# Summerville
## UNION HIGH SCHOOL DISTRICT

# 2018 - 2019
# PARENT HANDBOOK

August 1, 2018

Dear Parents and Students of Summerville Union High School District:

Welcome to the 2018-2019 school year at Summerville Union High School District. We welcome every returning and new student to the Summerville Community. This year brings an entirely new freshman class, many new teachers and administrators, and the class of 2019 is beginning their journey to graduation. Meanwhile, our mission is to provide an outstanding education to each and every student. Whatever the future may hold for our students, we desire to help prepare them for the challenges and opportunities that await them.

Our team is preparing to make this a successful year for all students. The first day of school is Wednesday, August 22nd. The main campus start time is 7:55 AM and school dismisses the first day at 2:05 PM. The school has a slightly different bell schedule than in the past, so please take note. The district will be continuing the fee for home to school transportation. See the handbook for details.

We have a very high functioning school that provides a remarkable array of opportunities for students in many areas. Our recommendation to students is to get involved in school thereby making it a better place for everyone. There are a huge variety of clubs, sports, activities, performances, and learning opportunities to choose from. Students who need any assistance should always feel free to call our office.

**It's a great day to be a Bear!**

Sincerely,

Administrative Team
Summerville Union High School District

**Please review the material in this booklet.**
**Then SIGN and RETURN the forms.**

**Welcome back to school!**

We are all looking forward to welcoming students back to school for the 2018-2019 school year. Our mission continues to be to provide excellent educational opportunities in a safe and caring environment, and "Prepare students for college, career and life." Students at Summerville High School and Connections VPAA have a multitude of opportunities in academics, athletics and the arts.

There are many ways for parents to be involved with school activities. This year, we have open spots on the School Site Council and the Connections Advisory Board. Bear Boosters, CAST, the Summerville Foundation and Sober Grad also welcome volunteers. Information about these will be included in newsletters as well as this back to school packet.

Students are encouraged to become involved in school activities as well. There are many clubs, sports, theater performances, music programs, Mock Trial, ASB, Academic Decathlon and other activities in which students may participate. Their high school experience will be made richer by their involvement.

During the 2018-19 school year, both Summerville High and Connections will be participating in an accreditation review. Parents will receive feedback surveys via email, and focus groups will be examining academic progress, student support and school culture among other areas. More information will be provided through newsletters on this process.

Please note, our school website will now be: www.summbears.net. Please visit this site for up to date athletic, school and calendar information.

The first day of school is Wednesday, August 22. School begins at 7:55am. On the first day of school, all 8 classes will meet for approximately 35 minutes each. For each week after that, the schedule will be:

- Monday: All 8 classes meet
- Tuesday/Thursday: A day
- Wednesday/Friday: B day

Monday, Thursday and Friday will be full days, 7:55 to 3:05. Tuesday and Wednesday will be early release days, 7:55 to 2:05.

Please read the enclosed information about orientation, and complete the necessary forms. Forms may be returned at orientation or to the office on the first day of school.

Students will be on campus on August 20 for orientation, and will receive their class schedules and have yearbook photos taken at that time. We are so excited for this school year to get underway and look forward to meeting all of our new students!

Sincerely,

The Summerville High School
Administrative Team

# Summerville Union High School District

## Vision ★ Mission ★ Beliefs

**Vision:** Preparing students for college, career, and life.

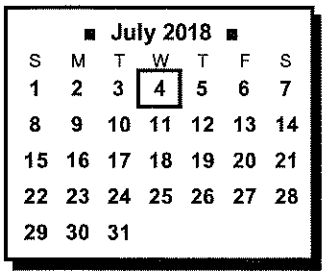
**Mission:** Committed to excellence through innovative teaching and learning. Inspiring and empowering all students by providing the tools they need to be prepared for their future in an ever changing world.

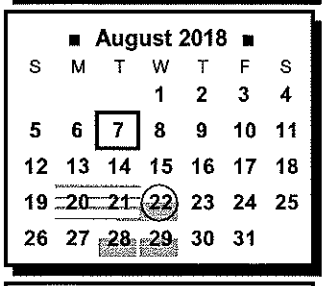
**We Believe:**

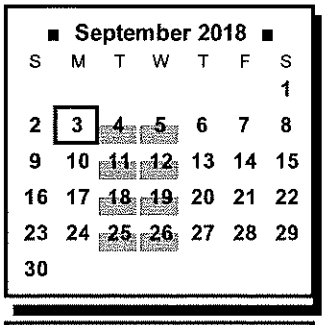
- Every student can learn.
- In building a highly qualified and motivated staff with high expectations.
- It is our responsibility to provide every student with challenging and rigorous experiences so that they can become critical thinkers and problem solvers.
- In continually improving all aspects of the organization.
- In sound financial planning to achieve district goals.
- In doing what is best for all students.
- In engaging in and adapting to modern technology to prepare all students for their futures.
- That a clean, safe, healthy, and nurturing environment is essential for learning.
- All students should be engaged and academically challenged while accepting the responsibility for their learning.
- In co-curricular/extracurricular activities to enhance student development.
- Teamwork is vital for students, staff, and the school community in support of student learning

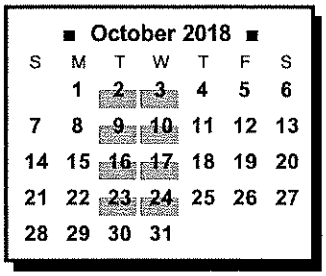
Board approved 10/18/2014

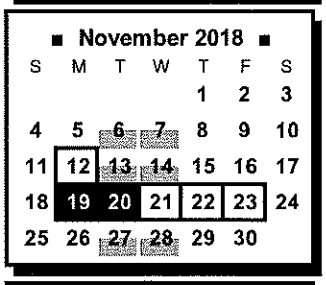
# 2018 -2019 Calendar

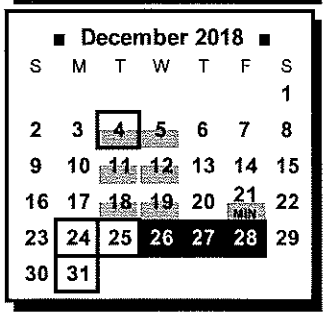



**JULY**
- 4 Independence Day

**AUGUST**
- 20-21 Teacher workdays
- 22 First Day of School

**SEPTEMBER**
- 3 Labor Day

**OCTOBER**
- 5 End of 1st grading Period

**NOVEMBER**
- 12 Veterans Day Holiday
- 16 End of 2nd grading period
- 19-23 Thanksgiving Recess

**DECEMBER**
- 21 Minimum Day Schedule
- 24-31 Winter Break

**JANUARY**
- 1-4 Winter Break
- 7 Return to School
- 18 End of Semester/End of 3rd grading period
- 21 Martin Luther King Jr. Holiday

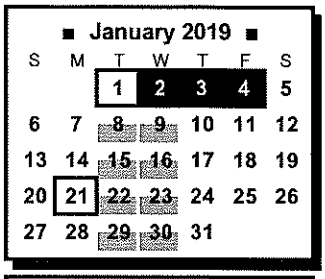
**FEBRUARY**
- 11 Lincoln's Day Holiday
- 18 Presidents' Day Holiday

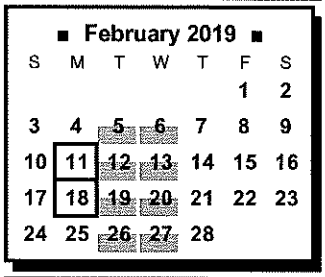
**MARCH**
- 1 End of 4th grading period
- 25-29 Spring Break

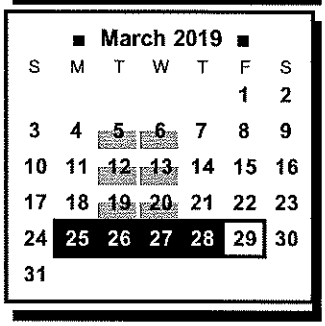
**APRIL**
- 19 End of 5th grading Period
- 22 No School

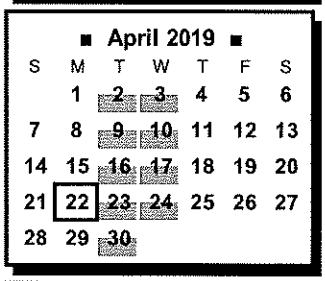
**MAY**
- 21-22 Semopr Bpards – <omo,i, Daus
- 27 Memorial Day Holiday

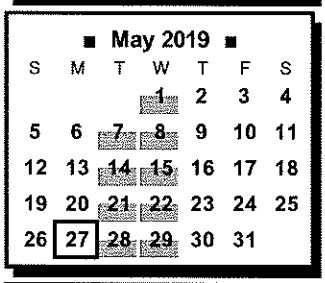
**JUNE**
- 3-6 Finals Schedule
- 5 Alternative Ed. Graduation / Minimum Day
- 6 Last Day of School / 8th Grade Graduation
- 7 High School Graduation
  Possible Snow Make Up Day
  Teacher Work Day

