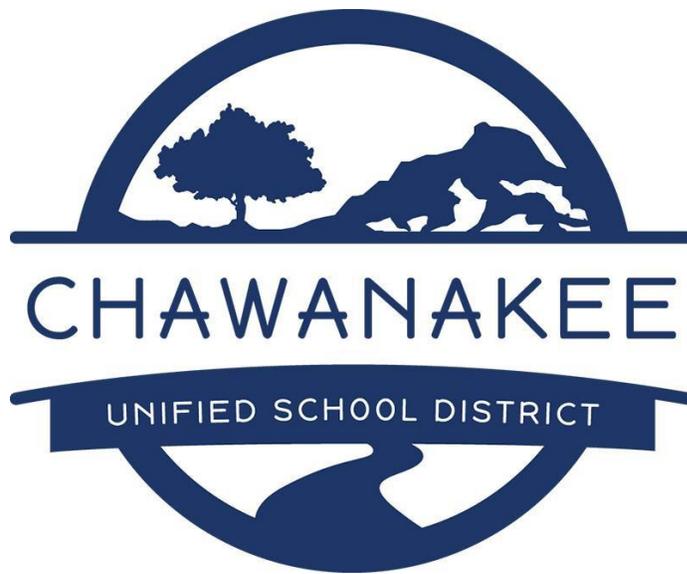


Parent/Student Handbook 2020-2021



Chawanakee Unified School District

P.O. Box 400 • North Fork, CA 93643

26065 Outback Industrial Way • O'Neals, CA 93645

Phone: (559)877-6209 • Fax: (559)868-4488

SCHOOL SITES

Chawanakee Academy Charter

45077 Road 200
Mail to: P.O. Box 210
O'Neals, CA 93645
(559) 868-4200
Rhonda Corippo Principal
rcorippo@mychawanakee.org

Hillside Elementary

800 Treasure Hills Drive
Madera, CA 93636
(559) 822-4141
Jared Pierce, Principal
jpierce@mychawanakee.org

Manzanita Community Day School

32996 Road 228
Mail to: P.O. Box 400
North Fork, CA 93643
(559) 877-7200
Rhonda Corippo, Principal
rcorippo@mychawanakee.org

Minarets Charter High

45077 Road 200
Mail to: P.O. Box 208
O'Neals, CA 93645
(559) 868-8689
Patrick Wilson, Director
pwilson@mychawanakee.org

Minarets High School

45077 Road 200
Mail to: P.O. Box 186
O'Neals, CA 93645
(559) 868-8689
Daniel Ching, Principal
dching@mychawanakee.org

Mountain Oaks High School

33030 Road 228
Mail to: P.O. Box 400
North Fork, CA 93643
(559) 877-4440
Rhonda Corippo Principal
rcorippo@mychawanakee.org

North Fork School

33087 Road 228
North Fork, CA 93643
(559) 877-2215
Michelle Dungan, Principal
mdungan@mychawanakee.org

Spring Valley School

46655 Road 200
O'Neals, CA 93645
(559) 868-3343
Jessica Fairbanks, Principal
jfairbanks@mychawanakee.org

Transportation/MOT

26065 Outback Industrial Way
O'Neal's, CA 93645
(559) 868-3668
Jose Camacho, Director
jcamacho@mychawanakee.org

Parent Student Nondiscrimination Statement:

The Chawanakee Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

For questions or complaints, contact Equity Officer and Title II, Title V, and Title IX Compliance Officer: Margaret Ameel, Ph.D., Director, Human Resources/Special Projects, 26065 Outback Industrial Way, O'Neals, CA 93645 or P.O. Box 400 North Fork, CA 93643, (559) 877-6209, mameel@mychawanakee.org

Or

District Special Education and 504 Coordinator, Kelli Bryant, 26065 Outback Industrial Way, O'Neals, CA 93645 or P.O. Box 400 North Fork, CA 93643, (559) 877-6209, kbryant@mychawanakee.org

Chawanakee Unified School District is committed to ensuring equal, fair, and meaningful access to employment and education services. We do not discriminate in any employment practice, education program or activity due to association with or on the basis of (actual or perceived), age, ancestry, ethnicity, race, gender, gender identity or expression, sexual orientation, genetic information, marital status, medical condition, pregnancy/related conditions, disability, military or veteran status, national origin, immigration status, political affiliation, religion, retaliation, or any other basis prohibited by California state and federal nondiscrimination laws. For questions or complaints contact Equity Officer and Title IX, Title II, Title V Compliance Officer: Margaret Ameel, Ph.D., Director, Human Resources/Special Projects, P.O. Box 400 North Fork, CA 93643, (559) 877-6209.

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California Education Section Code 51500: A teacher shall not give instruction and a school district shall not sponsor any activity that promotes a discriminatory bias on the basis of race or ethnicity, gender, religion, disability, nationality, sexual orientation, or because of a characteristic listed in Section 220.

You may view information about your student's attendance, grades and lunch transactions on the Internet by accessing our district student information system at:

chawanakee.powerschool.com/public
<http://www.chawanakee.k12.ca.us>.

Contact your school site secretary to obtain your personal user name and password, and get connected to your child's school in a whole new way. Access to the Internet is available at your public library and at all of our school sites (Contact your school office for details and times).

History of Chawanakee Unified School District

The Community

The Chawanakee Unified School District is located in Eastern Madera County, covering approximately 867 square miles, extending from the floor of the San Joaquin Valley to the crest of the Sierra Nevada Mountains, including a significant amount of territory in the Sierra National Forest.

The District encompasses the communities of North Fork, O'Neals, Tesoro Viejo, and Millerton Preserve. Spectacular recreational areas of Bass Lake and Yosemite National Park surround North Fork while the San Joaquin River borders Tesoro Viejo and Millerton Preserve on the eastern side. The District is close to Badger Pass and China Peak ski slopes and we are just minutes from Millerton Lake State Park. The District is also surrounded by a multitude of High Sierra lakes and resorts.

The District is within a one-hour drive of Fresno, Madera, and Merced where post-secondary educational opportunities exist at CSU Fresno, Fresno Pacific University, UC Merced, Fresno City College, Clovis Community College, Madera Community College, and the Oakhurst Center all provide Community College opportunities, including Dual Enrollment.

The District is also within three hours of San Francisco, Monterey, Sacramento, the Central Coast, Sequoia and Kings Canyon National Parks.

The District

Chawanakee Unified School District is a TK-12th grade district that takes great pride in being a “district of choice”. There are seven schools in the district which include a full array of college and career educational options for our students: North Fork School (TK-8), Spring Valley School (TK-8), Hillside Elementary (TK-8), Mountain Oaks High School (Necessary Small School), Chawanakee Academy (K-12 Charter Independent Study School), Minarets High School and Minarets Charter High School (on the campus of Minarets High School). Plans are underway for Rio Mesa High School in the Tesoro Viejo development and a new K-8 in the Preserve at Millerton. In addition, we have Preschool programs at Hillside Elementary and North Fork School and Adult Education Opportunities district-wide.

Schools within the Chawanakee Unified School District have received a number of awards. Minarets High School received the California School Boards Association Golden Bell Award in 2011 and a nominee for 2020, was invited to apply for an Apple Distinguished Award in 2012, and hosts a national and state recognized FFA program with almost 80% of our Minarets students participating. North Fork School reached silver status for their work in PBIS in 2019 and has been recognized by the state for their farm to table program. Based on the 2019 California School Dashboard, Minarets High School ranked 1st in our county for Graduation Rate and College and Career Readiness and 1st compared to similar schools' state wide.

With an annual budget of approximately \$13 million, the District serves almost 1,500 students and employs approximately 180 staff.

High Quality, Personalized Education

Families are drawn to our schools' academic environment that focuses on Rigor, Relevance, Relationships, and Resiliency. Our Academic programs encompass a broad range, including the arts, science, technology, engineering and math, as well as agricultural and career educational programs. With full CTE pathways in Agriculture, Media Productions, and Music. Our district also has 14 current course offerings in Dual Enrollment programs with our Community College partners.

We serve our approximately 1,500 students throughout Eastern Madera County with smaller class sizes and a student-teacher ratio of 25:1. Chawanakee Unified School District is Excellence in Action. With individualized and personal attention from our staff, Chawanakee students are educated, encouraged and mentored, fostering a caring family atmosphere.

Chawanakee Unified teachers are highly trained users of technology for instruction and students acquire

comprehensive technology skills as a part of the curriculum. The district makes safe and drug-free campuses a priority, instilling in our students a sense of pride and responsibility to our community. School sites are community centers, accessible to the public during non-school hours. Facilities include lighted athletic fields, library media centers, classrooms and multipurpose rooms used by a variety of community organizations. Chawanakee Unified school sites continue to be the center of academic, social, civic and recreational activity for preschool through adult community members.

Vision, Mission and Core Values

Mission:

Chawanakee Unified School District students will engage in a challenging academic experience driven by professional level technology and project-based instruction. We are a community where professionalism, academic rigor and social success are the foundation for learning.

Vision:

While incorporating the guiding principles of Rigor, Relevance, Relationships and Resilience, Chawanakee Unified School District will continually work toward being an innovative district that integrates technology, digital learning models, student-centered learning and professionalism. Students will be successful by learning the importance of creativity, collaboration, communication, critical thinking, community and competency.

Core Values:

Our Core Values are categorized into three primary areas: Teaching and Learning, Student Engagement and Character Development/Life and Career Skills. These values extend from our school leadership down through our teachers and students and out into our community. Chawanakee Unified School District seeks to focus on and develop these values in all of our stakeholders.

