(cf. 4119.1/4219.1/4319.1 - Civil and  
Legal Rights) (cf. 5131 - Conduct)  
(cf. 5137 - Positive School Climate)*

The Board 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.

*(cf. 2111 - Superintendent Governance  
Standards) (cf. 9005 - Governance  
Standards)*

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.

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or illegal possession of a firearm or other weapon

*(cf. 0450 - Comprehensive  
Safety Plan) (cf.  
4158/4258/4358 - Employee  
Security)*

2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed

*(cf. 0410 - Nondiscrimination in District Programs and  
Activities) (cf. 4119.11/4219.11/4319.11 - Sexual  
Harassment)  
(cf. 5131.2 - Bullying)  
(cf. 5145.3 -  
Nondiscrimination/Harassment)  
(cf. 5145.7 - Sexual Harassment)*

3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action

8. Using tobacco, alcohol, or an illegal or unauthorized substance, or illegally possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity

*(cf. 3513.3 - Tobacco-Free Schools)*

*(cf. 4020 - Drug and Alcohol Free Workplace)*

*(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)*

*(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)*

9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records

10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information

*(cf. 3580 - District Records)*

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information) (cf. 5125 - Student Records)*

*(cf. 5125.1 - Release of Directory Information)*

11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

*(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)*

12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

*(cf. 4040 - Employee Use of Technology)*

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

*(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)*

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

*(cf. 1312.1 - Complaints Concerning District Employees) (cf. 5141.4 - Child Abuse Prevention and Reporting)*

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

*(cf. 4117.4 - Dismissal)*

*(cf. 4117.7 - Employment Status*

*Reports) (cf. 4118 -*

*Suspension/Disciplinary Action)*

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

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter,

or other participant in the district's complaint process shall be subject to discipline.

Legal Reference:

*EDUCATION CODE*

*200-262.4 Prohibition of discrimination*

*44242.5 Reports and review of alleged*

*misconduct PENAL CODE*

*11164-11174.4 Child Abuse and Neglect*

*Reporting Act CODE OF REGULATIONS, TITLE*

*5*

*80303 Reports of dismissal, resignation and other terminations for alleged*

*misconduct 80331-80338 Rules of conduct for professional educators*

Management Resources:

*COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS*

*California Standards for the Teaching Profession, 2009*

*COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS*

*Educational Leadership Policy Standards: ISLLC 2008,*

*2008 NATIONAL EDUCATION ASSOCIATION*

*PUBLICATIONS*

*Code of Ethics of the Education*

*Profession, 1975 WESTED*

*PUBLICATIONS*

*Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003*

*WESTED AND ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS PUBLICATIONS*

*California Professional Standards for Educational*

*Leaders, 2001 WEB SITES*

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

*Association of California School Administrators:*

*<http://www.acsa.org> California Department of Education:*

*<http://www.cde.ca.gov> California Federation of Teachers:*

*<http://www.cft.org>*

*California School Employees Association:*

*<http://www.csea.com> California Teachers Association:*

*<http://www.cta.org> Commission on Teacher*

*Credentialing: <http://www.ctc.ca.gov> Council of Chief*

*State School Officers: <http://www.ccsso.org> WestEd:*

*<http://www.WestEd.org>*

Policy Adopted: 02/27/08; 07/17/13



**Administrative Offices** 1163 E. Seventh Street Chico, CA 95928-5999  
phone: (530) 891-3000 • fax: (530) 891-3220 • [www.ChicoUSD.org](http://www.ChicoUSD.org)

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS  
COMPLAINT RIGHTS

Parents, Guardians, Pupils and Teachers:

Pursuant to California Education Code Section 35186 you are hereby notified that:

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

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

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

4. Pupils, including English Learners, who have not passed one or both parts of the high school exit examination by the end of the 12<sup>th</sup> grade are to be provided the opportunities to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form may be obtained at the school office, district office, or downloaded from the school district's website ([www.chicousd.org](http://www.chicousd.org)) or the California Department of Education's website (<http://www.cde.ca.gov/re/cp/uc/>).