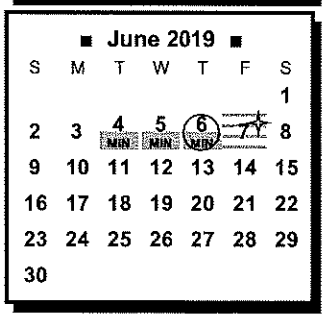



Legal/School Holiday

No School

MIN Minimum Day

Early Release Day (every Tuesday & Wednesday)

Teacher Work Day

Snow Make-up Day

Board Approved 04.11.2018

**Traditional Day Schedule Monday**

| | | | |
|---|---|---|---|
| Period 1 | 7:55 AM | – | 8:39 AM |
| Period 2 | 8:47 AM | – | 9:29 AM |
| Period 3 | 9:39 AM | – | 10:21 AM |
| Period 4 | 10:29 AM | – | 11:11 AM |
| Period 5 | 11:19 AM | – | 12:01 PM |
| Lunch | 12:01 PM | – | 12:34 PM |
| Period 6 | 12:42 PM | – | 1:25 PM |
| Period 7 | 1:33 PM | – | 2:15 PM |
| Period 8 | 2:23 PM | – | 3:05 PM |

**Regular Day Schedule Thursday & Friday**

| | | | |
|---|---|---|---|
| Period 1 or 5 | 7:55 AM | – | 9:30 AM |
| Period 2 or 6 | 9:40 AM | – | 11:11 AM |
| Period 3 or 7 | 11:21 AM | – | 12:52 PM |
| Lunch | 12:52 PM | – | 1:25 PM |
| Period 4 or 8 | 1:33 PM | – | 3:05 PM |

**Early Release Schedule Tuesday & Wednesday**

| | | | |
|---|---|---|---|
| Period 1 or 5 | 7:55 AM | – | 9:15 AM |
| Period 2 or 6 | 9:25 AM | – | 10:41 AM |
| Period 3 or 7 | 10:51 AM | – | 12:07 PM |
| Lunch | 12:07 PM | – | 12:40 PM |
| Period 4 or 8 | 12:48 PM | – | 2:05 PM |

**Rally/Assembly Day Schedule**

| | | | |
|---|---|---|---|
| Period 1 or 5 | 7:55 AM | – | 9:23 AM |
| Period 2 or 6 | 9:33 AM | – | 11:00 AM |
| Period 3 or 7 | 11:10 AM | – | 12:37 PM |
| Rally | 12:37 PM | – | 12:57 PM |
| Lunch | 12:57 PM | – | 1:30 PM |
| Period 4 or 8 | 1:38 PM | – | 3:05 PM |

**Minimum Day Schedule (12/21, 5/21, & 5/22)**

| | | | |
|---|---|---|---|
| Period 1 or 5 | 7:55 AM | – | 8:57 AM |
| Period 2 or 6 | 9:05 AM | – | 10:03 AM |
| Lunch | 10:03 AM | – | 10:15 AM |
| Period 3 or 7 | 10:23 AM | – | 11:21 AM |
| Period 4 or 8 | 11:29 AM | – | 12:27 PM |

**Snow Delay: Traditional Monday**

| | | | |
|---|---|---|---|
| Period 1 | 10:00 AM | – | 10:27 AM |
| Period 2 | 10:35 AM | – | 11:01 AM |
| Period 3 | 11:09 AM | – | 11:35 AM |
| Period 4 | 11:45 AM | – | 12:12 PM |
| Period 5 | 12:20 PM | – | 12:47 PM |
| Lunch | 12:47 PM | – | 1:20 PM |
| Period 6 | 1:28 PM | – | 1:55 PM |
| Period 7 | 2:03 PM | – | 2:30 PM |
| Period 8 | 2:38 PM | – | 3:05 PM |

**Snow Delay: Regular Day Thursday & Friday**

| | | | |
|---|---|---|---|
| Period 1 or 5 | 10:00 AM | – | 11:03 AM |
| Period 2 or 6 | 11:13 AM | – | 12:13 PM |
| Period 3 or 7 | 12:23 PM | – | 1:23 PM |
| Lunch | 1:23 PM | – | 1:56 PM |
| Period 4 or 8 | 2:04 PM | – | 3:05 PM |

**Snow Delay: Early Release Tuesday & Wednesday**

| | | | |
|---|---|---|---|
| Period 1 or 5 | 10:00 AM | – | 10:48 AM |
| Period 2 or 6 | 10:58 AM | – | 11:43 AM |
| Period 3 or 7 | 11:53 AM | – | 12:38 PM |
| Lunch | 12:38 PM | – | 1:11 PM |
| Period 4 or 8 | 1:19 PM | – | 2:05 PM |

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The references at the end of the sections in this booklet include the following codes:

BP . . . District Board Policy
EC . . . Education Code
HSC . . Health and Safety Code
PC . . . Penal Code
WIC . . Welfare and Institutions Code
CCR . . California Code of Regulations
CC . . . Civil Code
FC . . . Family Code
GC . . . Government Code
VC . . . Vehicle Code
BPC . . Business and Professions Code
FAC . . Food and Agriculture Code

USC . . . . United States Code
CFR . . . . Code of Federal Regulations
ESEA . . . Elementary and Secondary Education Act [20 USC 7114(D)(7)]
PPRA . . . Pupil Privacy Rights Amendment
FERPA . . Family Educational Rights and Privacy Act
PPACA . . Patient Protection and Affordable Care Act [PL 111-148]
Title VI . . Title VI of the Civil Rights Act of 1964 [42 USC 1981]
Title IX . . Title IX of the Civil Rights Act of 1964 [20 USC 1681-1688]
IDEA . . . Individuals with Disabilities Education Act
§ 504 . . . Section 504 of the Rehabilitation Act of 1973 [29 USC 794(a)]
EOA . . . . Equal Opportunities Act [20 USC 1701]

## SNOW DAY INFORMATION

Summerville Union High School District students live in a "snow belt" area which may result in sudden storms, and with them, difficult driving conditions. Summerville High School adjusts to these conditions in several ways:

1. Only the most severe storm(s) will affect closing school. Only one additional "snow day" is included in the yearly schedule. Closure of school beyond one day must result in either reducing spring vacation or extending the school year. Attendance at school is always reduced when the calendar is altered for make-up days.
2. School may start two hours later to allow snow plows more time to clear the roads. Notification of school closure or delayed start will be made to radio stations KKBN, 93.5 FM, KVML 1450 AM, and KZSQ 92.7 FM which broadcast these changes frequently throughout the morning. You may also log on to mymotherlode.com for current school delays and closures.
3. Bus routes that are most affected by winter conditions may have a snow bus schedule that will be distributed to students riding those buses in the Fall.
4. Parents are encouraged to send their students to school on the regular school buses. The buses are equipped to deal with the elements, and drivers are trained to operate the buses in a safe and effective manner. Absent students are required to make up their class work.
5. During snowfalls, Summerville High School encourages parents to have students remain at school until the end of the school day so they may be in a safe environment and continue their education.

If you have any questions or concerns about these procedures, please feel free to contact the school at 928-4228.

## ATTENDANCE

### School Attendance Procedures

- Students arriving after 7:55 a.m. are to report to the Attendance Office and obtain a "Tardy" slip before going to class.
- All teachers will take attendance each period of the day.
- Students who do not have prior written approval to work in another teacher's classroom will receive a cut for the period missed.

### Tardy Policy

Tardy: A student is late to class if they are not in the assigned place determined by each teacher at the appointed time. Students who are tardy will be assigned a lunch detention. Detention lists are posted in the main office.

- Three parent excused tardies within the first 30 minutes to 1st period, per semester.
- Tardies are cumulative for each school year.
- Detention will be assigned for all tardies in a progressive fashion.

**Tardy 1-5**

- Lunch or afterschool detention, to be served within two days

**Tardy 6+**

- After receiving five (5) tardies, a student will meet with an administrator and the next discipline step will be determined.
- After School Detention for each tardy.
- In addition, the student may be referred to the County School Attendance Review Board (SARB).

### General Absences

Children cannot learn if they are not in school. Children learn early about being on time and not missing school. For students 6 to 18 years old, daily school attendance is compulsory. Daily school attendance improves student achievement. Teach your child to be on time and that school attendance is an important family value.

It is also important that you know the state only awards funding to school districts for actual attendance. The state no longer funds districts for the excused absences listed below. Always review the school calendar and plan activities and vacations during days off. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

Other attendance reports, such as truancy, still rely on excused and unexcused absences. There are legal consequences if your child misses too much school. You must send a note and/or phone the school within 72 hours to clear any excusable absences. Parents/Guardians have the right to be notified on a timely basis if their child is absent from school without permission. Unexcused absences result in a recorded truancy.