Teaching and Learning

- High Expectations
- Content to Context
- Project Based Experiences
- Proven Instructional Practices

Student Engagement

- Critical Thinkers
- Competency
- Communication
- Collaboration
- Creativity
- Community-Civic-Global

Character Development/Life and Career Skills

- Respect
- Responsibility
- Trustworthiness
- Fairness
- Accountability
- Perseverance
- Adaptability
- Leadership

DISTRICT PROGRAMS AND GENERAL INFORMATION

Lunch Programs

The district provides students with an access to a variety of affordable and appealing foods that meet the state and federal requirements which are based on the USDA Dietary Guidelines. Families are encouraged to apply for the Free and Reduced Breakfast and Lunch Program. Students who qualify will receive free meals or meals at a reduced rate. Information and applications pertaining to the free/reduced price meal program are mailed to parents before school begins. (E.C. § 49510-49520). Applications are also available online at www.chawanakee.k12.ca.us. Applications will be mailed/emailed to parents before the start of school.

Prior year lunch application qualifications are in effect for the first 30 days of each school year. This grace period gives parents/guardians the necessary time to **complete a new application**. If a new application is not in place within the first 30 days, the student begins accruing charges in paid status.

We encourage parents who do not qualify for Free and Reduced Meals to pay weekly or monthly at the school office, school cafeteria or online at www.myschoolbucks.com under the link located on the Food Services page on the district website.

The Food Service Department generates monthly outstanding balance letters for students who owe a balance greater than \$20.00 at the start of each month. These letters are mailed home directly to parents for notification of payment for the outstanding balance. All outstanding balance amounts or credits in student accounts are rolled over at year end to start the new school year. **Payment will be required to clear all student accounts to receive high school diploma.**

Hot lunches are prepared at North Fork and Hillside schools and delivered to all district school sites. The price of a hot lunch for TK-8 students is \$3.25, 9-12 is \$3.75 and milk is included. Adult and staff meals are available for \$4.75.

Breakfast is served to students at all sites. The price of a breakfast is TK-8 \$1.75, 9-12 \$2.00, and \$3.50 for adults. Milk may be purchased separately for \$0.50, juice \$0.75, and water for \$1.00. **Prices are subject to change.** Parents are encouraged to send sufficient funds to cover multiple meals. Charges for milk, juice or al-a carte items will not be allowed. You may view your child's lunch transactions and account balance using the My School Bucks system. If you are not already using this system, please contact the food service department at 877-6209 ext. 2015 for details.

Parents, students, and other unauthorized district staff are not allowed in Food Service areas. District Food Services equipment is not to be used by non-food service personnel. District Food Service facilities are not to be used for anything other than the preparation of food for students breakfast and lunch programs.

Please visit our food service page on the District Website for further information.

Non-Discrimination Statements

Chawanakee Unified School District is committed to ensuring equal, fair, and meaningful access to employment and education services. We do not discriminate in any employment practice, education program or activity due to association with or on the basis of (actual or perceived), age, ancestry, ethnicity, race, gender, gender identity or expression, sexual orientation, genetic information, marital status, medical condition, pregnancy/related conditions, disability, military or veteran status, national origin, immigration status, political affiliation, religion, retaliation, or any other basis prohibited by California state and federal nondiscrimination laws. For questions or complaints contact Equity Officer and Title IX Compliance Officer: Margaret Ameel, Ph.D., Director, Human Resources/Special Projects, P.O. Box 400 North Fork, CA 93643, (559) 877-6209

USDA Program Discrimination

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

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

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

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SE
Washington, D.C. 20250-9410

(2) Fax: (202)690-7442

or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider

District Advisory Team

The District Advisory Team is composed of parents, community members, students, and school employees. They review the Federal, State and District plans, District's Local Control Action Plan (LCAP), SARC, Safety Plans, Every Student Succeeds Act (ESSA) and make recommendations for curriculum, school climate, safety and budget priorities. The team participates in the composing of LCAP Plan, ESSA, SARC and Safety Plans for the Board of Trustees adoption. Parents are recommended by the school site council to represent their school sites.

School Accountability Report Card

The School Accountability Report Card (SARC) Summary is available in your school site office on request, and a full-length version is available on the Internet at www.chawanakee.k12.ca.us. It contains information about the district regarding the quality of the district's programs and its progress toward achieving stated goals. (E.C. Sections 33126, 35256 and 35258)

Please refer to this site-specific document for information about the curriculum offered at each of our school sites.

School Site Council

The Site Council is composed of parents, community members, students, and school employees. They review school curriculum, learning climate, and compose a plan for student achievement outlining educational goals for each site. Parents are nominated for Site Council seats and elected by parents at each school site.

Parent/Teacher Organizations

Parent Organizations are comprised of parents and community members interested in improving the quality of education through fundraising activities and social functions. Membership is open to all community members. The organizational officers send meeting and activity notices home with the students. You are encouraged to attend meetings and get involved in your students' school.

Parent/Community Volunteers

Volunteers are required to check in and present identification at the school office to receive a pass prior to going to the classroom. Parents are vital partners in the educational process and are urged to participate directly as classroom volunteers. The school principal or your child's teacher can acquaint you with this program. The Board of Trustees, to make this program as effective and as beneficial as possible, has adopted volunteer regulations and requirements.

Specialized Academic Instruction

Instruction to meet the needs of the individual student is an important educational practice. Teachers refer students exhibiting learning problems to the student study team where interventions shall be recommended. If psychological testing determines that the pupil has specific learning disabilities, it will be recommended that the child receive specialized academic instruction during part of the school day. The special teaching methods will continue until the student is ready to participate in the regular classroom on a full time basis. Placement in the specialized academic program requires parent approval.

Speech and Language Specialist

Our speech and language specialists work with students who are in need of specialized, remedial and developmental instruction in speech, language, voice, hearing, and fluency. In addition, the speech and language specialist serves in an advisory capacity to teachers in the area of language development. Parents who feel their son/daughter are in need of speech therapy should contact the school for a possible assessment.

Special Day Class

More than 51% of your child's academic instruction will be provided outside of the regular classroom setting. These programs are offered in a regionalized program setting either at county, school site or at one of our K-8 or high school settings.

The School Psychologist

The psychologist is available to provide academic, social/emotional, behavioral and cognitive testing. The psychological information is to determine the student's eligibility for additional support services. He/she may also play a counseling role to parents and students by providing assistance to the teachers in implementing effective teaching strategies. All psychological testing requires parental permission.

EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

Athletics/Cheer

Students in grades 4-12 are eligible to participate in the competitive sport programs. Boys and girls compete in organized leagues or sections. At some sites, pep and cheer squads have been organized and participate at sports activities and other cheer competitions. Minarets High School and Minarets Charter High School participate in the California Inter-Scholastic Federation (CIF) Sports Program. **All student athletes/cheer must adhere to the Districts/CIF Code of Conduct.**

Music

Instrumental music is offered at grades 5-7 and choral and show band(s) are offered at grades 8-12 students at Minarets High/Minarets Charter School during the regular school day **only**. The music teacher instructs in wind and percussion instruments. Some instruments are available at school and rentals can be arranged. The music teacher will contact parents at the beginning of the year with information on student participation. Chawanakee Academy Charter 8-12 high school students **may** also participate if they are concurrently enrolled. Instrumental music is also offered to students at grades 5-7 district wide.

Academic Requirements

All students participating in extracurricular activities shall demonstrate satisfactory academic progress by taking the prescribed course of study and meeting the standards of proficiency established by the district. Students in grades 4-8 shall maintain a minimum of a 2.0 grade point average, have no D or F grades in any subject. Students in grades 9-12 must meet the District/CIF minimum GPA of a 2.0 and have earned 20 credits prior to the sport of season. Unsatisfactory progress reports or report cards can put students on an "ineligible" list or athletic probation.

Citizenship Requirements

As a condition for maintaining eligibility for participation in extra/co-curricular activities, each student shall maintain a positive record of citizenship. A student in grades 4-8 shall be immediately ineligible for participation if he/she exceeds the limits set in the school site discipline procedure. High school students should refer to the Code of Conducts forms they signed at the beginning of the school year. Eligibility can also be revoked week by week because of classroom behavior, which affects the student's ability to successfully fulfill classroom assignments. To participate in CIF athletics students must maintain a GPA of 2.0 with no failures and be in good standing with attendance and behavior. All students must adhere to the District/CIF Code of Ethics.

Academic Awards

All students are given special recognition for their academic success. It is the practice of the teaching staff to offer this recognition in a manner that is appropriate for the maturity and grade level of the students. Students in grades 4-8, where "letter" grades are given, are eligible to be placed on the Honor Roll or Merit/Honorable Mention List for each school grading period.

Students receiving a grade level average of 3.0 (B) to 3.4 (B+) are eligible for the Merit/Honorable Mention list. Students achieving an average of 3.5 (B+) to 4.0 (A) are eligible for the Honor Roll. Grades 9-12 are eligible for California Scholastic Federation as well as Honor Roll for Minarets High School and Minarets Charter.

OUTSIDE CLUBS AND ACTIVITIES

4-H Club/Soccer/Softball Leagues/Scouting/Equestrian

A variety of organizations with parent leadership are available to the students. These outstanding programs teach life skills to the children and offer parents and children an opportunity to enjoy activities together. Meetings are usually held at the school sites.

Special Activity Trips

At the end of the school year grades 6-12 may plan a special activity day to celebrate the end of the year. This trip is not automatically awarded to every student. The student must earn this trip by demonstrating responsible behavior, good citizenship and a satisfactory academic record during the school year. Students who receive an excessive number of misconduct referrals for poor behavior or fail to maintain a "C" grade average between now and the date of the trip in May will not be eligible to go.

Student Counseling/Home Liaison

Students that may be struggling with school or home (attendance, social, emotional, behavioral, or academic) may be referred for counseling services at their school site. Parents must sign a consent form before services may begin.

