



# **SIERRA SANDS**

Unified School District

## **Annual Notice of Rights and Responsibilities of Parent/Guardian and Student 2021-2022**

Sierra Sands Unified School District

113 W. Felspar Avenue

Ridgecrest, CA 93555

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## INTRODUCTION

In compliance with the requirements of Education Code (EC) section 48980, this Annual Notification contains important information regarding state and federal laws, policies and procedures of the Sierra Sands Unified School District that will assist parents (which include legal guardians and other individuals holding educational rights) in navigating through the school system and promote school and family partnerships to positively impact students' educational outcomes. In addition to the information provided in the document, parents may access the District website at <http://www.ssusd.org/> to address specific concerns and questions.

Please take the time to review the information provided in this document and keep it for reference during the school year. You will be asked to **sign** and **submit** to your student's school the **Mandatory Parent Notification Receipt** as required by EC 48982, and any other pertinent forms. If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact an administrator at your child's school for assistance. Again, you may also visit our website for current updates and valuable information at <http://www.ssusd.org/>.

## MISSION STATEMENT

We are committed to providing the highest quality education in a safe environment to all TK-12 students. We believe the school shares with the family and community the responsibility for developing life-long learners who are responsible, productive citizens.

## MESSAGE FROM THE SUPERINTENDENT

On behalf of the Board of Education, faculty, and staff of the Sierra Sands Unified School District, I welcome you to the 2021-2022 school year. It is our sincere desire that each and every student be provided with the best possible educational experience. As required by law, this is the annual notice to parents/guardians of Sierra Sands Unified School District ("District"). This notice provides information to parents/guardians about federal laws and state education codes, as well as information relating to the rights of parents or guardians of children. If your questions or concerns regarding our district schools, programs, policies, or procedures are not addressed in this booklet, please call your school or the District office for further information. For your convenience, telephone numbers are listed below.

As required by law, I wish to notify you as parents and/or guardians of students enrolled in our schools of your rights and responsibilities. I ask, therefore, that you please take a moment of your time to carefully review the "Mandated Notification to Parents" section of this handbook. After your review, please **sign** and **return** to your student's school the acknowledgment form on the last page indicating that you have received and reviewed these materials.

Dr. Dave Ostash  
Superintendent  
Sierra Sands Unified School District

## TELEPHONE NUMBERS

When you have a question or concern, it is best to start with your child's teacher, the school principal, or the school office staff. If you need further assistance, District office staff are available to help you.

<b>School Sites</b>	<b>Phone</b>	<b>District Departments</b>	<b>Phone</b>
Sherman E. Burroughs High School	760-499-1800	Human Resources	760-499-1620
Mesquite Continuation High school	760-499-1850	Food Service	760-499-1880
Adult School	760-499-1725	Transportation	760-499-1874
Independent Study	760-499-1724	Maintenance	760-499-1870
James Monroe Middle School	760-499-1830	Technology	760-499-1630
Murray Middle School	760-499-1820	Business Office	760-499-1604
Pierce Elementary School	760-499-1670	Curriculum, Instruction & Accountability	760-499-1640
Gateway Elementary School	760-499-1850	Special Projects	760-499-1640
Faller Elementary School	760-499-1690	Student Support Services	760-499-1700
Inyokern Elementary School	760-499-1683	Special Education Local Plan Agency	760-499-1702
Richmond Elementary School	760-499-1840	Audiovisual Center	760-499-1726
Richmond Elementary Special Education	760-499-1841	Superintendent's Office	760-499-1600

# SCHOOL CALENDAR & MINIMUM DAY SCHEDULE

SIERRA SANDS UNIFIED SCHOOL DISTRICT  
Academic Calendar for 2021-2022

July 2021	1 2 5 6 7 8 9 July 5 - Independence Day Observed 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30	January 2022	3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 January 17 - Martin Luther King Jr Birthday 24 25 26 27 28 31
August 2021	2 3 4 5 6 August 4 & 5 - Teacher PD Days 9 10 11 12 13 August 6 - Optional Teacher Work Day 16 17 18 19 20 August 10 - First Day of Instruction 23 24 25 26 27 30 31	February 2022	1 2 3 4 7 8 9 10 11 February 18- Lincoln's Birthday Observed 14 15 16 17 18 February 18 - End of 2nd Trimester 21 22 23 24 25 February 21 - Washington's Birthday 28
September 2021	1 2 3 6 7 8 9 10 September 6 - Labor Day 13 14 15 16 17 20 21 22 23 24 27 28 29 30	March 2022	1 2 3 4 7 8 9 10 11 March 11 - End of 3rd Quarter 14 15 16 17 18 21 22 23 24 25 28 29 30 31 March 28 - April 1 - Spring Break
October 2021	1 October 1 - Non School Day-Teacher PD Day 4 5 6 7 8 October 8 - End of 1st Quarter 11 12 13 14 15 October 11 - Columbus Day 18 19 20 21 22 25 26 27 28 29	April 2022	4 5 6 7 8 11 12 13 14 15 April 15 - In Lieu of Admission Day 18 19 20 21 22 25 26 27 28 29
November 2021	1 2 3 4 5 November 5 - End of 1st Trimester 8 9 10 11 12 November 11 - Veterans Day 15 16 17 18 19 November 22 - 24 - Non School Days 22 23 24 25 26 November 25, 26 - Thanksgiving Holidays 29 30	May 2022	2 3 4 5 6 9 10 11 12 13 May 26 - Last Day of Instruction 16 17 18 19 20 May 27 - Optional Teacher Work Day 23 24 25 26 27 May 30 - Memorial Day 30 31
December 2021	1 2 3 6 7 8 9 10 December 17 - End of 1st Semester 13 14 15 16 17 December 20 - December 31- Winter Recess 20 21 22 23 24 December 23, 24 - Classified Holidays 27 28 29 30 31 December 31 - New Year's Day Observed	June 2022	1 2 3 4 June 1 - Classified Mandatory Work Day 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30

First/Last Day of Instruction	PURPLE
Quarter End	ORANGE
Trimester End	BLUE
Non-school Days	GREEN
Legal Holiday	RED
Winter/Spring Recess	
Inservice Days	BROWN

MINIMUM DAY SCHEDULE		
Elementary School	Middle School	High School
November 15, 16, 17, 18, 19	December 15, 16, 17	December 15, 16, 17
December 17	May 24, 25, 26	May 24, 25, 26
March 8, 9, 10, 11		
May 23, 24, 25, 26		
LATE START WEDNESDAYS SCHOOL START TIMES (Noted in Yellow)		
Burroughs 8:10 a.m.	Las Flores 8:30 a.m.	
Faller 8:30 a.m.	Murray 8:00 a.m.	
Gateway 8:30 a.m.	Pierce 9:30 a.m.	
Inyokern 8:45 a.m.	Richmond 9:30 a.m.	
Monroe 8:00 a.m.		

Adopted 2-18-21

# PRIVACY AND INFORMATION RIGHTS

## RIGHTS RELATING TO PUPIL RECORDS

The District maintains pupil records and information contained therein that are directly related to students. “Pupil Records” means any item of information directly related to an identifiable pupil, other than directory information, that is maintained by a school district or required to be maintained by an employee in the performance of his or her duties whether recorded by handwriting, print, tapes, film, microfilm, or other means. (*Education Code (E.C.) § 49061*)

“Pupil Records” do not include:

- Instructional, supervisory or administrative notes by District staff that are made only for that staff member or his/her substitute.
- Records of law enforcement that were created for use by the law enforcement unit.
- Employee records made for personnel use.
- Records of a doctor, psychologist, psychiatrist or other treatment provider and/or assistant regarding a student who is 18 or older or who is attending a postsecondary educational institution. In this case, “treatment” does not include remedial instructional measures. (*E.C. § 49061*)

Parents/guardians, pupils age 18 and older, pupils age 14 and older who are both homeless and an unaccompanied youth, and individuals who have completed and signed a Caregiver’s Authorization Affidavit have the right to request an inspection of any official records, files and data related to their student/child. Parents/guardians or eligible students may review individual records by submitting a written request to the school principal. The District has five (5) business days from the day of receipt of request to provide access. Copies of records may be requested and a small fee for duplicating (35 cents per page) may be charged by the school site. The District is required to retain enrollment and scholarship records of students indefinitely.

A log shall be maintained for each pupil’s record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate interests thereof. The log is available for inspection by a parent at the school office. The school principal is responsible for the maintenance of each type of record. (*E.C. §§ 49060, 49063, 49064, 49069, 49070, and 49073; Family Educational Rights and Privacy Act (FERPA), section 1232g of Title 20 of the United States Code (U.S.C.)*)

## CHALLENGING CONTENT OF PUPIL RECORDS

Following an inspection and review of a pupil’s records, the parent or guardian with legal custody of a pupil or former pupil, and/or an eligible student, have the right to challenge the content of any pupil record or offer a written response to a pupil record that the parent or eligible student believes to be any of the following: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a



conclusion or inference outside of the observer's area of competence; (4) not based on the personal observation of a named person with the time and place of the observation noted; (5) misleading; or (6) in violation of the privacy or other rights of the pupil. To do so, parents or eligible students should submit a request in writing to the school principal which clearly identifies the part of the record they want changed and specify the reasons therefore. The request will be processed in accordance with District Administrative Regulation 5125.3, *Challenging Student Records*.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to appeal the decision by requesting a hearing before the District's Governing Board. If the Governing Board's decision is unfavorable to the parent/guardian or eligible student, the parent/guardian or eligible student will have the right to submit a written statement of objections that will become part of the student's record. Additional information regarding the appeal and hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. (*E.C. § 49070 and 49063.*)

## RELEASE OF INFORMATION ABOUT STUDENTS

Information other than directory information is not provided to individuals or groups other than school personnel without written parent consent, except to the extent that Family Educational Rights and Privacy Act (FERPA) and/or the Education Code authorize disclosure without such consent. One exception which permits disclosure without consent is disclosure to school officials and employees whom the District has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in 34 C.F.R. § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. A legitimate educational interest is one held by officials or employees whose duties and responsibilities to the District, whether routine or as a result of special circumstance, require that they have access to student records.