1. Notwithstanding EC 48200, a pupil shall be excused from school when the absence is:
   A. Due to his or her illness.
   B. Due to quarantine under the direction of a county or city health officer.
   C. For the purpose of having medical, dental, optometric, or chiropractic services rendered.

D. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

E. For the purpose of jury duty in the manner provided for by law.

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

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

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

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

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

K. Participation in religious instruction or exercises in accordance with district policy.

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

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

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

5. "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil." [EC 48205, 51101]

Districts may allow students, with parental or guardian consent to be excused to participate in moral or religious exercises or instruction. [EC 46014]

## Clearing an Absence

- Students must clear their absence within 72 hours (3 days) following the absence to avoid disciplinary action. Absences not cleared will be considered unexcused. Attendance records cannot be revised after this period.
- The Attendance Office requests that parents call on the day of the absence to verify the reason for the absence (928-4228). Call may be made 24 hours per day.
- Parents receiving a phone call notifying them of their student's absence have the option of calling the attendance office or sending an email. Parents may also send a note with their student on the day they return to school following an absence (parent signature required).

As the parent of a student you have many rights and responsibilities. This booklet talks about many of those and laws, policies and statutes which cover them. We suggest you read it. This page talks about when your child is absent from school. Only in certain cases is it permissible for a student to miss school.

Teachers build your child's education one day at a time, so every day is essential. In elementary, middle, junior, and high school, moving ahead, or even graduation, can be put in jeopardy if too many days are missed. Work with the teacher when a child must miss school. Get homework assignments and review work. There is only one chance to get a great education.

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- When clearing an absence, please include the following information: student's full name, name and relationship of person verifying the absence, date(s) of absence(s), and reason for absence.
- A partial day absence also requires a call or note from a parent or guardian to confirm the reason for the absence.
- Single period absences will not be excused except for medical appointments, verified jury duty, school activities, or with GLC/principal prior approval.

## Additional Information About Absences

- All absences other than illness and family emergencies should be arranged in advance.
- It is the student's responsibility to complete assignments missed due to a field trip.
- Medical, dental, or optometric services should be prearranged and scheduled, if possible, after school hours.
- All medical absences excused with a note from a doctor do not count against a student's absence record. Medical notes must be presented within 48 hours following the absence.
- Make-Up Work Guidelines: If absent for an excused reason, students shall be allowed to make up the same or similar work for full credit. It is the student's responsibility to find out what they missed (via teacher website, Google Classroom, teacher contact, email, or other method) and submit make-up work on the next day of that class. For example, if a student was absent and returns to class Tuesday, they must find out what they missed and turn it in Thursday. Long-term projects or assignments are due upon return. * Teachers may use discretion for unique assignments or extended absences.

## Partial Day Check Out Procedures

- No student will be allowed to check out before the end of the school day without a note or phone call from a parent/guardian.
- Students who must leave campus prior to the end of the school day for any reason must check out of school through the Attendance Office.
- During lunch, parents wishing to take their student off campus must appear in person at the Attendance Office to remove student from campus. Phone calls or notes are not permitted to excuse students during lunch.
- Students must not leave school at any time during the day without checking out through the Attendance Office.
- The Attendance Clerk will verify the reason the student is checking out.
- Failure to follow the proper checkout procedure will result in an unverified absence plus disciplinary action.

## Leaving School at Lunch Time

The Summerville School Board has established a closed campus policy at all sites. Students may not leave campus at any time during the school day. This is for the security of the campus and to protect your student's health, safety, and welfare. Please cooperate by not requesting permission for your student to leave campus during the school day without proper authorization. [EC 44808.5]

## Minimum Days/Pupil Free Staff Development Days

If your child will be affected by minimum days or staff development days, we will give you at least one month's notice. The dates that were known at press time are printed in the calendar in this booklet. [EC 48980(c)]

## Attendance Options

The governing board annually reviews attendance options including how students may attend a district school outside their attendance area (intra-district transfer). This district has non-arbitrary rules explaining how students may apply, be accepted or denied intra-district transfer. Many districts, by agreement, also allow the transfer of students from or to other districts (inter-district transfer). Victims of bullying or violence are given preference in inter-district transfers. In some cases, the district must provide transportation. Students attending "persistently dangerous" schools can transfer and enroll in a safe school. Districts cannot prevent children of active military from changing districts, as long as the district chosen agrees to accept them. Upon enrollment or transfer, principals are urged to check missing children information. Further information about residency, attendance options, special program options, etc. will be provided by the California Department of Education. [EC 46600, 48204, 48206.3, 48300, 48301, 48306, 48980, 49068, 51101; 20 USC 7912]

### 1. Intradistrict transfers:

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district.

The Board shall annually review this policy.

**Enrollment Priorities**

Priority for attendance outside a student's attendance area shall be given as follows:

1. If a district school receiving Title I funds is identified for program improvement, corrective action, or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school or charter school. [20 USC 6316]
2. If while on school grounds a student becomes the victim of a violent criminal offense, he/she shall be provided an option to transfer to another district school or charter school.
3. If a student attends a school designated by the California Department of Education as "persistently dangerous," he/she shall be provided an option to transfer to another district school or charter school.
4. The Superintendent or designee may approve a student's transfer to a district school that is at capacity and otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student.

   To grant priority under these circumstances, the Superintendent or designee must have received either: [EC 35160.5]

a. A written statement from a representative of an appropriate state or local agency, such as a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist
b. A court order, including a temporary restraining order and injunction

5. Priority may be given to siblings of students already in attendance in that school.
6. Priority may be given to any student whose parent/guardian is assigned to that school as his/her primary place of employment.

For all other applications for enrollment from outside a school's attendance area, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. A school's capacity shall be calculated in a nonarbitrary manner using student enrollment and available space.

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students.

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area.

Except as required by 20 USC 6316 for transfers out of Title I program improvement schools, the district shall not be obligated to provide transportation for students who attend school outside their attendance area. However, upon request, the Superintendent or designee may authorize transportation contingent upon available space and funds. [EC 0450, 0420.4, 0520.2, 5111.1, 5111.13, 5111.12, 5117, 6171, 35160.5, 35291, 35351, 48980, 5116, 6172, 20 USC 7912; 5 CCR 11992]

**2. Interdistrict transfers:**

Although students generally must attend a school in the district in which their parent(s), guardian(s), or caregiver(s) resides, the Governing Board recognizes justifiable reasons for interdistrict attendance permits. Pursuant to this policy and the California Education Code, the Governing Board hereby delegates to the Superintendent or his or her designee the right to permit students from other districts to attend school within the Summerville Union High School District, and the right to permit students from the Summerville Union High School District to attend school in other districts.

**Transfers Into the District**

The Board recognizes that to the extent available resources and programs exist, the District may be able to serve additional students and directs that requests to transfer into the District be considered pursuant to the following policy and Education Code. The Board authorizes the Superintendent or his or her designee to enter into interdistrict attendance permits with other district. However, the Board also recognizes the benefit of small class sizes in increasing student performance, graduation rates and promotion rates.

The Superintendent or his or her designee shall consider incoming attendance permit requests pursuant to the following criteria.

1. Evaluation of requests shall be made on a case-by-case basis, with special consideration given to the impact an interdistrict attendance permit may have upon class sizes and school resources.
2. Students whose parents, guardians, or caretakers reside within the District shall have priority in attendance over those students whose residence is established by an interdistrict attendance permit or some other statutory means as set forth

in Education Code section 48204. Approval of any interdistrict attendance permit is subject to class sizes at the Summerville Union High School District. A student whose parents, legal guardians, or caretakers do not reside in the attendance area of the Summerville Union High School District shall not attend the Summerville Union High School District at the expense of a pupil whose parents, guardians, or caretakers reside in the Summerville Union High School District attendance area.

3. The Superintendent or his or her designee shall neither admit not refuse to admit pupils on the basis of race, ethnicity, sex, or household income, scholastic achievement, or any other arbitrary consideration.
4. The Superintendent or his or her designee may grant or deny interdistrict attendance requests pursuant to the terms of this Board Policy, the Administrative Regulation, or other special considerations as deemed appropriate by the Superintendent or his or her designee.

The Governing Board authorizes the Superintendent or his or her designee on its behalf to deny attendance to any student who has a parent, guardian, or caregiver employed within the boundaries of the District for the following reasons:

1. Pursuant to the terms and conditions set forth in this Board Policy and/or the Administrative Regulation as long as the denial is not based on the pupil's race, ethnicity, sex, or household income, scholastic achievement, or any other arbitrary consideration pursuant to Education Code section 48204 (f)(1).
2. The Interdistrict Attendance Permit would negatively impact the District's voluntary desegregation plan, if any, pursuant to Education Code section 48204 (f)(2).
3. The Interdistrict Attendance Permit would result in excess costs pursuant to Education Code 48204 (f)(3).