Student Code of Dress and Grooming

Students are expected to maintain standards of dress, grooming and hygiene appropriate for association with fellow students and school personnel. Attire that is distracting to the education of others is unacceptable. Please see AR5132.

Parent/Teacher Conferences

Formal parent/teacher conferences are held in the fall for TK-8. Every effort should be made to meet with your child's teacher during this time. If it is not possible to arrange a conference at the school, teachers will consider a telephone conference as an alternative. Parents of students in grades 4 through 12 are encouraged to monitor their attendance and grades using the student information system. If you have concerns with your child's academic, attendance, social, emotional, and behavioral concerns additional Parent/Teacher conferences may occur as needed during the school year. Conferences with teachers should be arranged in advance. Parents are encouraged to call or email their child's teacher to arrange a conference appointment. Teachers are usually available for conferences before/after school hours.

School Board Policies

Chawanakee Unified Parent/Student Handbook may reference District Policy throughout this document. The following references are:

Board Policy (BP): regulations that are defined by the District's Board of Trustees.

Administrative Regulation (AR): defines the process which defines the Board Policy.

Exhibit (E): an exhibit is the form or template that the District has created. Interested individuals may view (or print) these policies in full by accessing our website at www.chawanakee.k12.ca.us, under School Board tab. Or copies may be obtained at the school sites/ District Office.

Promotion/Acceleration/Retention

Because the schools of the district are dedicated to the best possible development of each student enrolled, the professional staff is expected to place students at the grade level best suited to them academically, socially and emotionally in light of school district goals, objectives and expected proficiency. Students will normally progress annually from grade to grade or level to level. Exceptions may be made when, in the judgment of the certificated staff, such exceptions are in the best interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parent/guardian, but the final decision shall rest with the school authorities. Students exhibiting academic deficiencies, which could lead to retention, are to be identified by the teacher(s) **as soon as possible in the school year.** Parents are to be kept informed of the progress of such students on a regular basis during the school year (progress reports, report cards, teacher conferences, or Student Information System). Before the last month of school, teachers shall consider the retention of students. **(AR5123)**

Release of Students to Parents

It is sometimes necessary for a parent, or persons authorized by parents, to pick up their child during the school day. When doing this, please report to the office to **sign** your child out of school. The office will then call for your child to be released from class. Students will not be released to persons other than parents/guardians unless they are listed on the emergency card. For the protection of the child, he/she will be released according to the instructions of the parent having legal custody as verified by school records.

After School On-Campus Attendance

There may be times when students stay after school for tutoring, school academic assistance or athletic practice. These are prearranged activities for these students. Siblings may not stay after school with their brothers or sisters participating in these activities. School employees are not available for supervision of non-participating students.

Independent Study

When attendance at school is interrupted by illness, transportation problems, unavoidable travel plans, alternate educational experiences, or a family crisis, pupils can be placed on an independent study program.

An academic program contract is composed between the teacher, the parent and student, which will provide a continuous educational experience until the child can return to school on a regular basis. The contract needs to be developed and signed by the teacher and the parents before the child is to be absent. **The completed signed contract must be returned the day the child returns to school for credit.**

P.E. Excuses

The law requires that all students participate in Physical Education (P.E.) until age sixteen or completion of 20 credits high school PE. Students who have been absent because of an illness and should not/cannot participate in P.E. must bring a note signed by the parent or doctor for their P.E. instructor. Students with a valid P.E. excuse will be given alternate assignments.

8TH GRADE GRADUATION REQUIREMENTS

1. Attend school at least 95% of school days. This includes no more than 9 excused/unexcused absences. Absences may be made up, check with your site administrator.
2. Have a cumulative grade point average of 2.0 or better at the end of 3rd quarter of 8th grade year. Grades from other schools apply. No F's.
3. Pass the U.S. Constitution test with a score of 70% or better.
4. Complete all required course work in reading, language arts, mathematics, science, social studies and technology.
5. Maintain satisfactory citizenship as determined by eighth grade teachers and site principal.
6. Student will be required to do a project based learning presentation.
7. Students must not be suspended more than one time during the 8th grade school year nor in the last 4 weeks of the school year. If a second suspension occurs any time, the 8th grade student's record will automatically be ineligible for graduation ceremony and activities.
8. No debts or obligations.

The receipt of a diploma is a reflection of a student having met the above standards. The parents of students bordering on losing this privilege shall be notified well in advance by telephone, in person and/or letter.

A copy of this policy shall be given or mailed to the parents during the conferences week held at the end of the first quarter.

HIGH SCHOOL GRADUATION REQUIREMENTS

The Chawanakee Unified School District's high school graduation requirements and courses of study are designed to accommodate a wide variety of individual needs and goals. It is the district's intent to prepare students for post-secondary education and career readiness. The graduation requirements meet or exceed the requirements of the State of California. Students from Chawanakee Unified School District must meet the following requirements:

1. Satisfactory citizenship
2. 95% attendance
3. (300 credits) Minarets High School/Minarets Charter High School; (240 credits) Mountain Oaks/Chawanakee Academy Charter

Please see your administrator for specific Graduation requirements for ceremonies and activities.

ATTENDANCE

CUSD has a 95% attendance requirement. Students that do not meet the attendance requirement may be assigned Monday/Saturday school or after school program to make up attendance. Students will be placed on a loss of privilege for extra-curricular/co-curricular or graduation activities.

Absences/Attendance Laws

Regular attendance is a critical aspect of a successful school experience. Prolonged or frequent absences can seriously affect a child's progress in school. Nevertheless, it is detrimental to the child and to other children if they attend when they are ill. Students who are ill or need regular medication during recovery from illness should not attend school.

Attendance Procedure

The state law of California requires attendance of every person under eighteen (18) years of age or has earned a high school diploma.

1. When a student is absent from school, **the parent/guardian is required** to call the school before 10:00 a.m. that day and give the following information:
 Student name
 Parent or guardian name
 Reason for absence
 Date of absence
 a) If a student has been absent and no call has been made, then **the student must** bring a written note (date, reason, days of absence and signature) to the office upon their return to school.
2. Students who arrive at school after school has begun must report to the office for an admittance slip.

Excused Absences

Students receive an excused absence for the reasons set forth in CEC 48205, which is copied below, upon written notification by the parent or guardian to the school office. California Education Code § 48200). A pupil will be excused from school when the absence is:

1. Due to his or her illness
2. Due to quarantine under the direction of a county or city health officer
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one (1) day if the service is conducted in California and not more than three (3) days if the service is conducted outside California
5. For the purpose of jury duty in the manner provided by law
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent

7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board
8. For the purpose of 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 his/her immediate family member who is an active duty member of the uniformed services, as defined in CEC § 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment. 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 purposes of attending the pupil's naturalization ceremony to become a United S

All of the reasons for absence must be satisfactorily confirmed in person, in writing or by telephone. No student shall have an academic grade reduced due to excessive absences, provided the required class work is completed in a timely manner.

When students contemplate absence for reasons other than those listed above, their parents/guardians should write the principal to ask that the expected absence be excused. The request will be considered and approved or disapproved pursuant to uniform district standards. A request from a parent/guardian that the student's absence be excused shall not be granted if the principal or designee believes that such approval would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students. If the request is denied, reasons will be given.

Truancy/SARB

Students absent without a valid excuse for more than three days in one school year shall be classified as truant. Students who are more than 30 minutes tardy on three or more school days in one school year shall be classified as truant. Such students shall report to the site administrator (Education Code § 48260). The parent/guardian of a student shall be notified of the following: (Education Code § 48260.5)

- a. That student is truant.
- b. That parent/guardian is obligated to compel the student to attend school.
- c. That parent/guardian who fail to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code § 48290 seq
- d. Alternative educational programs are available in the district.
- e. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- f. That the pupil may be subject to prosecution under Section 48264.
- g. That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.
- h. It is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for the day.

1st Truancy Letter: First Notification of Truancy or Excessive Absence Letter will be sent out with 3 absences. (3rd absence or 2nd unexcused tardy greater than 30 minutes. (or any combination)

2nd Truancy Letter: Second Notification of Truancy Letter will be sent after the 6th absence and a parent conference will be held.

3rd Truancy Letter: Third Notification of Truancy will be sent after the 7th absence. A SART meeting will be scheduled.

4th Truancy Letter: Fourth Notification of Truancy will be sent after the 8th absence. A second SART meeting will be held.

After the 9th absence SARB process will begin.

School of Choice Options

The Chawanakee Unified School District also offers an Independent Study School (TK-12), Adult School, necessary small (9-12) high school, and a Community Day School.

Parents may apply for educational options for their children outside of their attendance area. Parents choosing another school within the Chawanakee Unified School District may apply for an **intradistrict** transfer. An **intradistrict** transfer may be used only once in grades (TK-8) and (9-12). Intradistrict availability will be based on grade level impact. Grade level impact will determine Intradistrict transfer approval.

Parents may apply for an **interdistrict** transfer if they wish to enroll their student(s) in another school district. Information concerning intra/interdistrict transfers is available in the school office or at the District Office.

Deadline for application must be received by February 15th for the following year.

DISTRICT SAFETY MEASURES

Student Procedures for Reporting Concerns

Students who need to report a problem with a student, teacher, school issue or who have information regarding a potential problem may ask to see a counselor, principal or school resource officer. If the problem is urgent and the student feels threatened, harassed or intimidated, students are encouraged to reach out for assistance from any staff member. An investigation of the problem will be conducted and all efforts will be made to achieve a resolution.