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2018-2019

### Williams Complaint Procedures Form

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

Response requested:  Yes  No

Name (Optional): \_\_\_\_\_ Mailing Address (Optional): \_\_\_\_\_

Phone Number Day (Optional): \_\_\_\_\_ Evening (Optional): \_\_\_\_\_

Issue of complaint (please check all that apply):

**1. Textbooks and Instructional Materials**

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

**2. Facility Conditions**

- A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

**3. Teacher Vacancy or Misassignment**

- Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: \_\_\_\_\_ Location of problem (school name, address, and room number or location): \_\_\_\_\_

Course or Grade Level and Teacher Name: \_\_\_\_\_

Describe specific nature of the complaint in detail. You may include as much text as necessary (please use other side): \_\_\_\_\_

**Please file this complaint with the principal of the school or his/her designee in which the complaint occurred:**

Location: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

Zip code

*A complaint about problems beyond the authority of the principal shall be forwarded within 10 working days to the appropriate school district official for resolution.*



**CHICO UNIFIED SCHOOL DISTRICT**  
 1163 East Seventh Street, Chico, California 95928-5999

<h2>FOR OFFICE USE ONLY</h2>
Date Received: _____
Received by: _____
Log No.: _____
Mailed to: _____

Please complete the following form if there is a complaint or charge against any school site, program, office or school district employee. Submit this complaint form to the Chico Unified District Office at 1163 East Seventh Street, Chico, CA 95928-5999. Call (530) 891-3000 for assistance with completing the form. The District will issue a written decision within 60 days.

### UNIFORM COMPLAINT FORM

Submit Complaint to:  
 Director of State and Federal  
 Programs  
 1163 East Seventh Street, Chico, CA 95928-5999

The Director of Categorical Programs, as the Compliance Officer, may assign other staff to investigate based on the nature of the complaint. The Compliance Officer will ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel. Staff members who may be asked to investigate complaints are:

- |  |                                      |
|--|--------------------------------------|
| Assistant Superintendent, Human Resources      | Director, Classified Human Resources |
| Assistant Superintendent, Business Services    | Director, Student Support Services   |
| Assistant Superintendent, Educational Services | Director, Facilities                 |
| Other _____                                    |                                      |

The Compliance Officer will promptly notify the complainant if another employee is designated to investigate the complaint.

Complaint filed by:  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number(s): c: \_\_\_\_\_ h: \_\_\_\_\_ w: \_\_\_\_\_

Place a check next to the kind of complaint you are presenting:

<b>Program:</b> <input type="checkbox"/> Program for English Learners <input type="checkbox"/> Career/Technical Ed. & Civil Rights <input type="checkbox"/> Child Nutrition <input type="checkbox"/> Consolidated Categorical Programs <input type="checkbox"/> Educational Equity <input type="checkbox"/> Gifted & Talented Education (GATE) <input type="checkbox"/> State-Compensatory Education (SCE) <input type="checkbox"/> Migrant Education <input type="checkbox"/> Special Education <input type="checkbox"/> Title I <input type="checkbox"/> Vocational Education
--

<b>Discrimination on basis of:</b> <input type="checkbox"/> Age <input type="checkbox"/> Ancestry and/or National Origin <input type="checkbox"/> Bullying <input type="checkbox"/> Color <input type="checkbox"/> Ethnic Group Identification <input type="checkbox"/> Gender <input type="checkbox"/> Harassment <input type="checkbox"/> Intimidation <input type="checkbox"/> Physical/Mental Disability <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Sex <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Based on Association with a group or person with one or more of these actual/perceived characteristics
---

<b>Other:</b>           
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Name of school, program or office or name of employee and job location against whom charge or complaint is directed:

Nature of complaint (attach additional pages if necessary):

When did event(s) occur? Date(s): \_\_\_\_\_

To whom have you spoken? Write name(s) and date(s) in spaces provided.

<u>Title</u>	<u>Name</u>	<u>Date(s)</u>
D Principal:	_____	_____
D Assistant Principal:	_____	_____
D Counselor	_____	_____
D Teacher	_____	_____
D Supervisor	_____	_____
D Staff Member	_____	_____
D Other	_____	_____

What was the result of the discussion?

If you desire a remedy or wish the District to take a particular course of action, please specify:

---

I understand that the District will maintain this information confidential, to the extent provided by law or collective bargaining agreement; that I will be protected from retaliation for filing this complaint; that the District may request further information about this matter; and if such information is available, I agree to present it upon request.

I believe that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

MEDIATION: I have been offered and (accept/reject) \_\_\_\_\_ an opportunity for mediation for this complaint.

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