### Yearly Renewal of Attendance Permits

The District will grant interdistrict attendance permits for up to one school year only. Parents, guardians, or caregivers must reapply annually for an interdistrict attendance permit. This requirement applies in all instances, except for residencies established by the parent, guardian, or caregiver's employment within the District and interdistrict attendance permits established for the child-care needs of the student. In such cases, the students may remain enrolled at Summerville Union High School District through the pupil's completion of 12th grade, if the parent, guardian, or caregiver chooses, unless revoked as herein described. In order to remain enrolled until the child(ren) complete(s) the 12th grade, the parent, guardian, or caregiver must provide the District with proof at the beginning of each school year that he or she is still employed within the District or that attendance within the District is based on child-care needs.

### Revocation of a Student's Interdistrict Attendance

A student's attendance in the District pursuant to an interdistrict attendance permit is deemed a privilege, not a right, subject to the terms and conditions established by the Governing Board. The Board declares that interdistrict attendance permit can be revoked at any time during the school year for any reason set forth below:

1. If the Superintendent or his or her designee determines that the student has committed an act permitting revocation of the interdistrict attendance permit, the Superintendent or his or her designee may revoke the interdistrict attendance permit and the student must return to his/her district of residence. The Superintendent or his or her designee shall notify the student and his or her parent, guardian, or caregiver of the revocation and the reasons for the revocation in writing. There shall be no right to appeal to the Governing Board any revocation of an interdistrict attendance permit.
2. If the Superintendent or his or her designee revokes a student's interdistrict attendance permit where the student's attendance was based on the employment of the parent or guardian or child care needs of that student, the Superintendent or his or her designee shall notify the student and his or her parent, guardian, or caretaker of the revocation and the reasons for the revocation in writing. The Superintendent shall cause the revocation to be recorded in the minutes of the next regularly scheduled board meeting. A parent, guardian, or caregiver cannot appeal to the Governing Board, the Superintendent, or his or her designee's decision to revoke a student's interdistrict attendance permit.

### Transportation or Interdistrict Attendance Students

The District shall have no obligation to provide transportation to and from school for any pupil attending school within the District pursuant to an interdistrict attendance permit.

### Transfers Out of District

Because of the negative impact upon the Summerville Union High School District, the Board discourages transfers out of the District and shall prohibit such transfers to the extent permitted by law and as set forth in the Administrative Regulations. The Superintendent or his or her designee shall retain the right to annually review requests for transfers and to revoke any such transfer should the original grounds supporting the grounds for the transfer change. The Superintendent or his or her designee shall also have the right to revoke a transfer if the transfer negatively impact a voluntary desegregation plan, if any, if the transfer results in additional cost of education resulting from charge-backs exceeding the amount of additional revenue received, or if the transfer exceeds the numerical cap on transfers, if any, as set forth in Education Code section 48204 (f)(6).

### Appeal of Interdistrict Permit Denials

A parent, guardian, or caregiver whose request for an interdistrict attendance permit has been denied may appeal the District's decision to deny such a request.

A parent, guardian, or caregiver who wishes to appeal the District's denial of an interdistrict attendance permit must file a written request for an appeal within ten (10) school days of the District's notification that their request has been denied. Failure to timely file a request for an appeal shall result in a waiver of the right to appeal the matter to the Governing Board.

A parent, guardian, or caregiver must submit the basis for his or her appeal of the Superintendent's decision in writing to the Governing Board. The parent, guardian, or caregiver's failure to submit a written basis for the appeal shall result in the Board rescheduling the appeal hearing. The Board retains the right to schedule a hearing to discuss with the parent, guardian, or caregiver, the reasons for their request for an interdistrict attendance permit. If no hearing is scheduled, the Board shall direct the Administration to notify the parent, guardian, or caregiver in writing of the decision. If the parent, guardian, or caregiver presents facts or other information to the Board, which was not previously submitted to the Administration, the board retains the right to suspend the appeal hearing and refer the matter back to the Administration for further investigation.

The Administration shall present the following information to the Board for it to consider in hearing an appeal from the District's denial of an interdistrict attendance request:

1. The request for interdistrict attendance and attachments (if any);
2. The District's written denial of the interdistrict attendance permit;
3. Correspondence and notes related to the interdistrict attendance request;
4. The parent, guardian, or caregiver's written basis for his or her appeal and attachments (if any);
5. A written statement by the Superintendent or his or her designee and attachments (if any).

A parent, guardian, or caregiver not satisfied with the final decision of the Board may appeal the decision to the County Board of Education pursuant to the California Education Code. A parent, guardian, or caregiver may not appeal the Board's decision to refer the matter back to the Administration for further investigation.

Students who are under consideration for expulsion, or who have been expelled may not appeal interdistrict attendance denial or revocations while expulsion proceedings are pending, or during the time of the expulsion.

### Parental Notification of Decisions Regarding Interdistrict Attendance Permits

If the Superintendent or his or her designee denies an interdistrict attendance permit request, the parent, guardian, or caregiver shall, within ten (10) school days of the denial, receive notice from the District regarding the process to appeal the Administration's decision to the Board.

If the Board denies an interdistrict attendance permit request, the parents, guardian, or caregiver shall receive timely notice, in accordance with the California Education Code, regarding the process for filing an appeal with the County Board of Education.

This notice shall be provided by the district denying the request, or, in the absence of a permit between the districts, by the district of residence. This notice shall be provided within 14 calendar days of the commencement of instruction, if the application or re-application for an interdistrict attendance permit was submitted no later than 30 calendar days before the commencement of instruction of the school year in which the attendance permit becomes effective. If the application for an interdistrict attendance permit was submitted later that 30 calendar days before the commencement of instruction of the school year in which the attendance permit was to become effective, the district shall provide such notice within 30 days of the request whether the district denies the request or fails to act upon the request.

If the Superintendent, designee or Board accepts an interdistrict transfer request, the parent/guardian shall receive notice of the grounds for revocation of the acceptance and of the parent, guardian, or caregiver's responsibility to transport the student. [BP 5117; EC 46600-46610,48204, 48980, 52317]

## 3. School Districts of Choice

Prior to January 1, parents may apply to transfer their students to a School District of Choice (DOC). The DOC can limit the number of students it is willing to accept; and a school district of residence may limit the number of students who can transfer based on the total number of students in that district.

If more than that number of students applies there will be a random process to determine which students are accepted. Priority will be given in order to 1) siblings of students already in the DOC; 2) students who qualify for Free and Reduced Lunch; and 3) children of active military personnel. You will hear the decision from the DOC by February 15. Military families can apply anytime within the first 90 days of deployment to their District of Residence.

Acceptance of transfer is valid for one year. [EC 48300, 48301-48315]

## Attendance – Athletics

Athletes must attend 75% of their classes on a in order to compete or practice on that day. Athletes must also attend school on the Friday preceding a Saturday competition in order to be able to participate. If an administrator suspends an athlete, at home or In-School Suspension, the athlete will not practice or participate on the day(s) of the suspension.

## Attendance Where Caregiver Resides

If your child lives in the home of a caregiving adult, as defined by law, or a foster home your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that your child lives in the caregiver's home. [EC 48204(a), 48980(h); FC 6550-6552]

## Attendance in District in Which Parent or Guardian is Employed

The district may, but is not required to accept a transfer student whose parent/guardian resides outside the boundaries of the school district but is employed and lives with the student at the place of his/her employment within the boundaries of the school district for a minimum of three days during the school week; or a student whose parent/guardian physically works within the boundaries of the school district for a minimum of 10 hours during the school week. [EC 48204(7), 48980(i)]

## Enrollment of Homeless or Foster Youth

Foster and homeless children living in the District shall be permitted to attend a school in the District unless they: 1) stay enrolled at their school of origin outside the District, 2) their IEP indicates attendance elsewhere, or 3) the parent or guardian, with knowledge of all options, declares in writing otherwise. They also have rights to immediate enrollment in school, site and program attendance, and free after school programs. [EC 48204, 48850-48859, 48645.3, 51225.1, 56055; 5 CCR 4622; WIC 361, 726]

## Individualized Instruction

You must notify the school if your child has a temporary disability and cannot attend regular classrooms. The District will provide instruction in the home or in a hospital or other residential health facility if the student meets the District residency requirement. If your temporarily disabled child is located outside your school district, notify both the district where you reside and where the child is located. [EC 48206.3, 48207, 48208, 48980(b)]

## Truancy

The state defines three levels of truancy, each carrying more severe penalties for both the student and the parents or guardians. The three are truant, habitual truant, and chronic truant.

Truant: A student is truant after missing three days of school or three 30-minute periods without a valid excuse.

Chronic Truant: A chronically truant student has missed 10 percent or more school days in a school year.

Habitual Truant: If a student is truant three or more times in a school year and an effort is made to meet with parents, then the student is a habitual truant.