Additionally, certain groups are permitted to access directory information about your child without your consent. Directory information is the student's name, birthdate, telephone number, email address, home address, major field of study, weight and height of athletic team members, dates of attendance, degrees and awards received, most recent previous school attended, and participation in officially recognized activities and sports. The groups to which school officials will give directory information include school personnel with legitimate educational interests, schools of intended enrollment, federal and state educational administrators, representatives of organized parent groups, reunion-planning committees, and representatives of the news media.

If you do not wish to have directory information released about your child, please write a brief signed note to your school principal requesting that this information not be shared. Parents/guardians must notify the school principal in writing every year if they do not want the District to disclose directory information from their child's education records without prior written consent. Otherwise, the District may disclose appropriately designated "directory information" as specified herein without written consent. However, no information may be released to a private profit-making entity other than employers, prospective employers and representatives of the news media, including, but not limited

to, newspapers, magazines, and radio and television stations. Directory information related to homeless and unaccompanied youth will not be released without the express written consent for its release by the eligible pupil, his/her parent or guardian. (E.C. §§ 49063, 49064, 49068, 49073, 49074, 49076, and 49076.5)

## RELEASE OF INFORMATION PURSUANT TO COURT ORDER OR SUBPOENA

Information concerning a student shall be furnished in compliance with a court order or a lawfully issued subpoena. The District shall make a reasonable effort to notify the parent and the pupil in advance. (E.C. § 49077)

## CONFIDENTIALITY OF INFORMATION ABOUT INDIVIDUALS WITH EXCEPTIONAL NEEDS

The District may not release information from the education records of an individual with exceptional needs to any public agencies without first obtaining parental consent, unless the information is contained in the education records and the disclosure is authorized without parental consent under FERPA. (E.C. § 56515(c))

## APPEARANCE OF STUDENTS IN VIDEO/TELEVISION

Often videos are filmed to share school programs. These videos can appear on television. Sometimes film crews come to campus to film events. Newspaper photographers also visit our campuses to highlight educational activities. If you do not want your child to appear as a featured student in one of these videos or newspaper articles, please write a brief signed note to your school principal requesting that your child not appear. The District cannot guarantee that a student will not appear in the background of a video, television program, or newspaper article, even when the student's parents or guardians have requested that the student not appear.

## FERPA COMPLAINTS

Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

## PERSONAL BELIEFS

Tests, questionnaires, or examinations containing questions about the student's or their parents' or guardians' personal beliefs, practices in sex, family life, morality, or religion may not be given to pupils unless the parent or guardian is notified in writing and gives written permission. (*E.C. § 51513; 20 U.S.C. § 1232h*)

## AVAILABILITY OF PROSPECTUS

Each school site shall create a prospectus which includes the curriculum, including titles, descriptions, and instructional aims of every course offered. The prospectus shall be made available upon request by parent or guardian. (*E.C. § 49091.14*)

## TRANSFER OF RECORDS

The District is required to transfer a copy of your child's permanent pupil records to the school in which your child intends to enroll within 10 school days following the date the request is received. (*E.C. § 49068*)

## DISCIPLINE

### RULES AND PROCEDURES ON STUDENT DISCIPLINE

Rules pertaining to student discipline, including those that govern suspension or expulsion, are outlined in Education Code sections 48900 *et seq.* and are available from the site principal. They are communicated annually to students. (*E.C. §§ 35291, 35291.5*).

### PARENTS HAVE THE FOLLOWING RIGHTS/DUTIES REGARDING STUDENT DISCIPLINE

Parents have the right to:

- Participate in the formation of the school's written policy;
- Appeal any suspension or expulsion by contacting the Kern County Board of Education;
- Appeal the discipline by a teacher or administrator by contacting that person's supervisor;
- Receive a written copy of the school's rules and procedures on discipline; and
- Know that their children will not receive corporal punishment. (*E.C. §§ 35291, 35291.5, 48900, 49001*)

Parents are required to:

- Request and attend conferences regarding the discipline of their children;
- Assume liability (up to \$10,000, adjusted annually for inflation) for willful misconduct of their children which results in injury or death to another pupil or to any person employed by or volunteering for the District; and
- Assume liability (up to \$10,000, adjusted annually for inflation) for damage to school property or personal property of any school employee caused by a minor's willful misconduct. (*E.C. §§ 48900.1, 48904*)

In addition to the above requirements, consistent with District policy, a teacher may request a parent/guardian to spend a portion of the school day in the classroom from which the parent's/guardian's child has been suspended.

## SCHOOLS HAVE THE FOLLOWING DUTIES REGARDING STUDENT DISCIPLINE

According to law, school teachers, staff and officials:

- Must hold students responsible;
- Must fairly and equitably enforce the written policies of the school and District;
- May withhold grades, diplomas or transcripts of the pupil responsible for damage or loss of property until such damages are paid or until completion of a voluntary work program in lieu of payment of monetary damages;
- Are working on eradicating gangs and gang activities. The District does not permit gangs and gang paraphernalia, clothes, writings, tags or any form of gang activity on its campuses and at its activities; and,
- Are working on eradicating hate crimes. All students, staff, and parents have the right to be free from any discrimination, harassment, intimidation, and bullying on the basis of race, ethnicity, nationality, immigration status, gender, gender identity, gender expression, sexual orientation, physical or mental disability, religious beliefs, and any other characteristic that is contained in the definition of "hate crimes" set forth in section 422.55 of the Penal Code.
- Every teacher shall hold pupils accountable for their conduct on the way to and from school, on the playgrounds, or during recess.
- The District is committed to maintaining a learning and working environment that is free from bullying. Any student who engages in bullying of anyone in or from the District may be subject to disciplinary action up to and including expulsion. (*E.C. §§ 35291.5, 48915, 48904, 44807, 35183; Board Policy (B.P.) 5144, and Administrative Regulation (A.R.) 5144, 5145.3, and B.P. 5145.9*)

## STUDENT RESPONSIBILITIES REGARDING DISCIPLINE

According to law and policy, students must:

- Attend school punctually and regularly.
- Obey all school and classroom rules while at school, at school activities, and on the way to and from school activities.
- Obey promptly all the directions of the teacher and others in authority.
- Observe good order and proper behavior.
- Be diligent in study.
- Be kind and courteous to others.
- Refrain entirely from the use of profane and vulgar language.
- Not visit other schools or be within two blocks of a school while school is in session and one hour before and after that session unless attending a school-sponsored event with prior permission of that site's principal. Remain on campus once they have arrived and follow the rules regarding leaving campus. (*E.C. §§ 35291.5, 48915, 48904, 44807, 35183; Board Policy (B.P.) 5144, and Administrative Regulation (A.R.) 5144*)

## HAZING

Pupils or other persons in attendance at any public or private educational institution shall refrain from engaging or attempting to engage in hazing. Hazing is a basis for suspension or expulsion of a student. *E.C. § 48900(q)* defines hazing as a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an education institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. *E.C. § 48900(q)* excludes athletic events or school sanctioned events from the definition of "hazing." (*E.C. § 48900(q)*)

## BULLYING PROHIBITION

The District may suspend or expel students for bullying, including cyberbullying and cyber sexual bullying (*E.C. § 48900(r)*). Bullying is any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act directed toward one or more pupils that has or can be reasonably predicted to have the effect of, one or more of the following:

- Placing a reasonable pupil or pupils in fear of harm to person or property.
- Causing a reasonable pupil to experience a substantially detrimental effect on physical or mental health.
- Causing a reasonable pupil to experience substantial interference with academic performance.

- Causing a reasonable pupil to experience substantial interference with the ability to participate in or benefit from school services, activities, or privileges. (*E.C. § 48900(r)*)

Cyberbullying is an act of bullying conducted via electronic communication technology (e.g., text messages, e-mails, sounds, images, blogs, postings on a social network Internet Web site, videos) and meets the impact of bullying. Cyber sexual bullying means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that meets the impact of bullying. (*E.C. § 48900(r)(2)(A)(iii).*) A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

As stated above, the District is committed to maintaining a learning and working environment that is free from bullying. Any staff member who observes, overhears or otherwise witnesses such actions or to whom such actions have been reported must take prompt and appropriate action to stop the behavior and to prevent its recurrence. Students who observe, overhear or otherwise witness such actions must report them to a staff member. Parents or guardians and District visitors are also encouraged to report the behaviors to a staff member.

## ATTENDANCE

### RESIDENCY REQUIREMENTS

Each person between the ages of 6 and 18 years (and not exempted) is subject to compulsory full-time education. Each person subject to compulsory full-time education and not exempted shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located. A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she meets any of the following:

- Placed within the boundaries of the district in a foster home or licensed children's institution as defined in Section 56155.5, or a family home pursuant to a commitment or placement under the Welfare and Institutions Code.
- A pupil who is a foster child who remains in his or her school of origin pursuant to subdivisions (d) and (e) of Section 48853.5.
- A pupil for whom interdistrict transfer has been approved.
- An emancipated pupil who resides within the boundaries of the school district.
- A pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district.
- A pupil residing in a state hospital located within the boundaries of the school district.

- A pupil whose parent or legal guardian resides outside the boundaries of the school district but is employed and lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of three days during the school week.
- A pupil whose parent or legal guardian is physically employed within the boundaries of the school district for a minimum of 10 hours during the school week.
- A pupil whose parent is transferred or is pending transfer to a military installation within the boundaries of the school district while on active military duty pursuant to an official military order. (*E.C. § 48204.3*)
- A pupil whose parent or parents were residents of this state and have departed California against their will, and if the pupil seeks admission to a school of a school district, shall be admitted, regardless of his or her current residency, provided the pupil has:
  - Official documentation evidencing the departure of his or her parent or legal guardian;
  - Moved outside of California as a result of his or her parent or legal guardian departing against their will and the pupil lived in California immediately before moving outside of California; and,
  - Provides documentation that the pupil was enrolled in a California public school immediately before moving outside of California. (*E.C. § 48200, 48204, 48204.3, 48204.4.*)

## NOTIFICATION

If a child is absent, the parent is to call the school as early as possible. If the school does not receive a call or note from the parent, the school will notify the parent when the student is not in school. In order to avoid being disrupted while you are at work, please call or send a note. (*5 C.C.R. § 306; E.C. § 48205*)

## **EXCUSED ABSENCES (*E.C. § 48205, 48210*)**

State law permits students to be absent for justifiable reasons and allows for completion of missed assignments. Students who are absent without valid excuse, and their parents/guardians, may be subject to truancy and/or criminal proceedings under Education Code 48260, et seq. State law provides:

- (a) Notwithstanding section 48200, a pupil shall be excused from school when the absence is:
- (1) Due to the pupil's illness.
  - (2) Due to quarantine under the direction of a county or city health officer.
  - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.