Search and Seizure

As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. No student shall possess, place, keep or maintain any article or material that is prohibited by law or District Policy in lockers, vehicles, desks, bags, or other items assigned to them or under their control while on District property or at a District sponsored event. The Board believes that the presence of weapons in the schools threatens the district's ability to provide the safe and orderly learning environment to which district students and staff are entitled and has taken measures to prevent such from occurring.

Automobiles

Any automobile entering district property is subject to search, with or without cause, and without the consent of the student by school officials or police officers.

Surveillance Cameras

Cameras will be used to gather evidence with the hope that the utilization of these types of devices may reduce the risk of improper behavior within a school zone and/or the transporting of something harmful inside the school zone. The presence of dangerous items such as weapons and drugs inside our school zone may be reduced and the cameras may serve as a possible deterrent to student misbehavior including fights.

Use of Tobacco Products/Vape Products/Electronic Cigarettes

Students shall not use or possess tobacco products, vape products or electronic cigarettes during school hours or at school related activities. School officials will enforce this policy for any infractions on or adjacent to campus or at activities off campus. Students in possession of tobacco products, vape products or electronic cigarettes are subject to being cited under Section 308 of the Penal Code and District discipline code. All high schools are equipped with tobacco, vape, and electronic cigarette detection devices.

Medication

Students needing to take prescribed and/or over-the-counter medication during the school day are required to register their medication in the School Office. Trained school personnel will assist with the dispensing of such medication as necessary. The following are required before assistance is given:

1. A written statement from the student's physician detailing the method, amount, and time schedule for the taking of the medication.
2. A written statement from the student's parent/guardian requesting the school to assist the student in taking the prescribed medication (EC Section 49423).
3. Medication must be in its original container.
4. Students may not carry medication on campus EXCEPT Epi-Pen, Rescue Inhalers and Glucagon (EC Section 48900)

Contraband Canines

The district may also utilize the service of non-aggressive trained detection canines to sniff out and alert to the presence of those substances prohibited by law or District policy. Under no circumstances will a dog be allowed to sniff the person of a student, employee, patron, visitor or anyone else while on district property or at any district event. This prohibition extends to and includes demonstrations. The canines shall not be used in classrooms occupied by students except for demonstration purposes. The canines may be used to sniff lockers, common areas, desks, bags, items or vehicles that are on district property or adjacent property defined in accordance with the federal Drug Free School Zone laws.

Only the canine's official handler will determine what constitutes an alert by the canine. If the canine alerts to a particular item or place, the person having the use of, bringing onto district property or responsible for that place or item will be called to the scene to witness the search. Ownership of the item will be established and search activities will be conducted in accordance with district policy and applicable law.

In the event the canine alerts on a locked vehicle, the owner or person bringing it onto district property shall be asked to open the vehicle for inspection to be conducted by the canine handler. Refusal to open the item for inspection may result in referring the matter to law enforcement officials, disciplinary action including but not limited to suspension or termination of employment for employees and suspension or expulsion for students and loss of parking privileges on district property for both student and employee. Visitors or patrons may be banned from district property.

Discovery of a prohibited substance or item may result in referral to law enforcement or disciplinary action including but not limited to termination of employment for employees and referral to law enforcement or disciplinary action in keeping with district policy for students.

Students and employees shall be informed of this policy at the beginning of each school year.

Closed Campus (BP5112.5)

In order to keep students in a supervised, safe and orderly environment, the Governing Board establishes a closed campus at all district schools.

Students shall not leave the school grounds at any time during the school day without the written permission of their parents/guardians and school authorities. Students who leave school without authorization shall be classified truant and subject to disciplinary action.

BEHAVIOR GUIDELINES AND DISCIPLINE

General Rules

The Board of Trustees desires to provide a safe, supportive, and positive school environment conducive to student learning and prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school classroom management strategies, and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. The Chawanakee Unified School District has adopted (**BP5131**) that clearly outlines the expected behavior of our students. Each school site has established a positive behavior intervention system (**PBIS**) that promotes proper school behavior. In addition, Chawanakee Unified has adopted a Code of Conduct for all of our students involved in extra-curricular/co-curricular activities. Each school is responsible for reviewing the Codes of Conduct with their students at the beginning of each school year and again at the semester. TK-12 students are responsible for becoming familiar with the **Codes of Conduct** and demonstrating their willingness to contribute to a safe and productive school environment.

Disciplinary measures that may result in loss of instruction time or cause students to disengage from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed. (EC 48900.5)

Administrative Procedures for Student Discipline

1. Misconduct related to Educational Code Section 48900 will result in a referral to the site administrator upon the first offense and a written notice to parents.
2. In offenses related to § 48900, the student may be suspended upon the first offense if site administrator determines that the pupil's presence causes danger to persons or property or is a threat to the instructional process.
3. Primary grade students, because of the need for greater teacher guidance during the socialization process, will be given extended consideration. However, when all reasonable efforts have been made to correct this misconduct and guide the pupil toward responsible behavior, the teacher will carry out the procedure as described.

Additional Disciplinary Regulations and Practices

1. When damage to school property is involved, the parent will be held liable for any willful damage by students to buildings, grounds, equipment or supplies belonging to the district.

2. Law enforcement authorities will be called to assist when school authorities determine that the offense justifies such assistance. Possession, use or sale of drugs, possession of lethal weapons or explosives and actions or threats against the safety of teachers or other school employees would be examples of behavior possibly requiring law enforcement assistance.

EDUCATION CODES REGARDING SUSPENSION/EXPULSION

Grounds for Suspension and Expulsion

A. Causes for Mandatory Recommendation for Expulsion (Education Code 48915)

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

Expulsion Offenses (1-5) - Mandatory Suspension/Mandatory Expulsions

(The Big Five, Most Serious Offenses).

Principal shall immediately suspend, pursuant to Education Code 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school ground (Education Code 48915(c)). The Board shall order a pupil expelled upon finding that the pupil committed an act listed in Education Code 48915(c) and shall refer the pupil to an Alternative program of study (Education Code 48915(d)):

- A1. **Possessing, selling, or otherwise furnishing a firearm.** (Education Code 48915 (c) (1), Penal Code 417.8, 626.9, 12001, 12020)
- A2. **Brandishing a knife at another person.** (Education Code 48915 (c) (2))
- A3. **Unlawfully selling a controlled substance listed in Chapter 2** (commencing with Section 11053) of Division 10 of the Health and Safety Code. (Education Code 48915(c) (3))
- A4. **Committing or attempting to commit a sexual assault** as defined in subdivision in Education Code 48900(n) **or committing a sexual battery** as defined in Education Code 48900(n). (Education Code 448915(c) (4))
- A5. **Possession of an explosive.** (Education Code 48915(c) (5))

NOTE: The known possession of a firearm, loaded or unloaded, brandishing a knife, unlawfully selling a controlled substance, committing a sexual assault or battery, or possession of an explosive at school or a related activity, will result in an immediate suspension and recommendation for expulsion. If the Board upholds an expulsion recommendation after the appropriate expulsion hearing, the student shall be expelled for one calendar year from the date of the offense unless the Board sets an earlier date for readmission, which will be determined on a case by case basis. Referral to an alternative program will be required. (Education Code 48916(a))

All acts of physical violence, possession or use of weapons, or Education Code, Penal Code, or Health and Safety Code violations will be recorded for each pupil on their cumulative record including information on suspensions and expulsions. Such records will be expunged upon graduation or by petition.

For purposes of this policy, definitions of terms used will be as defined in the California Education Code, Penal Code, Health and Safety Code and Regulations of the State Fire Marshal where applicable. An object used in a threatening manner shall be considered a weapon even if its normal use is not as a weapon.

In every case where a pupil in grades 5-12 violates a provision of the Penal Code or the Health and Safety Code referenced by this policy, the student will be taken into custody and cited or taken to a juvenile detention facility.

Expulsion Offenses (6-10) – Mandatory Recommendation/Permissive Expulsions

(Very Serious Offenses)

Allowance for a Review of Circumstances. For the following offenses, the Principal must recommend expulsion of the pupil unless the Principal finds that expulsion is inappropriate under the circumstances. While the recommendation is mandatory, expulsion is not. A non-expulsion recommendation must be made, in writing to the Board, if the decision is not to recommend expulsion. If the decision is to recommend expulsion, the Board must find that: a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; and/or b) Due to the nature of the act, the presence of the pupil causes a continuing danger to the safety of the pupil or others.

A student may be subject to suspension or expulsion when it is determined that he/she committed one of the following acts:

A6. **Causing serious physical injury to another person except in self-defense.** (Education Code 48915 (a) (1), Penal Code 243)

The principal or designee shall, prior to the suspension or expulsion of any pupil, notify the police of any assault with force likely to produce great bodily injury, with or without a weapon. (Education Code 48902 (a), Penal Code 245 (Assault with a deadly weapon))

A7. **Possession of any knife, or other dangerous object of no reasonable use to the pupil.** (Education Code 48915 (a) (2))

Dangerous Object - An instrument capable of causing serious physical injury (includes look-alike weapon or imitation firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m)) This also includes but is not limited to possession, use, and/or sale of destructive/explosive device (bomb), M-80's, cherry bombs, fire-crackers, fireworks and live ammunition.

A8. **Unlawful possession of any controlled substance listed in Chapter 2,** (commencing with 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana other than concentrated cannabis. (Education Code 48915(a) (3)) First offense for marijuana “spice” or “salvia”

A9. **Committed robbery or extortion.** (Education Code 48915(a) (4))

Robbery - Taking of property from a person's possession against his/her will by means of force or fear.

Extortion – Obtaining property from another person through use of force or fear.