Interventions: Students who are habitually truant, miss a lot of school or disorderly can be referred to a student attendance review board (SARB), a district attorney mediation program, or the county probation department. Through these programs the student can be given guidance to meet special needs for improving attendance or improving school behavior. The goal is to intervene before a student enters the juvenile justice system or drops out.

Student Penalties: First truancy may result in a one-day weekend class. Second truancy may be a written warning from a peace officer that remains in the student's records. Third truancy may result in assignment to an after-school or weekend program, a SARB, a probation officer, or district attorney program. A fourth truancy may result in a chance to improve attendance, but may also result in the student being placed within the jurisdiction of, and as a ward of the juvenile court. Other actions may include required community service, payment of a fine of $100, attend a truancy mediation program, and loss of driving privileges. A finding of truancy may be handled through available community services.

Parent Penalties: In Education Code; first conviction – up to $100 fine; second conviction – up to $200 fine; third – up to $500 fine. In Penal Code; parents of elementary students who are chronic truants face a fine up to $2,000; imprisonment up to one year; or both. They may also be scheduled to meet regularly with district staff and/or referred for help. It is recommended that the parent or guardian attend classes at school with the student for one day. [EC 48260, 48260.5, 48261, 48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320; PC 270.1, 830.1; WIC 256, 258, 601, 601.3; VC 13202.7]

## School Attendance Review Board (SARB)

The School Attendance Review Board is a county organization that coordinates school and community resources. It meets to intervene when a student has attendance problems. Its goal is to help a student become successful in school and earn a diploma. The SARB process includes the following steps:

Step 1: Notification of Classification of Truancy - First letter sent to parent/guardian after three unexcused absences or tardies of more than 30 minutes.

Step 2: Notification of Classification of Truancy - Second letter sent to parent/guardian after four unexcused absences or tardies of more than 30 minutes.

Step 3: Classification as a Habitual Truant - Third letter sent to parent/guardian after five unexcused absences or tardies of more than 30 minutes and referral to SARB.

### Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to: (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy. (b) Recognize that the best learning takes place when the student learns because of his desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects. (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. [EC 58501]

## INSTRUCTION AND CURRICULUM

### District Courses

Annually the District prepares curriculum, course titles, aims, and descriptions in a prospectus. The prospectus is available at each school site and may be reproduced at cost. Parents/Guardians have the right to review all course material. [EC 49091.14, 51101; PPRA]

### Academic and Non-Academic Courses, Classes, Electives, Activities, Sports, and Related Facilities

State and federal law require academic and nonacademic courses, classes, electives, school-related activities, team sports, athletic competitions, and school facilities be available to all students without regard to their gender or gender identity, and irrespective of the gender listed in their records. Beginning in seventh grade counselors will meet with each student regarding course selection. Staff will not counsel students into programs, courses, or careers based on their gender or gender identity. The District Uniform Complaint Procedure may be used to file a complaint. [EC 221.5, 221.8, 49600, 48900; GC 11135, 11138; Title VI, Title IX; § 504; California Interscholastic Federation (CIF) 300D]

### California State Academic Standards

California along with most other States developed and adopted common academic standards in core curriculum areas. They are rigorous, internationally benchmarked, and research- and evidence-based.

Each state, and each district in California decides how they will teach and what resources they will use. More information can be found at www.cde.ca.gov/re/cc/ or www.corestandards.org. California launched a new computer-based student testing system that ties to the standards for English language arts, mathematics, and science called the California Assessment of Student Performance and Progress (CAASPP). The new tests include the Smarter Balanced Assessment Consortium Assessments, California Science Tests (CAST), California Alternate Assessments (CAA), and Standards-based Tests in Spanish (STS) for Reading/Language Arts. Parents can exempt their child(ren) from CAASPP testing by submitting a letter in writing annually. More information about the CAASPP can be found at www.cde.ca.gov/ta/tg/ca/. [EC 60119, 60604.5, 60615]

### LCFF and LCAP

The LCFF (Local Control Funding Formula) changes the way the State provides money to school districts. Under this new system, school districts receive a uniform base grant for every student, adjusted by grade level. Plus they receive adjustments for the number of students living in poverty, English learners, and foster youth. Then there are further adjustments for concentration of these groups if they are above 55% of the district's enrollment. More information about the LCFF is available at www.cde.ca.gov/fg/aa/lc/.

The LCAP (Local Control Accountability Plan) is a critical part of the LCFF. Each school district is required to engage parents, students, educators, employees, and the

community to establish their plan. Anyone can comment to the school board regarding LCAP proposals or expenditures either by submitting comments in writing or at a public hearing held by the school board for that purpose. The plan must describe the overall vision for students, annual goals including language acquisition, and specific action to achieve these goals. The LCAP must focus on eight areas identified as State priorities. The plan will demonstrate how the district's budget will help achieve the goals, and annually assess how well the strategies improved outcomes. Complaints regarding LCAP may be filed anonymously. [EC 305, 52060, 52062, 52066]

### Homeless, Foster, and Juvenile Court Youth

Foster, homeless, and juvenile court youth have special rights related to graduation and partial high school credits. They also have the right to an adult to help make educational decisions. More information can be found at the California Foster Youth Education Task Force, www.cde.ca.gov/ls/pf/fy/fosteryouthedrights.asp. Foster and homeless youth also have special rights associated with college, and certain considerations in school discipline. The District Uniform Complaint Procedure may be used to file a complaint. [EC 48645.3, 48645.5, 51225.1, 56055; 5 CCR 4622; WIC 361, 726]

## Curriculum and Personal Beliefs

Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. [EC 51240]

### Family Life, Human Development, and Sexual Health Education

Your child will be taking classes in compliance with the California Healthy Youth Act. These will include instruction in comprehensive sexual health education, HIV prevention education, and research findings regarding pupil health behaviors and risks. Any written and audio-visual educational materials planned for use are available for inspection prior to the start of classes. You may have copies of non-copyrighted material that will be presented by a consultant or guest speaker for ten cents (10¢) per page. You will be notified before such instruction, and have a right to request, in writing, that your child not participate in any or all activities. You may withdraw this request at any time. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses. At the discretion of the District, staff give such instruction. If taught by a consultant or guest speaker, or in an assembly, parents will receive notice of the dates, name of organizations, and affiliation of speakers by mail or other commonly used method of notification at least 14 days prior to the dates of the class or assembly. During this class, students in grades 7-12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, or questionnaires measuring student attitudes toward health, sex, and risk behaviors. Copies of Education Code Sections 51933, 51934, and 51938 can be requested from the District or can be obtained online at www.leginfo.legislature.ca.gov. [EC 51933, 51934, 51937-51939]

### Dissection of Animals

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [EC 32255]

### Tests/Surveys on Personal Beliefs

You and/or your children over 18 will be notified and will be asked for written permission before your child is given any test, questionnaire, survey, examination, or marketing material containing questions about your child's, or his/her parents' or guardians' personal beliefs or practices in politics, mental health, anti-social, illegal, self-incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may also opt out of their child supplying information to be used for marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to the surveys and personal information. Notice will be sent to parents prior to any such test or survey. If you believe your rights have been violated, you may file a complaint with the Family Policy Compliance Office at U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920. [EC 51513, 60614, 51938; 60615; PPRA; 34 CFR 98; ESEA]

## Work Permits

All students under the age of 18 are required to have a work permit if they are working. Permits may be obtained

in the Guidance Office. Work Permits may be revoked if work interferes with a student's academic success and/or attendance at school.

## Work Experience and CTE Classes

Students must maintain a 2.0 GPA in order to sign-up for Work Experience and all other CTE classes that have an off-campus component.

## Grades, Eligibility, Graduation Requirements

### Changing class schedules

Students and parents should make a special effort to select a class schedule carefully to minimize the number of changes required. With this in mind, it is still realized that some changes may need to be made. Changes may occur under the following circumstances.

- Changes resulting from improper placement or program error will be corrected within the first two weeks of the semester.
- Students who present a valid need for change in their program (determined by Grade Level Coordinator) may do so within the first two weeks of the semester. Both parent and teacher permission are required for this change.
- Students who withdraw or are dropped from classes after the 30th school day of a semester may not be allowed to enroll in another class for credit.

### Eligibility for School Activity

All students are eligible for school activities (i.e. athletics, band, choir, drama and club activities) if they maintain a 2.0 grade point average and have no more than one (1) F. All incomplete grades will be treated as F's until replaced with a grade for the purpose of eligibility. Probations are no longer allowed. A student not present at school due to an unexcused absence is not allowed to participate that day. A student must be on track to graduate with their class in order to participate in extra-curricular activities. Eligibility dates: October 12, 2018; November 23, 2018; January 25, 2019; March 8, 2019; April 26, 2019; June 14, 2019.

### Grade Reporting Calendar

Following is the grade reporting calendar for the 2018-2019 school year. It is the intent of the District to mail grades every six weeks.