(4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

(5) For the purpose of jury duty in the manner provided for by law.

(6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.

(7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

(10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, has the same meaning as set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."



## GRADE REDUCTION/LOSS OF ACADEMIC CREDIT

No student shall have his/her grade reduced or lose academic credit for any excused absence pursuant to E.C. 48205 for missed assignments/tests that can reasonably be provided/completed. (E.C. § 48980(i))

## ABSENCES FOR RELIGIOUS INSTRUCTION/EXERCISE

Students are not permitted to leave campus during the school day for religious instruction. (E.C. § 46014) Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law. (E.C. § 46014)

## INTRADISTRICT OPEN ENROLLMENT LOTTERY

Parent(s) may select the school their child attends within the District where space is available. State law requires school districts to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The policy must comply with the following limitations:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which a school receives requests for admission in excess of the openings at the school, the selection process must be random and unbiased.
- The District cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.
- The District must decide the number of openings at each school which can be filled by transfer students.
- The District has the authority to keep appropriate racial and ethnic balances among its schools at the District's discretion or as specified in applicable court-ordered or voluntary desegregation plans.
- The District is not required to provide transportation assistance to a student that transfers to another school in the district.
- If the District denies a parent's transfer request, the parent does not have an automatic right to appeal the decision. The District may, however, voluntarily decide to establish an appeal process for parents regarding decisions denying a parent's transfer request.

More information can be obtained from the Superintendent's Office. (E.C. §§ 35160.5, 35351, 48204)

## CALIFORNIA OPEN ENROLLMENT ACT

The State of California Open Enrollment Act establishes a list of 1,000 "low achieving" schools for each school year. Parents/guardians at one of the 1,000 California Open Enrollment schools have the option to request a transfer to another school with a higher Academic Performance Index ("API") within or outside of the District. Information regarding the application process and applicable deadlines can be obtained from the District office. The District will notify parents of students

attending a school on the list of their option to transfer to another public school on or before the first day of the school year. An application requesting a transfer shall be submitted by the parent of a student to the school district of enrollment prior to January 1 of the school year preceding the school year for which the pupil is requesting to transfer. (*E.C. § 48350 et seq.*)

## INTERDISTRICT TRANSFERS

State law permits two or more school districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted.

Any request for interdistrict transfer received 15 or fewer calendar days before the start of instruction in the school year for which the transfer is sought, the school district must notify the parent of its final decision within 30 calendar days of receiving the request. For requests received 16 or more calendar days before the start of instruction in the school year for which the transfer is sought, the school district must notify the parent as soon as possible, but no later than 14 calendar days after the start of instruction in that school year. A parent may appeal either school district's decision to deny a request for interdistrict transfer, within 30 calendar days of the date of the school district's final denial, to the county board of education. Please refer to the District's website at <http://www.ssusd.org/> for more information on the specific procedures and timelines for interdistrict transfer requests. (*E.C. §§ 46600, 46601*)

## INTERDISTRICT TRANSFERS: ACTIVE MILITARY DUTY PARENT

School districts of residence may not deny a transfer of a student whose parent is active duty military where the district of proposed enrollment approves the application. If either district denies a transfer request, a parent may appeal that decision to the county board of education. A school district of residence shall not prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if the school district of proposed enrollment approves the application for transfer. (*E.C. § 46600*)

## INTRADISTRICT/INTERDISTRICT TRANSFERS: VICTIMS OF BULLYING

School districts of residence may not deny a transfer of a student who is the victim of an act of bullying unless the requested school is at maximum capacity, in which case the school district shall accept an intradistrict transfer request for a different school in the school district. If the school district of residence has only one school offering the grade level of the victim of an act of bullying and therefore there is no option for an intradistrict transfer, the victim of an act of bullying may apply for an interdistrict transfer and the school district of residence shall not prohibit the transfer if the school district of proposed enrollment approves the application for transfer.

For purposes of intradistrict and interdistrict transfers, a "victim of an act of bullying" means a pupil who has been determined to have been a victim of bullying by an investigation pursuant to the Uniform Complaint Procedures described in District BP and AR 1312.3 and the bullying was

committed by any pupil in the school district of residence, and the parent of the pupil has filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency. (E.C. § 46600)

## PARENT EMPLOYMENT RELATED TRANSFERS

A pupil, whose parent/guardian is employed within the boundaries of a school district other than that of the district of residence, may apply for an interdistrict transfer to the non-residence school district. However, it is still up to both districts to decide whether the transfer will be granted based on limits imposed by law for such transfers. More information regarding your interdistrict transfer options are available at your school of residence. (E.C. § 48204)

## TEMPORARILY DISABLED STUDENT: INDIVIDUAL INSTRUCTION

Individual instruction is available for pupils, at home or in a hospital, who have a temporary disability not covered under the special education provisions. The parent of a pupil with a temporary disability who is in a hospital or other residential health facility shall notify the District in the area where the pupil is receiving care if an individualized instructional program is desired. Pupils hospitalized with a temporary disability are deemed residents of the district in which the hospital is located. (E.C. §§ 48206.3, 48207-48208, 48980(b))

## INSTRUCTION

### SCHOOL ACCOUNTABILITY REPORT CARD

Each school is required annually to issue a school accountability report card, which shares with the community the programs and successes of the school including information about expenditures, discipline, attendance, and student performance. The school accountability report card shall provide data by which a parent can make meaningful comparisons between public schools that will enable him or her to make informed decisions on school enrollment for his or her children. School districts must make a concerted effort to notify parents of the purpose of the school accountability report cards and ensure that all parents and guardians receive a copy of the report card. A hard copy of the report card will be provided upon request. (E.C. §§ 33126, 35256)

### CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASPP)

The Superintendent of Public Instruction shall design and implement, consistent with the timetable and plan required pursuant to E.C. 60604(b), a statewide pupil assessment system consistent with the testing requirements of this article in accordance with the objectives set forth in E.C. 60602.5 and 60604. The Superintendent of Public Instruction shall make information and resources available to parents, teachers, pupils, administrators, school board members, and the public regarding the CAASPP, including, but not necessarily limited to, system goals, purposes, scoring systems, results, valid uses of assessments, and information on the relationship between performance on the previous state assessments and the CAASPP. Students in applicable grade levels will participate in the CAASPP unless exempted by law. Notwithstanding any other provision of law, a parent's or guardian's written request to school officials to excuse his or her child from any or all parts of the

assessments administered pursuant to E.C. 60600 *et seq.* shall be granted. (E.C. §§ 60600 *et seq.*; 5 C.C.R. 852)

## RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS

Students have the right to refrain from participating in educational projects involving the harmful or destructive use of animals, based on moral objection. If the pupil chooses to refrain from participation in an education project involving the harmful or destructive use of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the pupil to develop and agree upon an alternative education project for the purpose of providing the pupil an alternative avenue for obtaining the knowledge, information, or experience required by the course of study in question. (E.C. §§ 32255, 32255.1, 32255.3, 32255.4, and 32255.5)

## RELIGIOUS BELIEFS

Whenever any part of a school's instruction in health conflicts with the religious training and beliefs, including personal moral convictions, of the parent/guardian of any student, the student shall be excused from such instruction upon written request of the parent/guardian. (E.C. § 51240)

## SEX EDUCATION AND HIV EDUCATION AND PREVENTION COURSES

The California Healthy Youth Act (E.C. §§ 51930 *et seq.*) requires that schools teach information about sexual health education and HIV prevention at least once to students in middle school and at least once in high school. The District is required to notify parents at the start of each school year regarding the instruction in comprehensive sexual health education and HIV prevention education and research on student health behaviors and risks planned for the school year. The District must notify parents whether the instruction will be taught by school personnel or by outside consultants. If arrangements for this instruction are made after the beginning of the school year, parents will be notified no fewer than 14 days before the instruction is delivered. If the District holds an assembly to deliver the instruction by guest speakers, or provides the instruction in class by outside consultants, the District must notify parents of the date that the instruction will commence and the name of the organization of each guest speaker.

Parents have the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt-out") process. Opportunity shall be provided to each parent to request, in writing, that his/her child not attend the class. Those students whose parents do not submit a written request to excuse them will receive the instruction. Parents have a right to request from the District a copy of the California Healthy Youth Act (E.C. §§ 51930 *et seq.*). Additionally, the educational materials used in sexual education or HIV prevention classes will be available for inspection by parents.

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. Opportunity shall be provided to each parent to request, in

writing, that his/her child in grades 7 to 12, inclusive, be excluded from such tests, questionnaires, or surveys. Parents or guardians have a right to review the test, questionnaire, or survey if they wish.

While comprehensive sexual health education, HIV prevention education, or anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks is being administered, an alternative educational activity shall be made available to pupils whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey. Additional information is available from the school nurse.

A pupil shall not be subject to disciplinary action, academic penalty, or other sanction if the pupil's parent or guardian declines to permit the pupil to receive comprehensive sexual health education or HIV prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on pupil health behaviors and risks. (*E.C. §§ 51240, 51934, 51937, 51938 and 51939*)

The District may administer the California Healthy Kids Survey annually in the October/November and/or February/March timeframe.

## SEX EQUITY IN CAREER PLANNING

The District will notify parents in advance of career counseling and course selection commencing with course selection for Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions. (*E.C. § 221.5(d)*)

## DRUG EDUCATION

In elementary and secondary schools, the state law requires that instruction be given on drug education and that this education cover the effects of the use of tobacco, alcohol, narcotics, dangerous drugs, and other dangerous substances. (*E.C. § 51260*)

## PARTICIPATION IN PROMOTION

Students may not participate in promotion ceremonies unless they meet all of the District's requirements for promotion.

## MATHEMATICS POLICY

The District's mathematics placement policy is available on its website. (*E.C. § 51224.7*)

## COMPLAINTS CONCERNING DEFICIENCIES RELATED TO INSTRUCTIONAL MATERIALS

State law requires a notice to be posted in each classroom in each school regarding the requirement of schools to have sufficient textbooks and instructional materials, clean and safe facilities, and no teacher vacancies or misassignments as defined. Forms to file a complaint of deficiencies are available at the District office. The notice will include 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 to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present. *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.