A10. **Assault or battery upon any school employee,** as defined in Penal Code 240 and 242. (Education Code 48915 (a) (5))

B. Causes for Possible Suspension/Expulsion on the First Offense. (Education Code 48900)

NOTE: Depending on the seriousness of the act, a five-day suspension and expulsion may be immediately recommended on the 1st offense. Failure to complete an intervention will result in a five-day suspension and/or additional behavioral consequences.

Suspension/Expulsion Offenses B1 - B19 are classified as Permissive Recommendations for Expulsions (Education Code 48915(e)) and require a complete investigation of circumstances surrounding the behavioral infraction triggering the recommendation for expulsion. Upon a recommendation by the Principal, the Board may order a pupil expelled upon a finding that the pupil violated Education Code 48900(f) through (r), or Education Code 48900.2 (sexual harassment), Education Code 48900.3 (hate violence), or Education Code 48900.4 (intimidation). With regard to these violations, the additional finding that other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or that this pupil's continued presence creates a danger to the physical safety of the pupil or others must be made.

- B1. **Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance** as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. Sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant. Unlawfully offered, arranged to sell, or sold the prescription drug Soma. (Education Code 48900(c), 48900(d), 48900(p))

NOTE: The second offense occurring during any subsequent school year may result in a recommendation for expulsion.

- B2. **Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia**, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))

NOTE: The second offense occurring during any subsequent school year may result in a recommendation for expulsion.

- B3. **Stole or attempted to steal school property or private property. Knowingly received stolen school property or private property.** (Education Code 48900 (g), 48900 (l), Penal Code 487, 488) Being in possession of another person's property, including computer passwords or files, without permission, is prima facie evidence of theft. Restitution may be a necessary requisite for a satisfactory condition of re-admittance.

- B4. **Caused or attempted to cause damage to school property or private property -** Cutting, defacing, tagging, changing information on district servers, or otherwise injuring any school district property, or the malicious injury or destruction of any other person's real or personal property. (Education Code 48900 (f))

NOTE: The parent or guardian will be held responsible for damages to school district property and restitution for damages. The parents or guardian of the student are also liable for the amount of a reward paid for information leading to the apprehension of person(s) causing damage. (Education Code 48904, Penal Code 594, Civil Code 1714.1)

- B5. **Fire-setting, attempted fire-setting or bomb threat - including the activation of fire alarms or tampering with emergency equipment.** (Penal Code 148.1, 148.4)

- B6. **Made terrorist threats against school officials and/or school property.** (Education Code 48900.7) "Terrorist threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.

NOTE: Threatening school personnel requires mandatory notification of law enforcement authorities. (Education Code 44014, Penal Code 71)

- B7. **Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense.** (Education Code 48900 (a), Penal Code 415, 415.5)

- B8. **Caused, attempted to cause, threatened to cause, or participated in an act of hate violence** as defined in Education Code 233 (e). (Education Code 48900.3) Penal Code 422.6 defines a hate crime as the use of force or threat of force that injures, intimidates, interferes with, oppresses, or threatens a person in the enjoyment of any right because of the person's race or ethnicity, religion, national origin, disability, gender, or sexual orientation or perception thereof. This includes defacing, damaging, or destroying a person's personal property.
- B9. **Aiding and Abetting the infliction or attempted infliction of physical injury to another person**, as defined in Penal Code 31. (Education Code 48900 (s), 48915 (b))
- B10. **Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.** (Education Code 48900 (o))
- B11. **Intentionally engaged in harassment, agitation, threats, or intimidation against district personnel or students** that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900 (a), 48900.4, Penal Code 415, 415.5)

NOTE: Threatening or intimidating school personnel requires mandatory notification of law enforcement agencies. (Education Code 44014, Penal Code 71)

- B12. **Committed, or attempted to commit, hazing, sexual harassment, or any act that injures, degrades, or disgraces any other person at school.** (Education Code 32050- 32052, 48900.2, 48905, 48900 (q), 212.5, Penal Code 245.6)
- B13. **Upbraiding, insulting, or abusing teachers or other school personnel.** (Education Code 48900 (k)) ***Only grades 9-12***
- B14. **Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act,** as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

NOTE: Bullying means one or more acts by a student or group of students that constitute: Threats to cause physical injury; Disruption of School Activity; Sexual Harassment; Hate Violence; Harassing, threatening or intimidating a pupil witness in a disciplinary proceeding; Harassment, threats or intimidation of students or staff; Cyber bullying or exclusionary acts of bullying.

- B15. **Any act of defiance or disobedience** either in language or in action against school personnel or refusing to comply with the reasonable request or orders of school personnel. (Education Code 48900 (k))
- B16. **Failing to identify oneself or giving false information to school personnel.** (Education Code 48900 (k))
- B17. **Willful disruption of the school or interfering with the peaceful conduct of the activities of the school,** including district servers, websites, data bases, or other information systems. (Education Code 48900 (k)) This also includes the possession and/or use of stink bombs, pepper spray, tear gas, or mace.

NOTE: Restitution for damages may be a condition of re-admittance.

- B18. **Possessed or used tobacco or any products containing or related to tobacco or nicotine products,** including but not limited to cigars, cigarettes, electronic cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (Education Code 48900 (h), 48900 (k), 48901)

19. **Forgery, falsifying, or altering school correspondence, passes, or absence vouchers.** including any records on district servers, websites, data bases, or other information systems contained on the school network. (Education Code 48900 (k))

C. Causes for Less than Suspension on the First Offense. (1-12) (Education Code 48900) Alternative consequences may include, but not be limited to; Warning, Counseling, Benching, Detention, Class Suspension, Intervention Center, Day Reporting Center, Anger Management/Social Skills Program, Friday Night/Saturday School, Work Detail, Community Service, Intervention Groups, or Alternative Educational Programs. (Education Code 48900.1, 48900.5, 48900.6, 48910, 48911)

- C1. **Committed an obscene act or engaged in habitual profanity or vulgarity** either verbally or in writing including all electronic transmissions. (Education Code 48900 (i), 48900 (k))
- C2. **Leaving the campus without authorization.** (Education Code 48900 (k))
- C3. **Tampering with property of the school district or belongings of any other person.** (Education Code 48900 (k))
- C4. **Being in a parking lot or out of bounds without proper authorization.** (Education Code 48900 (k))
- C5. **Gambling and wagering or habitually being present where such acts are taking place.** (Education Code 48900 (k))
- C6. Interfering with the peaceful conduct of the campus or classroom causing class or campus disruption of a minor but annoying nature. (Education Code 48900 (k))
- C7. **Loitering on campus without any apparent lawful purpose.** (Education Code 48900 (k), Penal Code 647b and 653b)
Additional alternatives to suspension may be used. May refer the student to an alternative educational program.
- C8. **Violations of district dress code** - mandatory sections. (Education Code 48900 (k))
The wearing and/or carrying of symbols, paraphernalia which symbolizes gang membership or advocating racial, ethnic, sexual, religious group prejudice or tends to detract from the educational process is not permitted.
- C9. **Misconduct on a school bus.** (Education Code 48900 (k) and Title 5 Admin Code 14103)

NOTE: Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. It shall be the responsibility of the parents of students, in cases of suspension of transportation privileges, to provide transportation to and from school during the period of suspension.

- C10. **Possession of unauthorized articles/items on campus,** i.e. laser pointers, dice, computer/server hacking tools, implements of graffiti including but not limited to marking pens, spray paint, paint tips, etc., and water toys including but not limited to squirt guns and water balloons, and any other items of no educational purpose or value at school.
Electronic signaling devices used by the pupil which are authorized by a licensed physician shall be permitted. (Education Code 48900 (k), 48901.5)
- C11. **Unauthorized, improper or unsafe use of electronic communication devices** within the jurisdiction of the District: (Education 48900 (k))

C12. **Improper or unsafe use of: bicycles, mopeds, motorcycles, roller skates, in-line skates, scooters, or skateboards on campus.** (Education Code 48900 (k))

NOTE: The school cannot guarantee the safety of the items confiscated and assumes no responsibility for the theft of or damage to such articles. Parents may be required to pick up articles from school officials.

C13. **Cheating or plagiarizing** on assignments or tests, including the use of electronic devices (Education Code 48900(k))

STUDENT SOCIAL MEDIA GUIDELINES

Do's:

- Be respectful of other's posts, even if you don't agree with them.
- Personalize the posts you share with your network so they enjoy viewing your unique posts.
- Share information you think others would enjoy and find useful.

Don't:

- Don't post when you are emotional, angry or very sad.
 - Negative comments, posts or messages
 - Questionable or compromising photos of yourself OR others
 - Offensive jokes, photos or material
- Don't upload anything that you wouldn't want EVERYONE to see.
- Don't have "secret" accounts that you think others may not see everything is public.

RESPONSIBLE USE PERMIT OF INTERNET AND TECHNOLOGY

Terms and Conditions for Use

Chawanakee Unified School District's (District) Responsible Use Permit of Internet and Technology Resources Contract for Students and Parents (Contract) applies to student use of the Internet and Technology Resources, including computers and Electronic Communication Devices, provided by the District, used on District property, and/or used off campus in connection with District activity or attendance. All such use must be responsible, proper, and supportive of the instructional program for the advancement of student learning. Electronic Communication Devices (ECDs) means any electronic apparatus capable of sending, receiving, reproducing, recording, storing, processing, displaying, and/or transmitting data, voice, text, and/or video/photo images. This generally includes, but is not limited to, cell phones, laptops, netbooks, Chromebooks, Smartphones, tablets, Media Players, memory sticks, and other current and future similar devices.

The Internet offers access to computers and people across the world through, for example e-mail, chat rooms, and social networking sites. The protection of students is of paramount concern to the Chawanakee Unified School District. The District uses a CIPA (Child Internet Protection Act) compliant filter, and school staff monitor and supervise student use of the Internet and District Technology Resources provided by the District and used on District property. However, it is impossible to control access to all material. As a result, users (and parents of users who are students) must understand that neither the CUSD nor its staff members control or condone the content of the information available through the Internet or Technology Resources. Some of the information available through the Internet and Technology Resources is controversial and may be offensive.