October 5, 2018..... First Grading Period ends

November 16, 2018..... Second Grading Period ends

January 18, 2018..... Third Grading Period ends

January 18, 2018..... Semester 1 ends

March 1, 2019..... Fourth Grading Period ends

April 19, 2019..... Fifth Grading Period ends

June 6, 2019..... Semester 2 ends

### Graduation Requirements – Summerville High School

ENGLISH:..... 40

Eight consecutive semesters of English

SOCIAL STUDIES :..... 30

Two semesters of World History; two semesters of U.S. History;

One semester of U.S. Government; one semester of Econ/Civics.

MATHEMATICS: ..... 30

Six semesters selected from mathematics course offerings required of all students. All students must complete Algebra, or Math 1.

SCIENCE:..... 20

Four semesters of science required: one year Life Science, one year Earth/Physical Science.

PHYSICAL EDUCATION :..... 30

Students must be enrolled for each of the first six semesters of high school.

Six semesters must be passed.

FINE ARTS/FOREIGN LANGUAGE : ..... 10

Students must pass one year of a foreign language, art, music, film, drama, or Career Technology.

NON-DEPARTMENTAL:..... 20

One semester of Health and one semester of Keyboarding during the freshman year and two semesters of Senior Seminar in the senior year.

OTHER COURSES : ..... 120

As indicated by major course of study and student's life plan.

TOTAL REQUIRED FOR GRADUATION :..... 300

a) Students transferring into the District from another high school shall be awarded credits toward graduation based on courses completed elsewhere without penalty resulting from variation of local requirements.

b) Students earning a comprehensive diploma must successfully complete a senior project.

### Valedictorian and Salutatorian

Students qualify for these honors based on their grade point average through the seventh semester. Certain classes may be taken for pass/fail credit or letter grade credit subject to the student's choice. Because these decisions affect overall GPA, parents are advised to monitor their children's decisions in classes subject to the pass/fail option.

## University Admissions

### University of California/California State University Admissions

Admission to the California State Universities requires a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a year of study in a subject area. A GPA of 2.0 (C) or higher is required for regular admission. Admittance is based on an eligibility index that combines multiple items. Transfer students are accepted.

Admission to the University of California requires completion of the 15 yearlong high school course list. These courses are also known as the "a-g" subjects. At least seven of the 15 yearlong courses must be taken in the students last two years of high school. A GPA of 3.0 (B) or higher is required for California residents. [EC 48980, 51229]

Links to University of California/California State University requirements:

www.calstate.edu/datastore/admissions.shtml

www.csumentor.edu/planning/high_school/

www.ucop.edu/doorways/

### Definition of career technical education

A program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. More information is available about Career Technical Education at California Department of Education, www.cde.ca.gov/ci/ct. [EC 48980(l), 51229]

### High School Graduation Requirements compared to UC/CSU Requirements

| | EC | CSU | UC | SUHSD |
|---|---|---|---|---|
| History/Social Science (a) | 3 | 2 | 2 | 3 |
| English (b) | 3 | 4 | 4 | 4 |
| Mathematics (c) | 2 | 3 +1 | 3 +1 | 3 |
| Science (d) | 2 | 2 † | 2 † | 2 |
| Foreign Language (e) | 1 | 2 | 2 +1 | 1 |
| Visual/Performing Arts (f) | | 1 | 1 | |
| Career Technical Education ‡ | | | | |
| Physical Education | 2 | | | 3 |
| Health | | | | 0.5 |
| Elective (g) | | 1 | 1 | |

+1 One additional year is recommended in Mathematics for both CSU and UC, and in Foreign Language for UC.

† Specifics of courses vary from CSU to UC.

‡ Summerville Union High School District has adopted a policy that allows Career Technical Education courses to be counted toward graduation. Which "(a)-(g)" requirement applies varies by course.

At this time Summerville Union High School District offers the following Career Technology Education course that qualifies toward the UC/CSU "(a)-(g)" requirements:

Agricultural Biology . . . . . (d)

[BP/AR 6146.1; EC 35186, 48412, 48430, 49701, 51225.3, 51225.5, 51228, 51240-51246, 51410-51412, 51420-51427, 60850-60859; 5 CCR 1600-1651]

### Talking with a Grade Level Coordinator

High school Grade Level Coordinators are trained to help students prepare for college or career planning. They take students through all the steps so nothing is missed including information about financial aid, requirements, and careers. Most Grade Level Coordinators are available by appointment and will meet with students and their families.

# SCHOOL RECORDS AND STUDENT ACHIEVEMENT

## Pupil Records

Parents, guardians, foster parents, certain caregivers, and students over 18 have the right to review, get copies, and inspect school records within five business days of a written or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained. Student records are provided to schools where student transfers or wants to enroll. In some instances information about your child may be released to District staff, foster agencies, short-term residential treatment programs, after school programs, summer camps, lawyers, law enforcement, state researchers, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, health information. The records are maintained at

Summerville High School by the registar. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. District policy or administrative regulation 5125 sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for 50 cents per page. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You can challenge the records if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You can file a complaint about how your request was handled with the district or with United States Department of Education. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student's record. [EC 8484.1, 49063, 49060, 49068, 49069, 49069.3, 49070-49079.7, 51101, 56043, 56504; CC 1798.24(t); FERPA; 20 USC 1232(g); 34 CFR Part 99]

For a smoother transition, through a relationship established with the Department of Defense and the California Department of Education, the District has established guidelines for transferring credits and meeting graduation requirements of students from military families. [EC 51250]

### Student Data from Social Media Websites

School Districts may now adopt a plan to gather student information from social media websites. The Governing Board has not adopted such a plan, but may consider it in the future. The information would pertain only to student or school safety, and must be destroyed within one year of the student leaving the District or turning 18. [EC 49073.6]

## Assuming Adult Status

Students 18 years of age or older have the responsibility to inform school authorities that they are assuming their adult status.

## Regulations Regarding Pupil Achievement

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort. [EC 49067]

## Teacher Qualifications

A provision of federal Title I requires all districts to notify parents of children in Title I schools that they have the right to request and receive timely information on the professional qualifications of classroom teachers and paraprofessionals including state qualifications, licensing for the grade level or subject taught, any waivers for qualifications, emergency provisions, college major, graduate degrees and subject, and if paraprofessionals or aides are in the classroom and what their qualifications are. [ESEA; 20 USC 6311; 34 CFR 200.61]

## Release of Directory Information

The law allows schools to release "directory information" to certain persons or organizations including military recruiters. Directory information includes name, address and telephone number.

You may have the district withhold any of this information by submitting a request in writing. Written notification received after the date specified will be honored, but the student's information may have been released in the interim. In the case of students with exceptional needs or who are homeless, no material can be released without parent or guardian consent.

In accordance with board policy, a parent/guardian may request, in writing, to have their student's name removed from any military requested mailing list.

Employers or colleges shall not have access to a student's name, address and telephone number if the parent/guardian has notified the district in writing that such information shall not be released without his/her prior written consent. [AR 5125.1; EC 49061(c), 49070, 49073(c), 56515; FERPA; ESEA; ne]

## School Safety Plan

Every year, each school shall review and update its plan by March 1. Each school shall make its plan public and shall share the plan with numerous community leaders, school site personnel, and parent groups. Plans should, among other things, provide guidance for the response to and/or the prevention of bullying, child abuse, and disasters. Key elements are to be described in the School Accountability Report Card. Planned responses to criminal incidents need not be disclosed. The Uniform Complaint Procedure can be used regarding School Safety Plan compliance. [EC 32281, 32282.1, 32286, 32288, 32289, 51101]

## Anonymous Tip Line

Students who would like to make anonymous reports of bullying or crime may connect with "We Tip" at (855) 86-BULLY, (800) 78-CRIME, on the school website, or at www.we-tip.com.

# STUDENT SERVICES

## Lockers

Lockers are issued to students the first week of the freshman year or to new students at the time of registration. Your locker should be kept locked at all times. Students are cautioned against giving their combinations to other students or they cannot expect their property to be safe. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. Turn in such items to the office for safekeeping. Materials, books, personal items, etc., are kept in lockers at the student's risk. Lockers are subject to search. Students should remove all items from their lockers before summer break so lockers can be cleaned.

## Student Meal Program

The District's Food Service Department serves breakfast and lunch daily, and seeks to ensure no child is denied meals. The meal program is self-sufficient so that other student services are not impacted when meals are not paid for. Students may pay for meals on a per-meal basis or parents/guardians may pay for meals in advance online at *www.schoolpay.com* or by contacting Jessica Kinitser at (209) 928-4228 or *jkinitser@summbears.net*. The District will contact you if your account has a negative balance. The District may be able to create a repayment plan or to explain the Free and Reduced meal plan; participation in the plan is confidential. [EC 49510-49520, 49558; 42 USC 1761(a)]

## Café Price 2018-2019

**The café will make the following service modifications:**

1) The breakfast entree will be available with one side for $2.25.
2) Full lunch (5 components) $3.50
3) Hot bar lunch $3.50

**The café will make the following price adjustments:**

| | |
|---|---|
| Large Soft Pretzel | $2.00 |
| Stuffed Pretzel | $2.50 |
| Cheese Cup | $.50 & $.75 |
| Nachos | $2.00 |

All students may charge a hot or cold lunch. Students must take a full lunch meal if charging over $5.00. No snack items can be charged over $5.00.