A complaint form may be obtained at the District office or downloaded from the District's website. You may also download a copy of the California Department of Education complaint form from the following website: <http://www.cde.ca.gov/re/cp/uc/>. (E.C. § 35186)

## MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS

Parents and guardians shall be notified of the schedule of minimum days and pupil-free staff development days at the beginning of the school year or as early as possible, but not later than one month before the scheduled minimum or pupil-free day. A copy of the Academic Calendar for the 2021-2022 school year with the schedule of minimum days and pupil-free staff development days is included on page 6 of this Notice. (E.C. § 48980(c))

## INSTRUCTION DURING HOSPITALIZATION OR RECUPERATION

Parents who request instruction for their seriously ill children should request the instruction by obtaining an application at their home school. (E.C. §§ 48206.3, 48207, 48208)

## EDUCATION FOR DISABLED CHILDREN

Special education services are available to meet the needs of students who have been identified as having one or more qualified disabilities. The District has established written policies and procedures for a continuous child-find system including children with disabilities who are homeless or wards of the state and children with disabilities attending private, including religious, elementary and secondary schools, which addresses the relationships among identification, screening, referral, assessment, instructional planning, implementation, review and the triennial assessment. The policies and procedures include written notification of all parents of their rights and the procedures for initiating a referral for assessment to identify students with exceptional needs. (E.C. § 56301) Parents will be given a copy of their rights and procedural safeguards only one time a year and upon initial



referral, parent request for assessment, first occurrence of filing for due process, and upon parent request. If the service is not available in a public school, placement may be made in an approved, private, non-sectarian school. Contact the Director of Special Education at (760) 499-1702 for specific information about the services for special education students. (*E.C. § 56030 and Individuals with Disabilities Education Act (IDEA)*)

Section 504 of the Rehabilitation Act of 1973 requires school districts to provide education and accommodations for students with identified disabilities even if they do not qualify for special education under the IDEA. It is the policy of the District to provide a free appropriate public education to each student with disabilities regardless of the nature or the severity of the disability.

Parents who believe their children may have a disability are to contact the principal of the school to arrange for a Student Study Team meeting to review the student's academic progress.

State regulations require that the District establish procedures to deal with complaints regarding special education. If you believe the District is in violation of federal or state law governing the identification or placement of special education students, or similar issues, you may file a written complaint with the District.

State regulations require that the District forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your principal. (*5 C.C.R. § 3080 and E.C. § 56502*)

## NOTICE OF ALTERNATIVE SCHOOLS

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

- (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 own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his 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.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this District, and the

principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

The District currently offers the following alternative education programs: Independent Study and Home Education. (*E.C. §§ 58501, 58502*)

## STUDENT ACCESS TO THE INTERNET/ON-LINE SERVICES

The District has established regulations governing access to technology that are age appropriate. These regulations prohibit access to harmful matters on the Internet, which may be obscene or pornographic and other misuses of the system. Users of the system will have no expectations of privacy and understand that District staff may monitor or examine all system activities to ensure proper use of the system. Students, who fail to abide by District rules, shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate. (*BP 6163.4, Student Use of Technology*)

## MINIMUM AGE OF ADMISSION TO KINDERGARTEN

A child shall be eligible for enrollment in kindergarten at the beginning of the school year or at a later time in the same year, if the child has his or her fifth birthday on or before September 1. Any child who will have his/her birthday between September 2 and December 2 shall be offered a transitional kindergarten program in accordance with law and District policy. On a case-by-case basis, a child who has reached age five after September 1 but before the end of the applicable school year, may be admitted to kindergarten with the approval of the child's parent or guardian and subject to board approval in accordance with *E.C. § 48000(b)*. Beginning in the 2015-16 school year and each school year thereafter, a school district or charter school may, at any time during a school year, admit a child to a transitional kindergarten program who will have his or her fifth birthday after December 2 but during that same school year in accordance with *E.C. § 48000(c)(3)(B)*. (*E.C. § 48000*)

## STATE FUNDED ADVANCED PLACEMENT EXAMINATIONS

State funds are available to cover costs of advanced placement examination fees for eligible economically disadvantaged high school pupils. (*E.C. § 52242*)

## COLLEGE ADMISSION REQUIREMENTS & CAREER TECHNICAL EDUCATION

The District will provide parents or guardians of each minor pupil enrolled in grades 9 to 12 with notice of college admission requirements; a list of current University of California and California State University web sites that help pupils and their families learn about college admissions requirements, including a list of high school courses certified as satisfying the requirements for admission to California State University and the University of California; a brief description of career technical education; the Internet address for the California Department of Education website where pupils can learn more about career technical education; and information about how pupils may meet with school



counselors to help them choose courses to meet college admission requirements, enroll in career technical education, or both. This information will be provided to high school students at the start of each school year or when new students enroll. (E.C. § 51229)

Entrance requirements to colleges or universities vary widely. It is important, therefore, that you check the entrance requirements of the schools in which you might be interested. Any high school graduate may enroll in a California community college; most state universities and private colleges, however, expect a “B” average or better in a college preparatory program. **One year of English and one year of mathematics should be included in the senior year program.** **Important note: Not all summer school and credit recovery classes are accepted by the University of California System or the California State University System.**

### California State University System (For students graduating in 2022)

The California State University System requires the following pattern of college preparatory subjects in grades 9 through 12. (SAT Reasoning test or ACT is required.) (All grades must be a ‘C’ or better.)

English	4 Years	40 Semester Periods
Mathematics	3 Years	30 Semester Periods
Social Science	2 Years	20 Semester Periods
Laboratory Science	2 Years	20 Semester Periods
Foreign Language	2 Years ( <i>same language</i> )	20 Semester Periods
Visual and Performing Arts	1 Year ( <i>same language</i> )	10 Semester Periods
College Preparatory Electives	1 Year	10 Semester Periods
	TOTAL:	150 Semester Periods

### University of California System (For students graduating in 2022)

A student applying for admission as a freshman to any branch of the University of California or Cal. State University must have completed a minimum of fifteen units (150 semester periods) of high school work during grades 9-12. A one-year course is equal to one unit; a one-semester course is equal to one-half unit.

Fifteen of these required units must have been earned in academic or college preparatory courses, as specified and defined below. Eleven of the fifteen required courses must be completed prior to the beginning of the senior year. Also, at least seven of the fifteen units must have been earned in courses taken during the last two years of high school. (ACT or SAT Reasoning Test are required.) SAT Subject Area Tests are no longer required. However, particular SAT Subject Area Tests may be required to demonstrate proficiency in competitive majors.

### 'A-G' Course Requirements

- A. **History/Social Science:** (2 years required) One year of United States history (or one-half year of United States history and one-half year of civics or American government) and one year of world history, cultures or geography.
- B. **English:** (4 years required) Four years of college preparatory English--composition and literature. (Not more than two semesters of ninth grade English will be accepted for this requirement.
- C. **Mathematics:** (3 years required, 4 recommended) Three years of mathematics--elementary algebra, geometry, and advanced algebra. (Mathematics courses taken in grades 7 and 8 may be used to meet part of this requirement if they are accepted by the high school as equivalent to its own courses.)
- D. **Laboratory Science:** (2 years required, 3 recommended) Fundamental knowledge in at least two of these three areas: biology, chemistry, or physics.
- E. **Foreign Language:** (2 years required, 3 recommended) Two years of the same foreign language. (Foreign language courses taken in grades 7 and 8 may be used to meet this requirement if they are accepted by the high school as equivalent to its own courses.)
- F. **Visual & Performing Arts:** (1 year required) One year of approved art, ceramics, drawing, painting, drama, chorus, band, or digital multimedia design.
- G. **College Preparatory Electives:** (1 year required) One year in addition to those required in 'a' through 'e' above, to be chosen from the following subject areas: history, English, advanced mathematics, laboratory science, foreign language, social science, and visual and performing arts.

### **\*Courses Satisfying the 'g' Requirement**

History and English: Additional courses that meet the UC/CSU 'a-g' requirement.

Advanced Mathematics: Courses beyond Advanced Algebra that meet the UC/CSU 'a-g' requirement.

Laboratory Science: Additional courses that meet the UC/CSU 'a-g' requirement.

Foreign Language: Elective courses may be in either the same language used to satisfy the 'e' requirement or in a second foreign language. If a second

language is chosen however, at least two years of work in that language must be completed.

Visual and Performing Arts: Drawing 3, 4, 5, 6, AP; Painting 3, 4, 5, 6, AP; Ceramics/Sculpture 3, 4, 5, 6, AP; Drama 1, 2, 3; Drama Company, Technical Theater 1, 2; and Digital Multimedia Design.

Electives: AVID 9, AVID 10, AVID 11, AVID Senior Seminar, Newswriting,

## U.C. SCHOLARSHIP REQUIREMENT

The procedure used to calculate the grade point average for the scholarship requirement has several complications. For details, you should talk with your counselor. In general, however, the system is as follows:

The Scholarship requirement defines the grade point average (GPA) students must attain in the 'a-g' subjects (see the 'a-g' course list on page 2) and the scores they must earn on the SAT or ACT Tests to be eligible for admission to UC. To see if a student meets the Scholarship Requirement, use the interactive Preliminary Eligibility Calculator at <http://admission.universityofcalifornia.edu/freshman/requirements/index.html>. The minimum GPA for California-resident students is 3.0.

The University calculates the 'a-g' GPA by assigning point values to the grades students earn, totaling the points, and dividing the total by the number of 'a-g' course units. Points are assigned as follows: A = 4 points, B = 3 points, C = 2 points, D = 1 point, and F = 0 points. Only the grades students earn in the "a-g" subjects taken in grades 10 & 11 are used to calculate the preliminary grade point average. 'a-g' courses with grades of D or F must be repeated or validated. Courses taken in the 9th grade can be used to meet the subject requirement if the grade is C or better, but will not be used to calculate the GPA.

The University, not the high school, assigns extra points for up to four units of certified honors level and Advanced Placement courses taken in the last three years of high school: A = 5 points, B = 4 points, and C = 3 points. Grades of D earned in honors courses are not assigned extra points. No more than two units of certified honors level courses taken in grade 10 may be assigned extra points. (Note: For Burroughs, only Advanced Placement courses, Honors Chemistry, Honors Pre-Calculus, Honors Spanish III, Honors German III and Honors English 11 are certified.)