Internet and Technology Resources must be used in a responsible, efficient, ethical, legal, and safe manner. Care of electronic devices distributed by CUSD is the responsibility of the student and parent/guardian to which it is assigned. This includes costs associated with damages and lost or theft. The District provides each student free Internet access while on-campus and a District e-mail account for educational/instructional purposes. Each student is responsible at all times for their proper use.

Safety

For the safety of the students, we suggest that users:

- Change passwords frequently and do not give passwords to any others
- Do not share account numbers, home addresses, last names, Social Security numbers, telephone numbers, or any other identifiable information, unless instructed otherwise by school personnel
- Do not share passwords or accounts
- Never arrange a face-to-face meeting with someone you “meet” on the Internet

Irresponsible Uses

In order to use the Internet and Technology Resources provided by the District, used on District property, and/or used off campus in connection with District activity or attendance users must not engage in any irresponsible uses including, but not limited to, the following:

- Any practices or activity prohibited by law, Board policy, or administrative regulations
- Accessing, posting, forwarding, texting, submitting, publishing, or displaying inappropriate matter that is threatening, obscene, libelous, slanderous, disruptive, unlawful, or sexually explicit; incites students to commit unlawful acts on school premises; or that could be construed as harassment, discrimination, or disparagement of others based on their actual or perceived sex, gender, ethnic group identification, race, national origin, religion, physical or mental disability, age, or sexual orientation
- Engaging in cyber bullying, sexting, or harassment
- Engaging in use for the purpose of seeking financial or personal gain, engaging in political activity, or conducting commercial activity
- Engaging in any illegal activity in violation of state or federal laws or regulations
- Encouraging the use of drugs, alcohol, or tobacco
- Promoting unethical activities, such as cheating on assignments or tests
- Copying copyrighted material, commercial software, or files in violation of copyright laws
- Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy District equipment or materials, or manipulating the data of any other user, including so-called “hacking”
- Interfering with other users’ ability to send or receive email
- Attempting to read, delete, copy, modify, or use another individual’s identity or private information
- Using others’ passwords
- Trespassing in others’ folders, work or files
- Impersonating another person or falsifying location, identity, or computer information
- Accessing social networking sites, chat rooms, music or video, unless approved by District
- Instant Messaging, unless approved by District
- Posting personal information (yours or others) for purposes that are not academic or educational

- Use of proxies or other means of accessing filtered web sites
- Use of unauthorized software

The Chawanakee Unified School District reserves the right to monitor all Internet and Technology Resources for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be reviewed by District officials to ensure proper use of the system. Note that system operators will have access to all user accounts, including e-mail sent while using the District's Internet connections. Where legal violations have occurred, law enforcement will be notified and potential criminal charges filed.

Violations of This Contract

The principal or designee shall make all decisions regarding whether or not a student has violated this Contract. The decision of the principal shall be final. Irresponsible use may result in cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law and Board policy.

BUS GUIDELINES AND RULES

It is a privilege for students to ride buses to school. Pupil safety is the first consideration in establishing the following regulations. Every effort will be made to carry out the enforcement of the regulations in a fair and equitable manner. Bus drivers must make disciplinary decisions based on the conditions and circumstances existing at the moment and will use their best judgment in enforcing the rules and regulations. The Board of Trustees has adopted the rules governing conduct on our school buses for the safety of all. The rules are set down on the form "Bus Conduct Report to Parents." Students please follow and respect the bus guidelines and rules below:

- Always follow the directions of the bus driver while around or on the bus.
- Most buses leave the school within a few minutes after the final bell. Students need not run, but should be sure to go directly to the buses after dismissal from their last classes.
- The bus driver is in complete charge; therefore, students should enter the bus and be seated according to the driver's instructions.
- Remain seated, face forward and talk only to the person(s) sharing your seat.
- Students shall remain seated until they arrive at their school or home bus stop, and the bus comes to a complete stop.
- Students shall keep arms, head and all personal belongings inside the bus at all times.
- Eating and chewing gum are not allowed on our school buses.
- Glass containers, balloons, animals and insects of any kind are not permitted on a school bus.
- Bus aisles and emergency exits must be clear at all times; no objects shall be thrown out open windows or in the bus at any time.
- No unnecessary noise or commotion shall be permitted on the bus. The abuse of fellow passengers shall not be tolerated.
- There shall be no tampering with the bus or bus equipment.
- Protect the bus and its equipment from damage and keep litter and harmful substances from floors and seats.
- Students shall not use vulgar or profane language.
- Show respect and courtesy toward the driver and fellow passengers at all times.

- Shoes with spikes or cleats shall not be worn and musical instruments must be kept in cases while on the bus.
- After leaving the bus, students are not to cross a roadway until escorted or directed to do so by the driver. At no time shall students walk behind the bus.
- Parents shall ride the school bus with the approval of the principal or Director of Operations and Transportation (MOT).

School Bus Service

1. To assure the safety of the pupils and protect the buses from damage, the buses will not travel private roads or roads judged to be unsafe by the California Highway Patrol and/or our insurance carrier.
2. Bus stops are located in areas which are safe and that accommodate a reasonable number of pupils in need of transportation service.
3. Questions regarding route stops and times should be directed to the MOT Office at (559) 868-3668.

State Transportation Codes

- Authority of District Boards. The governing board of any school district may adopt and enforce additional requirements governing the transportation of pupils of the district as the board may deem necessary. Such requirements shall not conflict with any law or regulations. (13 CAC 1202 (b))
- Safe Riding Practices. Board of Trustees are required to adopt rules and regulations for school buses. These regulations shall include, but are not limited to, specific administrative procedures relating to suspension of riding privileges and shall be made available to parents, teachers and other interested parties. Continued disorderly conduct or persistent refusal to submit to authority of the driver shall be sufficient reason for a pupil to be denied transportation. Board of Trustees shall adopt rules and regulations to enforce this section. (5 CAC 14105)
- Authority of Driver. Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street or highway. (5 CAC 14105)

Bus Stop Procedures

The following safety procedures are established to protect children at the bus stops.

- Bus stops are established by the Transportation Department in conjunction with the Highway Patrol. A red light walk-across is allowed only when it is clearly visible for a distance of 200 feet in both directions with the bus stopped off the road, or 500 feet when the bus must stop on the road. For safety measures, a red light escort is not to be encouraged. Students should exercise caution walking to and from bus stops. Close attention should be paid to traffic and the possibility of strangers or strange vehicles.
- Children are expected to be at the bus stop in the morning not sooner than 5 minutes before the bus arrives. Children should be standing ten feet to the side and in front of where the bus will stop. Each bus will arrive at each stop at approximately the same time each day. Exceptions could be: inclement weather, accident or late day schedule. There are no scheduled red light escorts in the morning. If you are waiting at a bus stop in your vehicle, please be on the same side of the road as the bus stop.
- Bus drivers shall diligently observe all traffic and other possible dangers for children when they board the bus and especially when they exit, making certain:

- Children are clear when stopping.
 - Children are clear before the bus leaves.
 - No unusual circumstances exist. For example, if unusual vehicles or persons are present, children will not be allowed to leave the bus and children will be returned to school based on the bus driver's judgment.
 - All unusual conditions are reported to the MOT or the Transportation Department by the driver. The MOT or the Director of Operations and Transportation will report to the site administrator and appropriate law enforcement agency, if advised.
- Parents are encouraged to contact the school site principal when they become aware of unusual circumstance. Parents may be notified and asked to assist when unsafe situations occur. Each situation will be handled according to its own merit.

Bus Observation Systems

Many of our buses are equipped with remote control observation and taping systems (video cameras). These systems have been a very valuable tool in establishing and maintaining discipline on our buses. Questions or concerns about these systems are to be directed to the site principal.

Procedures for "Bus Conduct Report to Parents"

- When a pupil is issued a "Bus Conduct Report to Parents" with the Warning box checked, the next morning the pupil is to return the original white copy signed by the parent to the bus driver in order to board the bus. Should the pupil be at the bus stop without the signed original, then the driver will:
 1. Assign a front seat to the pupil
 2. See that the pupil is sent to the office upon arrival at the school. The site administrator will call the parents and notify the driver concerning decisions made.
- When the denial box is checked, and should the pupil be at the bus stop before the denial time is over, the same procedure as described in Step 1 will be followed. When the conference is held with the parent(s) and child, the driver will be asked to attend the conference with the site administrator.

Athletics/Field Trip Busing

A pupil who receives a denial bus conduct report will be denied transportation for Athletic/field trip during the same time of denial of transportation.

Common Practice

For most violations, a first time offender will be given a warning. A second violation will result in a check in the denial box. Overt disorderly conduct or persistent refusal to submit to the authority of the driver could result in immediate denial of transportation. (See consequences below.)

Consequences

First Offense – Warning

First Denial Offense – 2 day transportation denial

Second Denial Offense – 4 day transportation denial

Third Denial Offense – Transportation denied until further notice

A pupil shall be suspended from the bus riding privileges for 5 school days or up to 10 school days upon the first offense if it has been determined by the driver and site principal that the pupil committed one of the following while on the bus:

- Malicious assault upon another student with the intent to cause bodily harm.
- Possession of a dangerous weapon, object or explosive device or causing fire in any form.
- Possession or use of tobacco, illegal drugs, drug paraphernalia or alcohol beverages.
- Lewd conduct and/or vulgar and obscene language.
- Deliberate vandalism of bus or tampering with emergency doors or bus equipment, which would endanger the safety of others.
- Extreme or aggravated defiance toward the driver.