## Student Internet Use

Use of the Internet provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain items which are illegal, defamatory, or potentially offensive to some people. Access to the Internet is a privilege for students who must act in a considerate and responsible manner. We require that students and parents/guardians read, accept and sign the following guidelines for acceptable on-line behavior before Internet use will be allowed.

- Students are responsible for good behavior on the Internet, just as they are in a school building. All school rules for behavior and communication apply.
- Downloading non-academic files from the Internet, especially, but not limited to, shareware programs, browsers and audio or video files will not be permitted.
- Network areas will be monitored on a regular basis. Network Administrators, the Library Media Staff and other faculty may review files to maintain system integrity and ensure students are using the system responsibly. At times, surveillance will be used and students should not expect that files will be private.
- Internet use is for academic purposes and scheduled classes will have priority over coming into the Library Media Center individually for Internet use.
- The following are not permitted:
- The use of anonymous proxy servers or anything else that bypasses the firewall.
- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer system or network files.
- Copying other student files.
- Violating copyright laws.
- Employing the network for commercial purposes.
- Intentionally wasting limited resources, including the use of "chain letters" and messages broadcast to mailing lists or individuals.
- Revealing the personal address, phone number or e-mail address of any other person without permission.
- Violations will result in the loss of access and other school discipline as outlined in the school code.

Summerville High School issued email (@summbears.net) is to be used for school related matters, or to create accounts directly related to school matters. Students may not use it to create accounts and profiles for personal use or social networking, such as Facebook, Instagram or Twitter. Use of the summbears.net email is monitored and using it to create personal accounts, use inappropriate language or send inappropriate content may result in disciplinary action.

### School Accountability Report Card

The School Accountability Report Card is available on request, and is available annually by February 1st on the Internet at *www.summbears.k12.ca.us* It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [EC 33126, 32286, 35256, 35258, 51101]

### Services to Disabled Pupils

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, tell or write the school. Your child will be evaluated to determine whether he/she is eligible for free special or modified instruction or services.

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools. The District has policies guiding procedures for identification and referral. Students identified with special needs will receive a Free Appropriate Public Education in the least restrictive environment. [EC 48853, 56020 et seq., 56040, 56301; 5 CCR 4622; 20 USC 1412, (10)(A)(ii), 1412(a)(6)(A); 34 CFR 300.121]

### Advanced Placement Examination Fees

Advanced Placement Exam fees will be paid by the District. [EC 48980(j), 52240; ne]

### Pupil Fees

While there are limited exceptions, families and students should not have to pay fees for most items related to public education. There are four types of fees identified in Education Code:

Pupil Fees: No fees or deposits can be required or collected for items including, but not limited to, materials, supplies, equipment, uniforms (i.e. band, cheerleading, basketball), lockers, locks, books, class apparatus, musical instruments.

Educational Activity Fees: No fees can be required or collected for student participation in an event or activity, either curricular or extracurricular, that is an essential part of a student's education or for transportation to those events. There can be no fees required for registering or participating in regular or extra classes.

Voluntary Donations: While voluntary donations may be suggested for activities, no student may be denied participation based on the family's ability to make a donation.

Exceptions – When fees may be required: By law, there are exceptions to the prohibition against charging of fees or deposits. These exceptions include, but are not limited to, transportation to non-essential activities, non-essential events where attendance is optional (such as a school dance), food served to students, damage to district provided materials such as textbooks, cost of community service classes, and fingerprinting. Money may also be collected for material used for projects that a student will be taking home, such as, material used in a career class like woodshop or sewing. The Uniform Complaint Procedure can be used regarding pupil fee compliance. A complaint may be filed with the school principal, and may be filed anonymously.

[EC 17551, 17552, 19911, 32030-32033, 32220-32224, 32390, 35330, 35331, 35335, 38084, 38118, 38120, 39807.5, 48052, 48053, 48904, 49010-49013, 49063, 49065, 49066, 51815, 52373, 52612, 52615, 52920-52922, 60070; 5 CCR 4610, 4630]

## HEALTH SERVICES

### Immunizations

Students may not be admitted to a classroom setting in school unless he/she has been fully immunized against diphtheria, hepatitis b, haemophilus influenza type b, measles, mumps, pertussis (whooping cough), poliomyelitis, rubella, tetanus, and varicella (chickenpox). Students must be immunized for varicella or provide proof from a doctor stating child has had the disease. All advancing students, new students, or transferring students in grades 7 through 12 must be fully immunized, including a required booster against pertussis (Tdap). They shall not be admitted without the Tdap booster.

It is this district's policy that there be no "conditional" admittance to schools. Documented proof that immunizations are up-to-date is required before admission to school is granted. This requirement does not apply in at least the following instances:

- If note from physician is supplied saying physical or medical condition does not allow vaccination.
- If a homeless or foster child is enrolling.

The required immunizations are available through a usual source of medical care, County Health Department, a school nurse, or may be administered by a health care practitioner acting under the direction of a physician. Immunizations may be given at school. There may be funds for those who cannot access services.

If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for his/her own safety until such a time as directed by health officials or district administration.

Parents or guardians may refuse to allow the sharing of personal information related to their child's immunization records by notifying the County Health Department listed in this section. [HSC 120325, 120335, 120338, 120370, 120375, 120400, 120405, 120410, 120415, 120480; EC 48216, 49403, 48852.7, 48853.5; 17 CCR 6000-6075; 42 USC 11432(C)(i)]

## Physical Examinations

For each child enrolling in the District for the first time, the parent or guardian must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you must file a waiver with the school district stating the reasons you are unable to obtain such services. [EC 49450; HSC 124085, 124100, 124105]

These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For information, you may contact:

Tuolumne County Health Department
20111 Cedar Road North
Sonora, CA 95370-5939
(209) 533-7417

If you want your child to be exempt from physical examinations at school, file a written statement annually with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [EC 49451; PPRA]

## Medication

Children may take medication, which is prescribed by a physician, and get help from school personnel during the school day if:

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian, or caregiver annually submits a written statement asking the school district to assist their child in taking the medication or allow the student to self-administer certain medications. This includes allowing a school staff member to volunteer to identify the need for, and administer glucagon and epinephrine to a student. The letter gives permission to a district representative to communicate with the health care provider, pharmacist and acknowledge understanding of how the medication will be administered. Each school determines if it will have staff trained in the use and storage of auto-injectable epinephrine. The District will have a supply of epi-pens at each school site. [EC 49414, 49414.3, 49414.5, 49423, 49480]

Children may carry and self-administer a blood glucose level test, diabetes care, inhaled asthma medication, and auto-injectable epinephrine if the rules above are met and if a physician confirms in writing that the student is able to self-administer. [EC 49414, 49414.5, 49423, 49423.1, 49480]

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the district designee of the medication being taken, the current dosage, and the name of the supervising physician. [EC 49480]

## Sun Protection

Students when outdoors can wear sun protective clothing, including, but not limited to hats. Students may also apply sunscreen during the day without a doctor's note or prescription. [EC 35183.5, 35291, 35294.6]

## Medical and Hospital Insurance for Students

The district DOES NOT provide insurance on individual students. However, you may purchase accident insurance through the district for medical and hospital services covering your child. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of attendance during a regular school day of the district; or while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities. The school district assumes no liability for accidents to pupils at school. [EC 32221.5, 49472]

**Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. [EC 49471]**

### Enrollment in a Health Care Plan

All children enrolling in kindergarten, first grade, or transferring into the district and their families must be enrolled in a health care plan. There are several options for getting a health plan; through an insurance agent, or low cost provider such as Medi-Cal and Covered California

at (800) 300-1506 or online at www.coveredca.com. [EC 49452.9; PPACA]

### School-Sponsored Athletics

If student participates in school-sponsored athletics other than physical education or athletic event during the school day, parents/guardians and the student athlete are required to annually; (1) complete a concussion awareness form, and (2) complete a sudden cardiac arrest awareness form. [EC 33479, 49475]

## Drug, Alcohol, Tobacco, and Steroid Use Prevention

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises or as a part of any District activity is strictly prohibited. "Tobacco product" is defined as (i) any product made or derived from tobacco or nicotine that is intended for human consumption, regardless of how consumed; (ii) an electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device (commonly known as "e-cigarettes"); or (iii) any component, part or accessory of a tobacco product. Except for members of the military, possession of tobacco by those under 21 is illegal and can lead to a $75 fine or 30 hours of community service. It is illegal to possess synthetic marijuana. The District has adopted no smoking policies that are not part of the TUPE program. The District has adopted a policy banning electronic-cigarettes (e-cigarettes) and other vapor delivery devices. [EC 48900, 48901; HSC 11357.5, 11375.5; BPC 22950.5(c); PC 308; BP 3513.3]