*\* Generally, only courses noted as meeting the UC/CSU 'a-g' requirement are college preparatory and meet the University of California 'a-g' or the California State University System Entrance Requirements. (See your counselor for more information.)*

# EVERY STUDENT SUCCEEDS ACT

## RETENTION

Except as provided in subdivision (d) of *E.C. § 51101*, the parents and guardians have the right to be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel. (*E.C. § 51101(a)(16)*)

## NOTICES TO PARENTS IN LANGUAGE OTHER THAN ENGLISH

When 15 percent or more of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 through 12 speak a single primary language other than English, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in such primary language, and may be responded to either in English or primary language. (*E.C. § 48985*)

## LEVEL OF STUDENT ACHIEVEMENT

The school should provide to each parent information on the level of achievement of his/her child in each of the State's academic assessments and timely notice that the child has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. (*20 U.S.C. § 6312(e)(1)(B)*)

## LANGUAGE ACQUISITION AND MULTILINGUAL LANGUAGE PROGRAMS

The District offers language acquisition programs to support the needs of English Learners as well as multilingual programs that lead to linguistic and/or academic proficiency in one or more languages in addition to English. Language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible, and provides instruction to English learners based on the state-adopted academic content standards, including English language development (ELD) standards. (*20 U.S.C. Section 6312[e][3][A] [iii].[v]:EC Section 306[c]*) A description of the language acquisition and multilingual language programs provided in the District are listed below.

**\*Structured English Immersion (SEI):** The SEI program is designed for English learners, and provides nearly all classroom instruction in English, but with curriculum and presentation designed for pupils who are learning English. At minimum, students are offered ELD and access to grade level academic subject matter content.

**\*Multilingual Language Programs:** Language programs that offer opportunities for students who are and who are not English learners to be instructed in languages other than English. These programs may lead to proficiency in languages other than English. Currently, the District offers

Native Speaker courses in Spanish and the opportunity for students to earn the State Seal of Biliteracy in high school.

Parents/Guardians may choose a language acquisition program that best suits their child. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more of any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. (EC Section 310[a]) Additionally, parents may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan (EC Section 52062). If interested in a different program from those listed above, please contact the EL Project Teacher at 760-499-1673 to ask about the process.

## ENGLISH LEARNER PARENTAL NOTIFICATION

The school must inform parents not later than 30 days after the beginning of the school year for the child regarding limited English proficiency programs, including the reasons for the identification of the student as an English learner, the need of placement in a language instruction educational program, the student's level of English proficiency and how such level was assessed, the status of the student's academic achievement, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/or decline initial enrollment, and expected rate of transition into classrooms not tailored for English learners. This information must also include whether the child is a long-term English learner or at risk of becoming a long-term English learner, and the manner in which the program for English language development instruction will meet the educational strengths and needs, as well as help develop English proficiency and meet age-appropriate academic standards, of long-term English learners or those at risk of becoming long-term English learners. (20 U.S.C. § 6312(e)(3)(A); E.C. § 313.2 and 440)

## TEACHER QUALIFICATIONS

At the beginning of the school year, all school districts are required to notify parents of children in schools receiving Title I funds that they have the right to request and receive timely information on the professional qualifications of classroom teachers, including state qualifications, licensing for the grade level or subject taught, field of discipline, whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived, whether the student is provided services by paraprofessionals, and if so, their qualifications. Requests should be made in writing and given to the school site principal. (20 U.S.C. § 6312(e)(1)(A))

## HEALTH

### IMMUNIZATION FOR COMMUNICABLE DISEASES

With parental consent, the District may administer immunizing agents to students to prevent or control communicable disease. (E.C. § 49403)

## IMMUNIZATION EXCLUSION

The County Office of Education or the District shall exclude any pupil who has not been immunized properly. The District shall notify the parent or guardian of the pupil that they have two weeks to supply evidence either that the pupil has been properly immunized, or that the pupil is exempted from the immunization requirement pursuant to Section 120370 of the Health and Safety Code. (*E.C. § 48216*)

## PROOF OF IMMUNIZATIONS

Effective July 1, 2016, Senate Bill (*S.B.*) 277 eliminates the exemption from specified immunization based upon personal beliefs. The District may not unconditionally admit for the first time, or admit or advance any pupil to the 7th grade level unless the pupil has been fully immunized as required by *S.B. 277*. Additionally, this bill restricts the District from unconditionally admitting or advancing certain students. The District shall require documentary proof of each entrant's immunization status, and will periodically review the immunization records as required. *S.B. 277* does not apply to students who are in home-based private schools or students enrolled in independent study programs and not receiving classroom-based instruction. *S.B. 277* does not prohibit a pupil who qualifies for an individualized education program (IEP), pursuant to federal law and Section 56026 of the Education Code, from accessing any special education and related services required by his or her IEP. *S.B. 277* provides a limited exemption from immunization for medical reasons. A pupil who, prior to January 1, 2016, submitted a letter or affidavit on file with the District stating beliefs opposed to immunization shall be allowed enrollment to any District school until the pupil enrolls in the next grade span. Grade span means (1) from birth to preschool; (2) Kindergarten and grades 1 to 6, inclusive, including transitional kindergarten; and (3) grades 7 to 12 inclusive. (*S.B. 277*)

After July 1, 2021, any student exempt from the immunization requirements under Section 120335 of the Health and Safety Code must provide the District with proof of exemption from a licensed physician which must comply with the requirements set forth in Section 120372 of the Health and Safety Code. The standardized form developed for use by licensed physicians pursuant to Section 120372 of the Health and Safety Code shall be the only documentation of a medical exemption that the District's governing board may accept.

## CONTINUING MEDICATION

The parent of a student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent of the pupil, the school 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 behavioral signs and symptoms of adverse side effects, omissions, or overdose. (*E.C. § 49480*)



## CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM

All children must have documentation of an appropriate health screening and evaluation service within 18 months prior to entering first grade or within 90 days after the student's entrance into the first grade. Information is available in the school office regarding free health screening. If parents do not wish to have a child receive a physical examination, a signed waiver must be provided to the school. Failure to provide certification or sign a waiver may result in up to five days exclusion from school. (*Health and Safety Code (H.S.C.) §§ 124085, 124100 and 124105*)

## ORAL HEALTH ASSESSMENT

California law requires that a child in kindergarten or first grade, whichever is his/her first year of public school, have an oral health assessment before May 31 of the school year in which they first enroll. The law specifies that the assessment must be performed by a licensed dentist or other licensed or registered dental health professional. The oral health assessment must have taken place within the 12 months before the child enters school. Information is available in the school office to help you find a dentist. If you cannot take your child for this assessment, you may be excused from this requirement by filling out a form that is available in the school office. (*E.C. § 49452.8*)

## PHYSICAL EXAMINATION

A parent of a student may file annually with the principal of the school in which he/she is enrolled, a statement in writing, signed by the parent, stating that he/she will not consent to a physical examination of the child. The child will be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he/she shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist. (*E.C. § 49451*)

## STOCK EPINEPHRINE AUTO-INJECTOR

The District maintains epinephrine auto-injectors at every school site for emergency use only. A school nurse or trained school personnel who have volunteered may administer epinephrine to any student who may be experiencing anaphylaxis, regardless of known history. Anaphylaxis is a potentially life-threatening hypersensitivity to a substance. According to Food Allergy Research and Education, anaphylaxis affects 1 in every 13 children (under 18 years of age) or approximately 2 children in every classroom. It is estimated that 25% of students have their first anaphylactic reaction at school. Volunteers shall receive annual training that satisfies the requirements of Education Code section 49414(d). (*E.C. § 49414*)

## AUTHORIZATION FOR MEDICATION ADMINISTRATION

Any pupil who is required to take, during the regular day, medication prescribed for him or her by a physician may be assisted by a school nurse or other designated school district personnel if the District receives: 1) A written statement from a physician licensed in the State of California detailing the method, amount, and time schedules by which such medication is to be taken; and 2) Written authorization from the parent, foster parent, or guardian of the pupil indicating the desire that school

district personnel assist the pupil in the matters set forth in the Physician's Statement. Copies of the Physician's Statement are available in school health offices. All medications will be stored in a secure location located in the school's office.

This authorization is valid only for the current school year. If any of the conditions in the Physician's Statement change, a new form must be signed by the parent/guardian and the physician.

Students may carry and self-administer prescription auto-injectable epinephrine and/or self-administered inhaled asthma medication upon receipt of the following: (1) a written statement from the physician detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer auto-injectable epinephrine and/or inhaled asthma medication, and (2) a written statement from the parent, foster parent, or guardian of the student consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the healthcare provider of the student regarding any questions that may arise with regard to the medication, and releasing the District and school personnel from civil liability if the self-administering student suffers an adverse reaction by self-administering the medication pursuant to this section. The written statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. A student may be subject to disciplinary action pursuant to *E.C. § 48900* if that student uses inhaled asthma medication or auto-injectable epinephrine in a manner other than as prescribed. (*E.C. § 49423, 49423.1*) Only medication prescribed by the pupil's physician as being necessary to be taken by the pupil in the manner listed on the Physician's Statement should be brought to the school. Medication must be in original containers, which are clearly marked with the name of the pupil, the name of the prescribing physician, name of the medication, and the amount of medication.

**All medications not picked up when the medication expires, changes, or on the last day of the school year will be disposed of by the school.**

**A PHYSICIAN'S STATEMENT MUST BE COMPLETED**

**PRIOR TO THE DISTRICT'S ADMINISTRATION OF MEDICATION.**

**THIS FORM IS AVAILABLE IN THE SCHOOL HEALTH OFFICE**

**OVER-THE-COUNTER MEDICATIONS**

When taken under a physician's care, these medications are considered prescription medications. The regulations, which apply to Prescription medications as outlined above, apply to over-the-counter medications (aspirin, Tylenol, inhalers, skin creams and other preparations, etc.)