When the procedures outlined above fail to result in acceptable behavior, the pupil may be refused bus service for the remainder of the school year. The Site Principal shall make the decision for such refusal.

Change of Buses/Bus Note Policy

Students may not change buses except in cases of **emergency**, to accommodate childcare or to participate in a school related activity off campus. Parents **must** submit their signed written request to the front office by 12:00 P.M. on the day of the change.

The intent of this is to accommodate parents who experience **occasional emergencies** and to support school related activities taking place off campus.

Our district buses a very large percentage of its students. Abuse of this regulation puts an enormous strain on our school secretaries and bus drivers. Continued abuse of this regulation will result in denial of future requests.

Private Automobiles

Parents who drive their children to school are requested not to arrive before 7:45 A.M., as there is no one on duty to supervise those children before that time. For the same reason children should not be left to wait at school after dismissal. Parents must assume responsibility for the safety of children at school before 7:45 A.M. or after dismissal. As a convenience, some of our school sites offer before and/or after school care at a nominal fee. Please check with your school site for availability and details.

Drivers are not to park or stop in bus loading areas when bringing their children to school or picking them up. Please watch for pedestrians and bike riders when near the school.

Bike Riders

Bike riders are to use safe bike riding practices on the way to school. A common problem is bike riders in the center of the roadway. Every effort will be made to identify such students and notify their parents. Bikes are to be parked in the designated area for that purpose and are not to be ridden on the school grounds at any time.

HEALTH AND SAFETY

Emergency Procedure Forms

Parents are required to fill out an emergency procedure form for each child that is enrolled at the district's schools. It is very important for the safety of your child that these forms are kept up to date. These forms are maintained in a file and are used by the school office in the event of an emergency. Any change of information should be reported to the school immediately. AED devices are located at each of our campuses.

Health Services

A school nurse is available on a part time basis at district school sites. The nurse offers the following support services to the school:

- State mandated student health screening.
- Conducts hearing and vision tests.
- Your child's vision will be checked by an authorized person between grades kindergarten through 8, unless you present to the school a certificate from a physician or optometrist verifying prior testing or that it violates your faith in a recognized religious belief. (E.C. § 49455)
- The school district is required to provide for the testing of the sight and hearing of each student enrolled in the schools unless you submit a written denial of consent. (E.C. § 49451, 49452)
- Maintains all health records.
- Processes special health referrals.
- Interprets health information to staff and parents.
- Consults with teachers and parents on special student health problems.
- Advises the principal and staff on health related conditions and/or hazards which may affect the operation of the school.

Pupil Medication

All medications to be used by students must be checked in through the office. This applies to over-the-counter medicines as well as prescription drugs.

Since pupil medication is the responsibility of the parent and family doctor, medications are rarely given in school. In most instances the parent is urged, with the help of a family doctor, to work out a schedule of giving medication outside of school hours. The only exception involves special or serious problems where it is deemed absolutely necessary to give medication, such as in the case of allergies. **MEDICINE WILL ONLY BE GIVEN AT THE WRITTEN REQUEST AND DIRECTION OF A PHYSICIAN. THIS INCLUDES TYLENOL AND ASPIRIN OR SIMILAR MEDICATION.**

All medication must be:

- Clearly labeled with name of student and sent to the school, in a container from the pharmacy.
- Accompanied by a written statement from the physician detailing method, amount and the time schedule by which the medication is to be taken.
- Accompanied by a written statement from the parent/guardian indicating their desire that the school assist the student in the matters set forth by the doctor's statement.

First Aid/Accidents

- In the case of injuries to students, the school personnel will administer first aid and make the student as comfortable as possible. If the injury is of a serious nature, the parents/guardians of the child will be notified immediately. Notification depends greatly on the accuracy of the emergency procedure form given to the school by parents/guardians.
- If the pupil is injured, he/she will report the injury immediately to the teacher in charge of the class, the yard duty teacher, health aide or the principal.
- In the event of a serious injury, each pupil should make it his/her responsibility to see that a teacher or the office is notified at once. Parents are jointly responsible to see that the school is promptly notified in writing of an injury.

Health Check-Up, Immunization and Oral Health Assessment

Pre-School, Kindergarten and First Grade Physical Examination required.

Good health is important to your child's learning and successful academic career. State law requires that for each child enrolling in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. You may file with the school district a written objection or waiver stating the reasons if you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate of waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. These services may be available to you at no cost through the Child Health and Disability Prevention (CHDP). For information, you may contact the Health Department. (Madera 559 675-7893 or Oakhurst 559 658-7456).

(Health and Safety Code 323.5, 324.2, 324.3; Education Code §48211, 49450).

Required Immunizations

The Superintendent or designee shall provide parents/guardians, upon school registration, a written notice summarizing the state's immunization requirements.

The Superintendent or designee shall not unconditionally admit any student to a district elementary or secondary school, preschool, or child care and development program for the first time nor, after July 1, 2016, admit or advance any student to grade 7 unless the student has been fully immunized. The student shall present documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases: (Health and Safety Code 120335; 17 CCR 6020)

1. Measles, mumps, and rubella (MMR)
2. Diphtheria, tetanus, and pertussis (whooping cough) (DTap, or Tdap)
3. Poliomyelitis (polio)
4. Hepatitis B
5. Varicella (chickenpox)
6. Haemophilus influenzae type B (Hib meningitis)
7. Any other disease designated by the CDPH

However, full immunization against hepatitis B shall not be a condition by which the Superintendent or designee shall admit or advance any student to grade 7. (Health and Safety Code 120335)

A student who qualifies for an individualized education program (IEP), unless otherwise exempt, shall be fully immunized in accordance with Health and Safety Code 120335 and this regulation. However, the district shall continue to implement the student's IEP and shall not prohibit the student from accessing any special education and related service required by his/her IEP regardless of whether the student is fully immunized. (Health and Safety Code 120335)

The student's immunization record shall be provided by the student's health care provider or from the student's previous school immunization record. The record must show at least the month and year for each dose, except that the day, month, and year must be shown for the MMR doses given during the month of the first birthday and for the Tdap dose given during the month of the seventh birthday. (17 CCR 6070)

Exemptions

Exemption from one or more immunization requirements shall be granted under any of the following circumstances.

1. The parent/guardian files with the district a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe. The statement shall indicate the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization. (Health and Safety Code 120370; 17 CCR 6051)
2. The student's parent/guardian has on file with the district, before January 1, 2016, a letter or written affidavit stating that an immunization is contrary to his/her personal beliefs, in which case the student shall be exempt from the immunization until he/she enrolls in the next applicable grade span requiring immunization (birth to preschool, grades K-6, grades 7-12). (Health and Safety Code 120335)
(cf. 6141.2 – Recognition of Religious Beliefs and Customs)

When a student transfers to a different school within the district or transfers into the district from another school district in California, his/her personal beliefs exemption filed before January 1, 2016, shall remain in effect until the next applicable grade span. A student transferring from a school outside the district shall present a copy of the personal beliefs exemption upon enrollment. When a student transfers into the district from outside California and presents a personal beliefs exemption issued by another state or country prior to January 1, 2016, the Superintendent or designee may consult with legal counsel regarding the applicable immunization requirements.

3. The student is enrolled in an independent study program pursuant to Education Code 51745-51749.6 and does not receive classroom-based instruction.
(cf. 6158 – Independent Study)

Conditional Enrollment

The Superintendent or designee may conditionally admit a student with documentation from an authorized health care provider that: (Health and Safety Code 120340; 17 CCR 6000, 6035)

1. The student has not received all the immunizations required for his/her age group, but has commenced receiving doses of all required vaccines and is not due for any other doses at the time of admission.
2. The student has a temporary exemption from immunization for medical reasons pursuant to item #1 in the section "Exemptions" above.

The Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses as specified in 17 CCR 6035.

(cf. 5145.6 – Parental Notification)

In addition, a transfer student may be conditionally admitted for up to 30 school days while his/her immunization records are being transferred from the previous school. If such documentation is not presented within 30 days, the student shall be excluded from school until the required immunizations have been administered. (17 CCR 6070)

The Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunization. If the student does not receive the required immunizations within the specified time limits, he/she shall be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR 6070)

The Superintendent or designee shall immediately enroll homeless students, foster youth, and students of military families even if their immunization records are missing or unavailable at the time of enrollment. School or district staff shall work with the student's prior school to obtain the student's immunization records or shall ensure that he/she is properly immunized. (Education Code 48853.5, 49701; Health and Safety Code 120341; USC 11432)

(cf. 6173 – Education for Homeless Children) (cf. 6173.1 – Education for Foster Youth)
(cf. 6173.2 – Education of Children of Military Families)

Exclusions Due to Lack of Immunizations

Any student without the required evidence of immunization may be excluded from school until the immunization is obtained or an exemption is granted in accordance with the section "Exemptions" above.

(cf. 5112.2 – Exclusions from Attendance)
(cf. 6183 – Home and Hospital Instruction)

Before an already admitted student is excluded from school attendance because of lack of immunization, the Superintendent or designee shall notify the parent/guardian that he/she has 10 school days to supply evidence of proper immunization or an appropriate exemption. This notice shall refer the parent/guardian to the student's usual source of medical care or, if the student has no usual source of medical care, then to the county health department or school immunization program, if any. (Education Code 48216; 17 CCR 6040)

(cf. 5141.6 – School Health Services)

The Superintendent or designee shall exclude from further attendance any already admitted student who fails to obtain the required immunization within 10 days following the parent/guardian's receipt of the notice specified above. The student shall remain excluded from school until he/she provides written evidence that he/she has received a dose of each required vaccine due at that time. The student shall also be reported to the attendance supervisor or principal. (17 CCR 6055)

Exclusion Due to Exposure to Disease

If the district has good cause to believe that a student has been exposed to a disease listed in the section "Required Immunizations" above and his/her documentation of immunization does not show proof of immunization against that disease, that student may be temporarily excluded from the school until the local health officer informs the district in writing that he/she is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code 120370)

Procedures Related to Head Lice

- Where reasonable evidence exists that a student is infected with untreated nits or head lice (pediculosis), the student will be sent home and the parents directed not to return him/her to school until there is evidence that the condition has been treated as recommended by the district nurse.
- The parent of any child subject to the above shall be notified by telephone or in writing and advised of the condition. A written description of pediculosis and recommended treatment will be sent home with the child or mailed to the parent's address.