Without the accompanying documentation listed above, over-the-counter medications cannot be administered at school and may not be in the possession of students. Under no circumstances are students to be in the possession of pills, cough syrups, inhalers, or any form of medication or medical supplies. All medicines and medical supplies are to be left in the custody of a District staff member. (*E.C. §§ 49422, 49423, and 48900*)



With this information, we hope that you will be able to make your decision regarding whether your child is to receive medication at school. Physician Statement and Authorization for Medication Administration forms may be obtained from the health clerk at your child's site. All medications must be delivered to the school by the parent/guardian and his/her adult representative.

Should you have any questions regarding this policy, please contact the health technician at your child's school.

## MEDICAL AND HOSPITAL SERVICES FOR PUPILS

The District shall serve as a Medi-Cal provider to the extent feasible, shall comply with all related legal requirements and may be reimbursed to the extent allowed under the Medi-Cal billing option for local educational agencies. (*B.P. 5141.6*)

## CONFIDENTIAL MEDICAL SERVICES

School authorities may excuse pupils from school for the purpose of obtaining confidential medical services without the consent of the pupils' parent or guardian. (*E.C. § 46010.1*)

## MEDICAL ASSISTANCE AT SCHOOL

The emergency card will be used to contact parents in the event of a medical emergency. The school will act in the absence of parent contact to ensure appropriate medical treatment is provided even if the parent cannot be reached. This means the school may make available medical or hospital services for students while at or on the way to or from any school activity. It is important to note on the emergency card any specific directions regarding emergency care.

## ACCIDENT/INJURY INSURANCE

The District does not provide insurance to cover student accidents or injuries while the student is at school, going to or from school, or while attending school-sponsored activities. Insurance for students may be purchased by parents/guardians through a separate program at their school. (*E.C. § 49472*)

## **ACCIDENT/INJURY INSURANCE FOR MEMBERS OF SCHOOL ATHLETIC TEAMS[CB1]**

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses.

Some pupils 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 661-631-6807.

## HEALTH SCREENING AND TESTS

School districts are required to provide the following tests/screenings:

- Sight (*E.C. §§ 49452, 49455*)
- Hearing (*E.C. § 49452*)

Parents may request that students not take the sight test. (*E.C. § 49455*)

A student whose first enrollment or entry occurs in grade 4 or 7 will not be required to take the sight test in the year immediately following the pupil's first enrollment or entry. (*E.C. § 49455*)

Parents are required to arrange for a physical examination and oral health assessment before entering the 1st grade. (*H.S.C. §§ 124100 and 124105; E.C. § 49452.8*)

Free health screening is available through your local health department. Parents can refuse to have their children have a physical examination if they file a waiver with the principal. However, if that student appears to be suffering from a recognized contagious or infectious disease, that student will not be permitted to attend school until it is determined to the satisfaction of District representatives that a contagious or infectious disease does not exist. (*E.C. § 49451*)

## STUDENT WELLNESS

### Sun Protective Clothing/Use of Sunscreen

School sites must allow for outdoor use of sun-protective clothing and the use of sunscreen by students during the school day. (*E.C. § 35183.5*)

## STUDENT HEALTH AND NUTRITION

The District believes that promoting student health and nutrition enhances readiness for learning and increases student achievement. For all foods available on each campus during the school day, the District shall adopt nutrition guidelines which are consistent with *42 U.S.C. §§ 1773 and 1779* and federal regulations and which supports the objectives of promoting student health and reducing childhood obesity.

In order to maximize the District's ability to provide nutritious meals and snacks, all District schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the District may sponsor a summer meal program.

The Superintendent or designee shall provide access to free, potable water during meal times in the food service area in accordance with *E.C. § 38086* and *42 U.S.C. § 1758*, and shall encourage students' consumption of water by educating them about the health benefits of water and serving water in an appealing manner.

The District believes that foods and beverages sold to students at District schools, including those available outside the District's food services program, should support the health curriculum and promote optimal health. Nutrition standards adopted by the District for foods and beverages provided

through student stores, vending machines, or other venues, shall meet or exceed state and federal nutrition standards.

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff shall encourage parents/guardians or other volunteers to support the District's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible. (*B.P. 5030*)

## FREE/REDUCED PRICE LUNCHES

Free or reduced-price meals may be available for pupils who receive public assistance. Program information and applications for free or reduced-price meals are available to students at each school site. (*E.C. §§ 48980(b), 49510-49520, 49557*)

## YOUR CHILD'S SAFETY

All school visitors are required to check in at the school office as soon as they arrive. Parents must report to the office before going to a classroom. Parents who have a complaint are to request an appointment with the teacher or classified employee and the principal. No disruption of school activities or verbal/physical assaults will be tolerated by visitors on campus.

The District is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The District encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal (oral or written), electronically transmitted (cyber or high-tech), and psychological abuse. The District will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation.

## TOBACCO-FREE SCHOOLS, SMOKING, VAPING

Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke. In the best interests of students, employees, and the general public, the District prohibits the use of tobacco products at all times on District property and in District vehicles. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, nicotine delivery devices such as electronic cigarettes and other types of ENDS systems, and non-nicotine vaporized solutions. (Vapor systems, e-VAPES, digital vapor system, hookah, hookah pen, pencil, device, e-hookah, etc.) This prohibition applies to all employees,

students, visitors, and other persons at any school or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased, or rented by or from the District. Students interested in smoking cessation programs may contact their principal or counselor for information.

Possession, use or sale of narcotics, alcohol or other controlled substances is prohibited and strictly enforced at all school activities. Records will be forwarded to local law enforcement, and District sanctions will result from violations.

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of District employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (*E.C. §§ 48900, 48901*)

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground, except on a public sidewalk located within 25 feet of the playground, is prohibited by law. (*H.S.C. § 104495*)

## DISASTERS, DISEASE PREVENTION, AND SAFETY PLANS

Each school has a disaster preparedness plan and a crisis team. Each school conducts regular fire, earthquake, and disaster drills. For a copy of your school's plan, contact your principal.

Your school has an asbestos management plan. Contact your school principal for a copy. (*40 C.F.R. § 763.93*)

School personnel receive yearly updates on disease prevention. Employees are required to have current TB tests.

Each site has a safety committee, which examines safety issues and ensures a safe campus. If you have any concerns about safety items at your school, contact your principal who can advise you of the proper way to address your safety concerns.

Each school annually reviews and updates its comprehensive School Safety Plan by March 1. A new school campus adopts a comprehensive School Safety Plan within one year of initiating operation, and reviews and updates its plan by March 1 every year thereafter. Before adopting its Safety Plan, you will be notified that the school will hold a public meeting at the school site in order to allow members of the public the opportunity to express an opinion about the plan. Each school site reports on the status of its School Safety Plan each July, including description of its key elements, in the annual School Accountability Report Card. (*E.C. §§ 32281, 32286, and 32288*)

No one, other than those designated on the emergency card, will be permitted to take your child from school.

## FINGERPRINTING PROGRAM

School districts are authorized to offer a voluntary fingerprinting program for children enrolled in kindergarten or newly enrolled in the District. If the District adopts such program, parents will be notified upon enrollment of a student, and annually, of the availability of the program. The District shall assess a fee to the parent of the fingerprinted student, which shall be calculated to reimburse the District only for the actual costs associated with the program. Students will not be fingerprinted without the consent of the parent/guardian. (*E.C. § 32390*)

## SCHOOL BUSES/PASSENGER SAFETY

Upon registration, parents or guardians of pupils not previously transported in a school bus shall receive written information on school bus safety. This applies to pupils in pre-kindergarten through grade eight (*E.C. § 39831.5*)

## PROHIBITED USE OF ELECTRONIC SIGNALING DEVICES

The District does not permit the use of a cellular/digital telephone, pager, or other mobile communications device during instructional time. Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other District employee, and at any other time directed by a District employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the health of the student and use of which is limited to purposes related to the health of the student. (*E.C. § 48901.5, BP 5131*)

Students are prohibited from possessing a laser pointer, unless possession is for valid instruction. Students are further prohibited from directing the beam of a laser pointer into the eyes of another, into a moving vehicle, or into the eyes of a service animal or assistive animal. (*Penal Code (P.C.) § 417.27*)

## UNSAFE SCHOOL CHOICE

Parents/guardians shall be notified of elementary and/or secondary schools considered to be “persistently dangerous” pursuant to California Department of Education guidelines and of available options. **Any** firearm violation must be considered in determining whether a school site is at risk of being classified as persistently dangerous. An “incident” of a firearm violation occurs when a person unlawfully brings or possesses a handgun, rifle, shotgun, or other type of firearm to school grounds during school hours or a school activity. (*5 C.C.R. §§ 11992, 11993 (k)*)

It is a criminal offense to openly display or expose any imitation firearm in a public place, including a public school. (*P.C. § 20170*)

## COURT ORDERS

It is the parent(s) responsibility to provide the school with a certified copy of any court orders of which the school should be aware.

## MEGAN'S LAW NOTIFICATION

When a law enforcement agency reasonably suspects that children may be at risk from a registered sex offender, an agency may notify educational institutions. Any person who receives such sex offender information from a law enforcement agency may only disclose that information in the manner and to the extent authorized by the law enforcement agency. The District will collaborate with local law enforcement in order to determine the most responsible means of communication. Further information on "Megan's Law" can be found on the web at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov). (*P.C. § 290.45*)

## VOLUNTEERS

Parents have the right to volunteer their time and resources for the improvement of school facilities and school programs under the supervision of District employees. Volunteers are required to go through a Volunteer Interview Process and will need to meet with the school principal. Upon their approval, be given paperwork to complete and bring back to the school office. Once that process is complete they will receive paperwork from the SSUSD Human Resources Department for tuberculosis testing and fingerprinting requirements (*E.C. § 45349 and 49406*); *E.C. § 45125*. (*E.C. § 51101(a)(3)*)

## HIGH SCHOOL OPEN CAMPUS

The governing board of the Sierra Sands Unified School District, pursuant to Section 44808.5 of the Education Code, has decided to permit the pupils enrolled at Burroughs High School to leave the school grounds during the lunch period. Section 44808.5 of the Education Code 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."

## COUNSELING AND SUPPORT SERVICES

The District provides support services and counseling. Please see individual school site availability regarding counseling.

## SUICIDE PREVENTION

The District recognizes the severity of the youth suicide problem and finds it imperative that all staff, students, and parents/guardians be made aware of warning signs and procedures by which they may help suicidal students. Accordingly, the District has adopted a suicide prevention program that provides training and instruction for all segments of the school community pursuant to BP 5141.52 and AR 5141.52.

## NONDISCRIMINATION IN EDUCATION

The District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, sexual orientation, gender, gender identity, gender expression, race, color, religion, national origin, immigration status, ethnic group, marital or parental status, physical or mental disability, or any other unlawful consideration, or the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics. The District shall promote programs that ensure that these discriminatory practices are eliminated in all District activities. You have certain rights under the law, including Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act. The California Department of Education and the Office for Civil Rights of the United States Department of Education have authority to enforce these laws and all programs and activities that receive Federal funds. If you wish further details in this regard, or if you wish to file a complaint, please contact the District Superintendent (113 W. Felspar, Ridgecrest, CA 93555, telephone (760) 499-1600, or the appropriate agency.

## SAFE PLACE TO LEARN ACT

The District has adopted policies pertaining to the following:

1. Prohibition of discrimination and harassment based on characteristics set forth in E.C. § 220 and Penal Code 422.55;
2. Process for receiving and investigating complaints of discrimination and harassment;
3. Maintenance of documentation of complaints and their resolution;
4. Process to ensure **complaints** are protected from retaliation and the identity of a complainant is kept confidential if appropriate; and
5. Identification of a responsible District officer to ensure compliance.

## PUPIL PROTECTIONS RELATING TO IMMIGRATION AND CITIZENSHIP STATUS

Except as required by state or federal law or as required to administer a state or federally supported educational program, the District shall not collect information or documents regarding citizenship or immigration status of pupils or their family members.

Should any request be made for information or access to a school-site by an officer or employee of a law enforcement agency for the purpose of enforcing immigration laws, the District's Superintendent shall report to the Governing Board any such requests in a timely manner that ensures the confidentiality and privacy of any potentially identifying information.

If the District becomes aware that a pupil's parent or guardian is not available to care for the pupil, District staff shall first exhaust any parental instruction relating to the pupil's care in the emergency contact information it has for the pupil to arrange for the pupil's care. The District will work with



parents or guardians to update the emergency contact information and will not contact Child Protective Services to arrange for the pupil's care unless it is unable to arrange care through the use of emergency contact information provided by the parents or other information provided by the parent or guardian.

All children have a right to a free public education, regardless of immigration status or religious beliefs. Please visit the State of California's Attorney General's "Know Your Rights" page at <https://oag.ca.gov/immigrant/rights> (E.C. § 234.7)

## PREGNANT AND PARENTING PUPILS

The District may not apply any rule concerning a pupil's actual or potential parental, family, or marital status that treats pupils differently on the basis of sex. The District may not exclude nor deny any pupil from any educational program or activity, including class or extracurricular activity, solely on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, and shall treat these conditions in the same manner and under the same policies as any other temporary disabling condition. Pregnant or parenting pupils shall not be required to participate in pregnant minor programs or alternative education programs. Pregnant or parenting pupils who voluntarily participate in alternative education programs shall be given educational programs, activities, and courses equal to those they would have been in if participating in the regular education program. Schools shall provide reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. A pupil shall not incur an academic penalty as a result of his or her use of these accommodations. A pregnant or parenting pupil is entitled to 8 weeks of parental leave, or additional leave if deemed medically necessary by the pupil's physician. During parental leave, absences shall be excused, and the pupil shall not be required to complete academic work or other school requirements. After return from parental leave, a pupil may resume the course of study in which he/she was previously enrolled and is entitled to make up work missed, and to take a fifth year of high school instruction if necessary, to complete graduation requirements. (E.C. §§ 221.51, 222, 222.5, 46015.)

## UNIFORM COMPLAINT PROCEDURES

The District has the primary responsibility for compliance with federal and state laws and regulations. Its Uniform Complaint Procedures ([UCP](#)) shall address allegations of unlawful discrimination, harassment, intimidation, and bullying; complaints alleging violation of state or federal laws governing educational programs; the charging of unlawful pupil fees, deposits, or other charges for participation in educational activities; and the non-compliance of our Local Control and Accountability Plan (LCAP). Pursuant to its UCP procedures, the District shall investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in E.C. §§ 200 and 220 and Government Code § 11135, including any actual or perceived characteristics as set forth in P.C. § 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.



The District shall also use its UCP when addressing complaints alleging failure to comply with state and/or federal laws regarding adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, and any other complaint specified in a District policy.

A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the District's educational program, including curricular and extracurricular activities. Additionally, the District's Board is required to adopt and annually update a LCAP, in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

The District designates its Assistant Superintendent of Human Resources as its compliance officer. The procedures for filing a UCP are available on the District's website at: <http://www.ssusd.org/>. Copies of the District's UCP are available free of charge at the District office, as well as in the attached copy of BP and AR 1312.3.

The District shall complete its review of the complaint within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. A complaint alleging retaliation, unlawful discrimination, harassment, intimidation and/or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation and/or bullying. 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.

Additionally, information regarding any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws; including the right to take a complaint directly to civil courts, alternative dispute resolution proceedings, the California Department of Education (CDE) ,or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) are also available on the District's website. In addition, the complainant has a right to appeal the District's decision to the CDE under E.C. 262.3 by filing a written appeal within 15 days of receiving the District's decision. The appeal to the CDE must include a copy of the complaint filed with the District and a copy of the District's decision.

## SEXUAL HARASSMENT

### **Board Policy 5145.7**

The Governing Board 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 targets 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.

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 their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint is addressed through Title IX complaint procedures or uniform complaint procedures, as applicable, and shall offer supportive measures to the complainant.

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, Publishing it on the district's web site, and including it in **studnet** and staff handbooks. All district staff shall be trained regarding the 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 victim of the harassment has not complained
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.

## Complaint Disciplinary Actions

Upon completion of an 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 through 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.

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.

## Record-Keeping

In accordance with the law, 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 its schools.

## **Administrative Regulation 5145.7**

The District designates the following individual as the responsible employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The Title IX Coordinator may be contacted at:

Assistant Superintendent of Human Resources

113 W. Felspar Ave.

Ridgecrest, CA 93555

760-499-1620

The District shall notify students, parents/guardians, employees, bargaining units, and applicants for employment of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

## Prohibited Conduct

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting under any of the following conditions (*E.C. § 212.5; 5 C.C.R. § 4916*):

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress

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

Examples of types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

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

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of District policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

### Notifications

A copy of the District's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (*E.C. § 48980; 5 C.C.R. § 4917*)
2. *Be displayed in a prominent location in the main administrative building or other area where notices of District rules, regulations, procedures, and standards of conduct are posted, including District and school web sites and, when available, on District-supported social media (E.C. § 231.5)*
3. Be summarized on a poster which shall be prominently and conspicuously displayed in each bathroom and locker room at each school. The poster may be displayed in public areas that are accessible to and frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment; the name, phone number, and email address of an appropriate school employee to contact to report a charge of sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school. (*E.C. § 231.6*)
4. Be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. This shall include the name or title, office address, email address, and telephone number of the employee(s) designated as the district's Title IX Coordinator. (*E.C. § 234.6; 34 CFR 106.8*)
5. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (*E.C. § 231.5*)
6. Appear in any school or District publication that sets forth the school's or District's comprehensive rules, regulations, procedures, and standards of conduct (*E.C. § 231.5*)
7. Be included in the student handbook
8. Be included in any handbook provided to students, parents/guardians, employees, or employee organizations (*34 CFR 106.8*)

### Reporting Complaints

Any student or parent/guardian who believes that the student has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the District's Title IX Coordinator, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the District's Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report the observation to the Title IX Coordinator, regardless of whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with Applicable district complaint procedures.

### Complaint Procedures

All complaints of sexual harassment by and against students shall be investigated and resolved in accordance with law and district procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to AR 1312.3 - Uniform Complaint Procedures.

### **Administrative Regulation 5145.71: Title IX Sexual Harassment Complaint Procedures** **Confidentiality**

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a student was subjected to one or more of the following forms of sexual harassment: *(34 CFR 106.30)*

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

All other sexual harassment complaints shall be investigated and responded to pursuant to AR 1312.3 - Uniform Complaint Procedures.

A report of sexual harassment shall be submitted directly to or forwarded to the district's Title IX Coordinator using the contact information listed in AR 5145.7 - Sexual Harassment.

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the process for filing a formal complaint.

Even if the alleged victim chooses not to file a formal complaint, the Title IX Coordinator shall file a formal complaint in situations in which a safety threat exists. In addition, the Title IX Coordinator may file a formal complaint in other situations as permitted under the Title IX regulations. In such cases, the alleged victim is not a party to the case, but will receive notices as required by the Title IX regulations at specific points in the complaint process.

A formal complaint, with the complainant's physical or digital signature, may be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. *(34 CFR 106.30)*

The Superintendent or designee shall ensure that the Title IX Coordinator, investigator, decision-maker, or a facilitator of an informal resolution process does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and that such persons receive training in accordance with 34 CFR 106.45. *(34 CFR 106.45)*

### Supportive Measures

Upon receipt of a report of Title IX sexual harassment, even if a formal complaint is not filed, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures which are nondisciplinary, nonpunitive, and do not unreasonably burden the other party. Such measures may include, but are not limited to, counseling, course-related adjustments, modifications of class schedules, mutual restrictions on contact, increased security, and monitoring of certain areas of the campus. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures. *(34 CFR 106.30, 106.44)*

### Emergency Removal from School

On an emergency basis, the district may remove a student from the district's education program or activity, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal. This authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. *(34 CFR 106.44)*

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. *(34 CFR 106.44)*

### Dismissal of Complaint

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30 even if proved. The Title IX Coordinator shall also dismiss any complaint that did not occur in the district's education program or activity or did not occur against a person in the United States, and may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer enrolled or employed by the district, or sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination with regard to the complaint. *(34 CFR 106.45)*

Upon dismissal, the Title IX Coordinator shall promptly, and simultaneously to the parties, send written notice of the dismissal and the reasons for the dismissal. *(34 CFR 106.45)*



If a complaint is dismissed on the grounds that the alleged conduct does not constitute sexual harassment as defined in 34 CFR 106.30, the conduct may still be addressed pursuant to BP/AR 1312.3 - Uniform Complaint Procedures as applicable.