- When it is discovered that one or more students in a classroom are infected with pediculosis, notice will be given to all parents of children enrolled in the classroom of the discovery. Parents shall be advised of methods of identifying and treating the infection.
- School personnel shall re-examine the student for evidence of nits upon return to school. If any are detected student will not be allowed to return until all nits are gone.

AIDS Prevention Instruction

You have a right to request copies of Education Code Section **51201.5 and 51553** from the district. Copies of these statutes are on file at the district office. These statutes permit parents, or guardians, to excuse children from AIDS prevention instruction.

The new law also provides: Any time an outside organization or guest speaker is scheduled to deliver AIDS prevention instruction, or any time an assembly is held to deliver AIDS prevention instruction, the parent must be notified. The notice shall include the date of the instruction, the name of the organization or affiliation of each guest speaker and information about parent's right to receive copies of the statutes relating to AIDS prevention instruction.

Education Code Section 49452.8 Oral Health Assessment

A pupil, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in a public school, shall, no later than May 31 or the school year, present proof of having received an oral health assessment by a licensed dentist, or other licensed or registered dental health professional operating within his or her scope of practice, that was performed no earlier than 12 months prior to the date of the initial enrollment of the pupil.

EXEMPTIONS AND PARENTAL RIGHTS

Parental Rights: Educational Empowerment Act of 1998

The Education Empowerment Act of 1998 establishes various rights for parents, in addition to other rights identified in this Annual Notice. Your rights, as a parent or guardian, include the following:

Inspection of Instructional Materials:

All primary **supplemental** instructional materials and assessments, including textbooks, teacher's manuals, films, tapes, and software shall be compiled and stored by the classroom instructor and made available promptly for your inspection in a reasonable time frame or in accordance with procedures determined by the governing board of the school district.

Observation of School Activities:

You have the right to observe instruction and other school activities that involve your child in accordance with procedures determined by the governing board of the school district to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents and guardians shall be considered by the governing board of this school district. Upon written request by you, school officials shall arrange for your observation of the requested class or classes in a reasonable time frame and in accordance with procedures determined by the governing board of this school district.

Consent for Evaluations:

Your child may not be tested for a behavioral, mental, or emotional evaluation without your informed written consent

Affirmation or Disavowal of Beliefs:

A pupil may not be compelled to affirm or disavow any particular personally or privately held view, religious doctrine, or political opinion. This law does not relieve pupils of any obligation to complete regular classroom assignments.

Complaints Regarding Discrimination and the Evaluation of Disabled Students.

Our school district is committed to equal opportunity for all individuals in education. Our district programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, lack of English skills, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The district shall promote programs which 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 (IDEA, formerly known as EHA). The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive Federal funds. (E.C. 260, et seq., above cited federal statutes).

If you wish further details in this regard, or wish to file a complaint, please contact the superintendent or other appropriate agency.

STATE OF CALIFORNIA EDUCATION CODE SECTION 49063

Notification of parents of their rights

School districts shall notify parents in writing of their rights under this chapter upon the date of the pupil's initial enrollment, and thereafter at the same time as notice is issued pursuant to Section 48980. The notice shall take a form which reasonably notifies parents of their availability of the following specific information:

- a) The types of pupil records and information contained therein which are directly related to students and maintained by the institution.
(Records maintained contain enrollment and guardianship information provided by the parent/guardian, health history, academic history, and certain behavior issues.)
- b) The position of the official responsible for the maintenance of each type of record. (The school site secretary/clerk is responsible to maintain the records.)
- c) The location of the log or record required to be maintained pursuant to Section 49064. (The log is located in the site principal's office.)
- d) The criteria to be used by the district in defining "school officials and employees" and in determining "legitimate educational interest" as used in Section 49064 and paragraph (1) of subdivision (a) of Section 49076.
(Definitions are provided in Administrative Regulations 5125(b).)
- e) The policies of the institution for reviewing and expunging those records. (Reference Administrative Regulations 5125.3(a).)
- f) The right of the parent to access to pupil records. (Reference Board Policy 5125(a).)
- g) The procedures for challenging the content of pupil records.
(Reference Board Policy 5125.3)
- h) The cost, if any, which will be charged to the parent for reproducing copies of records. (A \$1.00 handling charge, plus \$.25 per page is currently collected for copies)

- i) The categories of information which the institution has designated as directory information pursuant to Section 49073. (Reference Administrative Regulation 5125.1.)
- j) Any other rights and requirements set forth in this chapter, and the right of the parent to file a complaint with the United States Department of Health, Education and Welfare concerning an alleged failure by the district to comply with the provisions of Section 438 of the General Education Provisions Act (20 U.S.C.A Sec 1232g).
- k) The availability of the prospectus of school curriculum prepared pursuant to Section 49091.14. (The school curriculum prospectus is available in the office of the school site principal.)

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognized that the Chawanakee Unified School District is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. (5CCR4620)

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, Local Control Accountability Plan, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

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

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

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

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

Compliance Officer

The Governing Board designates the following compliance officer(s) to receive and investigate complaints and to ensure district compliance with law:

Margaret Ameel, Human Resource, Compliance Officer
 Mailing: P.O. Box 400, North Fork, CA 93643
 26065 Outback Industrial Way, O'Neals, CA 93645
 (559) 877-6209 • (559) 868-4488 FAX

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

Notifications

The Superintendent or Compliance Officer shall meet the notification requirements of the code of Regulations, Title 5, Section 4622, including the annual dissemination and distribution of a written notice of the district's complaint procedures to students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representative, and other interested parties. The Superintendent or Compliance Officer shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies. Copies of the complaint procedures are available free of charge to any interested party. (T5CCR 4622)

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district.

Complaints alleging unlawful discrimination may be filed by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination (5CCR 4630). The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

Step 2: Mediation

Within 3 days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of the law, the compliance officer shall proceed with his/her investigation of the complaint. The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631).

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within 5 days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (5 CCR 4631)

Step 4: Response

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. (5 CCR 4631)

The Board may consider the matter at its next regular Board meeting or at a Special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5: Final Written Decision

The report of the district's decision shall be in writing and sent to the complainant. (5 CCR 4631) The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any (5 CCR 4631).
2. The rationale for the above disposition (5 CCR 4631).
3. Notice of the complainant's right to appeal the decision within 15 days to the California Department of Education, and procedures to be followed for initiating such an appeal (5 CCR 4631, 4652).
4. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies (5 CCR 4631; Education Code 262.3).
5. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (5 CCR 4652).

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing to the district's decision and must include a copy of the locally filed complaint and the district's decision. (5 CCR 4652).

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

Civil Law Remedies

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

For assistance you may contact:

Madera County Office of Education
1105 S. Madera Ave.
Madera, CA 93637
(559) 673-6051

DRESS CODE

Board Policy 5132 Dress and Grooming Students

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause substantial disruption to the educational program.

(cf. 4119.22/4219.22/4319.22 – Dress and Grooming)

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

(cf. 5145.3 – Nondiscrimination/Harassment)

(cf. 5145.7 – Sexual Harassment)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

(cf. 0410 – Nondiscrimination/Harassment)

(cf. 0415 – Equity)

(cf. 5145.2 – Freedom of Speech/Expression)

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

(cf. 4131/4231/4331 – Staff Development)

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

(cf. 5144 – Discipline)

Gang-Related Apparel

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

(cf. 0450 – Comprehensive Safety Plan)

(cf. 5136 – Gangs)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristic.

Uniforms

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)

Legal Reference:

ECUCATION CODE

220 Nondiscrimination

32281 School Safety Plans

35183 School Dress Codes; uniforms

35183.5 Sun Protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

COURT DECISIONS:

Jacobs v. Clark County School District, (2008) 26 F. 3d 419

Harper v. Poway Unified School District, (2006) 445 App. 3d 166

Marvin H. Jeglin et al v. San Jacinto Unified School District et al, (C.D. Cal. 1993)

827 F. Supp. 1459

Arcadia Unified School District v. California Department of Education, (1192) 2 Cal. 4th 251

Hazelwood School District v. Kuhlmeier, (1998) 108 S. Ct. 562

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503

CHAWANAKEE UNIFIED SCHOOL DISTRICT

Revised: August 13, 2019 North Fork, California

Administrative Regulation 5132

Dress and Grooming

Students

In cooperation with teachers, students and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

(cf. 0420 - School Plans/Site Councils)

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Appropriate shoes must be worn at all times.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstances deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.

(cf. 3260 – Fees and Charges)

(cf. 6142.7 – Physical Education and Activity)

(cf. 6145 – Extracurricular and Co-curricular Activities)

(cf. 6145.2 – Athletic Competition)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

(cf. 5121 – Grades/Evaluation of Student Achievement)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

(cf. 5141.7 – Sun Safety)

Gang Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

PARENT ANNUAL NOTIFICATION
AVAILABLE ON THE DISTRICT WEBSITE:
www.chawanakee.k12.ca.us