#### Informal Resolution Process

When a formal complaint of sexual harassment is filed, the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint. *(34 CFR 106.45)*

The district may facilitate an informal resolution process provided that the district: *(34 CFR 106.45)*

1. Provides the parties with written notice disclosing the allegations, the requirements of the informal resolution process, the right to withdraw from the informal process and resume the formal complaint process, and any consequences resulting from participating in the informal resolution process, including that records will be maintained or could be shared.
2. Obtains the parties' voluntary, written consent to the informal resolution process
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student

#### Formal Complaint Process

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: *(34 CFR 106.45)*

1. The district's complaint process, including any informal resolution process
2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident if known. Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview.

If, during the course of the investigation, the district investigates allegations about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process
4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence
5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process

The above notice shall also include the name of the investigator, facilitator of an informal process, and decision-maker and shall provide either party with no less than three calendar days to raise concerns of conflict of interest or bias regarding any of these persons.

During the investigation process, the district shall: *(34 CFR 106.45)*

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence
3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney
4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate
6. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report
7. Objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and determine credibility in a manner that is not based on a person's status as a complainant, respondent, or witness
8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response
9. After sending the investigative report to the parties and before reaching a determination regarding responsibility, afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

#### Written Decision

The Superintendent shall designate an employee as the decision-maker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator or a person involved in the investigation of the matter. *(34 CFR 106.45)*

The decision-maker shall issue, and simultaneously provide to both parties, a written decision as to whether the respondent is responsible for the alleged conduct. *(34 CFR 106.45)*

The written decision shall be issued within 45 calendar days of the receipt of the complaint.

The timeline may be temporarily extended for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. *(34 CFR 106.45)*

In making this determination, the district shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment. The same standard of evidence shall be used for formal complaints against students as for complaints against employees. *(34 CFR 106.45)*

The written decision shall include the following: *(34 CFR 106.45)*

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30
2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the district includes hearings as part of the grievance process
3. Findings of fact supporting the determination
4. Conclusions regarding the application of the district's code of conduct to the facts
5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's educational program or activity will be provided by the district to the complainant
6. The district's procedures and permissible bases for the complainant and respondent to appeal

#### Appeals

Either party may appeal the district's decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator,

investigator(s), or decision-maker(s) affected the outcome. If an appeal is filed, the district shall: (34 CFR 106.45)

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties
2. Ensure that the decision-maker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator
3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome
4. Issue a written decision describing the result of the appeal and the rationale for the result
5. Provide the written decision simultaneously to both parties

An appeal must be filed in writing within 10 calendar days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered. Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

### Remedies

When a determination of responsibility for sexual harassment has been made against the respondent, the district shall provide remedies to the complainant. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45)

### Corrective/Disciplinary Actions

The district shall not impose any disciplinary sanctions or other actions against a respondent, other than supportive measures as described above in the section "Supportive Measures," until the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44)

For students in grades 4-12, discipline for sexual harassment may include suspension and/or expulsion. After the completion of the complaint procedure, if it is determined that a student at any grade level has committed sexual assault or sexual battery at school or at a school activity off school grounds, the principal or Superintendent shall immediately suspend the student and shall recommend expulsion. (E.C. §§ 48900.2, 48915)

Other actions that may be taken with a student who is determined to be responsible for sexual harassment include, but are not limited to:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference

3. Education of the student regarding the impact of the conduct on others
4. Positive behavior support
5. Referral of the student to a student study team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

### **Record-Keeping**

The Superintendent or designee shall maintain for a period of seven years a record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, any appeal or informal resolution and the results therefrom, and responses made pursuant to 34 CFR 106.44. *(34 CFR 106.45)*

The Superintendent or designee shall also maintain for a period of seven years all materials used to train the Title IX Coordinator, investigator(s), decision-maker(s), and any person who facilitates an informal resolution process. The district shall make such training materials publicly available on its web site, or if the district does not maintain a web site, available upon request by members of the public. *(34 CFR 106.45)*

## **PESTICIDE DISCLOSURE NOTICE**

State law requires that you be given the following information: CAUTION – PESTICIDES ARE TOXIC CHEMICALS. Structural pest control companies are regulated by the Structural Pest Control Board and apply pesticides that are registered and approved by the California Department Pesticide Regulation and the United States Environmental Protection Agency. Registration is granted when the state finds that based on existing scientific evidence, there are no appreciable risks if proper use conditions are followed or that the risks are outweighed by the benefits. The degree of risk depends upon the degree of the exposure, so exposure should be minimized.

If within 24 hours following application you experience symptoms similar to common seasonal illness comparable to live flu, immediately contact your physician or Poison Control Center at (800) 682-9211 and the District Maintenance Department at (760) 499-1870, who will notify the pest control company under contract with the District.

For further information from the pest control company, contact the District Maintenance Department at (760) 499-1870. For health questions, contact the Kern County Public Health Services Department at (661) 321-3000; and for application information, contact the Kern County Agriculture and Measurement Standards at (661) 868-6300; and for regulatory information, contact the California Department of Consumer Affairs, Structural Pest Control Board at (916) 561-8700.

Copies of the District's integrated pest management plans are available in each school site office. The District's integrated pest management plan may also be found on the District website at [ssusd.org](http://ssusd.org).

The District's current contractor for pest control is Stafford's Pest Control. The contracted frequency for exterior application is monthly with an on-call basis for interior application. The pests covered by contract include, but are not limited to, ants, roaches, mice, rats, spiders, fleas, silverfish, ticks, and any stored-grain pests. Applications, whether exterior or interior, are scheduled after 2:30 pm weekdays or during vacations unless an emergency arises, which would be serviced as soon as possible. It will be posted at the site office 24 hours prior to regularly-scheduled service and will remain posted for 72 hours after service.

The pesticide products the District expects may be used at school sites during the upcoming school year include but are not limited to : Avert (Abamectin B1), Cross Check Plus (Bifenthrin), Delta-Gard (Deltamethrin), Dagnet (Permethrin), EcoVia (Alcohol), Maxforce (Hydramethylnon), Suspend SC (Deltamethrin), Sedgehammer and Tempo SC Ultra.

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's website at: <http://www.cdpr.ca.gov>.

Each site will have a logbook for the technician to post the service activities, which will contain information regarding date of application, pesticide used, percent of concentrate applied, areas treated and how applied, purpose of application and the time applied, any observations/comments and the technician's signature. This logbook will also contain the program, quality assurance, rules and regulations, and the Material Safety Data Sheets for products used by the company. Parents or legal guardians of District students may receive notification of individual pesticide applications by completing and returning the attached application. Persons who register for notification shall be notified of individual pesticide applications at least 72 hours before the application. The notice shall include the product name, the active ingredient or ingredients in the product, and the intended date of application. (*E.C. § 48980.3; E.C. § 17612*)

## MISCELLANEOUS

### DRESS CODE

Dress codes at individual schools shall conform to all applicable legal requirements. Pupil dress must meet the following standards: (a) the clothing is safe for the pupil and others, (b) it permits full participation in the educational program, and (c) it does not significantly distract others. Schools shall allow for outdoor use of sun protective clothing. Students may also use sunscreen during the school day with or without a physician's note or prescription. Additionally, gang- and drug- related clothing may be controlled under the conditions described below. (*E.C. § 35183 and 35183.5*)

## GANG-RELATED CLOTHING

The District has determined that wearing gang-related clothing, on school premises or at school sponsored activities, poses a danger to pupils and disrupts instruction. Before controlling dress for gang-related reasons, the principal will conduct an appropriate investigation and determine (a) there has been gang-related activity on the campus, OR (b) weapons have been found on the school campus. Once either “a” or “b” above has been demonstrated, the principal shall devise regulations prohibiting the clothing believed to be gang-related apparel. The principal will then: (a) submit these regulations to the Governing Board, and (b) give notice of the gang-related apparel regulations to pupils and parents. (E.C. § 35183)

## FEDERAL SURVEY CARDS

The District receives funds from the federal government on the basis of the number of children in our schools whose parents’ employment is related with federal activities. The government stipulates that a survey be made in order for the District to be eligible to receive these funds. A survey will be sent home to account for each child in the District. A survey must be completed for every child, even if his/her parents’ work is not related to federal activities. Your cooperation in returning a completed survey for your child will be appreciated regardless of whether or not there has been a change in your family status.

## CHILDREN IN HOMELESS SITUATIONS

Each local school district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations.

## IMPORTANT INFORMATION ABOUT SCHOOL FUNDING AND STUDENT ATTENDANCE

School districts no longer receive funding from the State of California for pupils who are absent from school. This includes all absences, even those related to illness, medical or doctor appointments, or for the purpose of attending funeral services of a member of the immediate family.

The District will receive state funding only for students who actually attend school. If you find it necessary to keep your child out of school for reasons other than an illness, we encourage you to send your child to school for at least part of the day so that your child will not be counted absent and also will not miss out on important school assignments. It is crucial that local schools continue to receive the financial resources necessary to provide quality educational services and reduce program cuts. We want to avoid the unnecessary absences that reduce District resources and limit your child’s opportunity to obtain good grades.



Studies show that there is a direct correlation between good school attendance and student achievement; therefore, we encourage you as parents to reinforce the importance of good school attendance and to make every effort to send your child to school on a regular basis.

Again, we encourage your continued support to promote good school attendance and student achievement.

## PESTICIDE APPLICATION NOTIFICATION REGISTRATION 2021-22

Parents or staff members who wish to receive notification of individual pesticide applications at their school or work site must complete this registration form and return it to their school.

School Site/Facility:

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Name of Staff Member:

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OR Name of Student:

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Name of Parent/Guardian:

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Mailing Address:

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Home Phone:

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Work Phone:

---

Cell Phone:

---

Signature:

Date:

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# SIERRA SANDS UNIFIED SCHOOL DISTRICT

## Parent Acknowledgment

Education Code Section 48982 requires parents or guardians to sign and return this acknowledgment. Please complete this form and return it to the school with your son or daughter.

By signing below, I am neither giving nor withholding my consent for my child/children to participate in any programs; I am merely indicating that I have received and read the “2021-22” Annual Notice to Parents/Guardians” regarding my rights relating to activities that might affect my child/children.

Printed Name of Student(s):

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Signature of Parent/Guardian:

Date:

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Printed Name of Parent/Guardian:

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