This district may seek funding to support student programs. The district qualifies for Tobacco Use Prevention Education (TUPE) grant money. Money for the grant comes from Proposition 99 (1988) that added a 25¢ tax on each pack of cigarettes. In grades 6-12, TUPE funds support health education efforts aimed at the prevention and reduction of tobacco use by students and provide intervention and cessation services to students currently using tobacco. All recipients will adopt tobacco free district policies as well as post "Tobacco Use Is Prohibited" signs at all property entrances. [HSC 104350, 104420, 104460]

High school athletes must sign a pledge they are not using steroids illegally or they will not be allowed to participate. Parents must sign a form notifying them of the restriction. [EC 49033, 60041; HSC 11032]

### Marijuana (Cannabis)

A student who unlawfully possessed, used, sold, otherwise furnished, or was under the influence of cannabis is subject to expulsion. Any person 18 or older who possesses, sells, dispenses, distributes, furnishes, administers, gives; or offers to sell, dispense, distribute, furnish, administer, or give; or possesses for sale any, concentrated cannabis, synthetic cannabinoid compound, or any synthetic cannabinoid derivative, to any person, can be imprisoned in a county jail not exceeding six (6) months, or by a fine not exceeding $1,000, or by both. Any person 18 or older possessing marijuana on district property during the school day, depending on the amount and number of offenses, can face consequences including $250 to $500 fine and imprisonment for ten (10) days. Any person younger than 18 possessing marijuana, depending on amount and number of offensives, faces up to forty (40) hours of community service, ten (10) hours of drug education, sixty (60) hours of counseling. [EC 48900; HSC 11357, 11357.5]

## Meningitis

Meningococcal disease or Meningitis can be a life threatening infection that can be treated, but cannot always be cured. Routine vaccinations are recommended for 11-12 years olds, students entering high school and students living in college dorms. For more information please visit the California Department of Public Health website or go to www.cdph.ca.gov/HealthInfo/discond/Pages/Meningococcal Disease.aspx [HSC 120395-120399]

## Confidential Medical Services

School authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. [EC 46010.1]

# STUDENT BEHAVIOR AND SAFETY

All pupils have the right to participate fully in the educational process, free from discrimination, harassment, violence, intimidation, and bullying. Schools have an obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity and ensure safe school sites.

## School Rules

You have a right to review school and district rules regarding student discipline. If you wish to do so, please contact the school office. [EC 35291, 48980, 51101]

## Student Responsibilities

It is the responsibility of students to return all school-issued materials and equipment each year. Bills must be cleared, detentions and Saturday schools served by the end of each school year. Graduating seniors will not be permitted to participate in graduation ceremonies if they have any outstanding bills or detentions not served.

## Positive Campus Behavior

Positive campus behavior will result in the most appropriate activities and privileges available to the students. Some of these privileges may include music at noon, or activities suggested by Student Council.

## Safe Place to Learn

It is State and District policy to improve student safety, connections between students and supportive adults, and connections between schools and communities. These policies prohibit discrimination, harassment, intimidation, and bullying at all school sites and school activities based on actual or perceived characteristics: race, color, ancestry, nationality, national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics at any school sponsored activity. School site staff trained in anti-bias shall be made known. When safe to do so, District employees must intervene immediately when they see discrimination, harassment, intimidation or bullying. Certificated staff, 7-12 grades get information about helping LBGTQ students. Resources about bullying, intimidation, and violence are found through the District and online at www.cde.ca.gov, www.cde.ca.gov/ls/ss/se/bullyres.asp, www.cde.ca.gov/ls/ss/se/bullyfaq.asp, www.cde.ca.gov/ls/ss/vp/ssresources.asp, www.californiahealthykids.org

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer below for assistance. [EC 200, 220, 234, 234.1, 234.5, 51101; PC 422, 422.55; 5 CCR 4900; BP 1312.3]

## Textbook Rules and Regulations

Students are responsible for proper care of textbooks issued to them, and are financially responsible for books stolen, lost, or damaged. Students and parents are asked to acknowledge this responsibility on a form in this booklet.

## Dress and Appearance Guidelines

Parents and students are asked to use good judgement in the selection of school attire for the learning environment. Appropriate dress is necessary for the healthy, safe and undisrupted operation of the school and classes. The administrative staff shall determine ultimate appropriateness of attire for school and classes. The following guidelines shall apply to all regular school activities:

1. Clothes shall cover undergarments at all times. See-through or fishnet fabrics, halter tops, off the shoulder or low-cut tops, and bare midriffs are not allowed. Skirts and shorts must be of appropriate (fingertip) length. Tank tops are permitted, but straps must be wide enough to cover undergarments.
2. Clothing, jewelry and personal items (backpacks, hats, etc.) shall be free of writing, pictures, or other insignia that are crude, vulgar, profane, or sexually suggestive. Those that have drug, alcohol or tobacco references, or that advocate racial, ethnic or religious prejudice, or promote gang affiliation, are prohibited. Blue or red bandannas are not allowed.
3. Shoes must be worn at all times. Clothing, jewelry or other accessories (such as spikes and chains) which present a safety hazard are not allowed. Slippers and pajamas are not appropriate school attire.

Students who are in violation of the dress code will be asked to change into appropriate clothing. If they do not have appropriate clothing available on campus, their parents will be contacted so that they can provide a change of clothes. Students who repeatedly violate the dress code will be subject to disciplinary action, including detention and suspension.

## Cell phones, Pagers, Electronic Signaling Devices

Districts may regulate the possession or use of any cellphone, pager or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. Use is allowed if essential to student's health as determined by a licensed physician or surgeon. [EC 48901.5]

## Driving is a Privilege

To help secure a safe environment at Summerville all student drivers must obtain a Summerville parking permit for the cost of $5.00. Please see Parking Privilege Application with the forms in the center of this booklet.

1. The student must possess a valid CA driver's license.
2. The student and vehicle must be covered by insurance which meets CA law for financial responsibility.
3. The student and his/her parents or guardians must assume liability for damage to school property.
4. The school cannot be responsible for damage or loss to any vehicle brought to school.
5. The student must park in the prescribed parking area in the spaces designated for students.
6. Vehicles are to be parked and not used during the school day, except when prior approval has been granted.
7. Vehicles may not be used to transport other students off campus without authorization from the school (i.e. checkout slip or off-campus pass).

8. Parking permits must be displayed as described by the school.
9. A student driver must abide by the CA Motor Vehicle Code and Summerville High School parking regulations.
10. Vehicles are subject to search pursuant to Board Policy and Administrative Regulation 5145.12.
11. A student driver is responsible to verify, before driving a vehicle onto a Summerville High School District campus or facility, whether there is any item in the vehicle which would subject a student to discipline. The driver of the vehicle will be subject to discipline for any illegal or inappropriate item found when parked on the Summerville High School campus or facility, even if the item is owned by a person other than the student who drove the vehicle onto the campus.

This policy has been implemented to help maintain the safety of our students and staff. Thank you for your cooperation.

## DISCIPLINE

### Campus Philosophy

We believe all students can behave appropriately on the school grounds. We will not tolerate students displaying the following behaviors:

**Level 1:**

1) Tardy
2) Cutting class
3) Profanity/disrespect
4) Being in the off-limit areas
5) Over affection
6) Throwing objects/littering
7) Disruptive behavior
8) Inappropriate attire (slogans on any attire referring to tobacco, drugs, sex, alcohol or abusive language; hate language or symbols) disruptive to the learning process
9) Possession or use of an electronic signaling device (pager, cell phone, etc.) during class time
10) Parking Violations
11) iPad®, electronic device violation

**If a student chooses to break a rule:**

1st Consequence: Grade Level Coordinator conference and/or detention time assigned

2nd Consequence: parent contacted and additional time assigned

3rd Consequence: Saturday School

4th Consequence: parent conference and/or one day suspension at home

5th Consequence: two day suspension at home

**Additional Consequences** – Possible Pre-Expulsion hearing with Board of Trustees and/or Alternative Education Placement

**Level 2:**

1) Abusive language or conduct
2) Inappropriate behavior
3) Inappropriate online behavior
4) Violation of closed campus (leaving campus without permission)
5) Possession of tobacco and/or vape paraphernalia
6) Failure to complete detentions/Saturday School assignments in a timely manner
7) iPad®, electronic device violation

**If a student chooses to break a rule:**

1st Consequence: Saturday School and educational component or one-day suspension at home

2nd Consequence: Two day suspension at home

3rd Consequence: Four day suspension at home

**Level 3:**

1) Fighting
2) Endangering actions toward other (throwing objects at others, excessive driving speed, etc.)
3) Stealing
4) Vandalism
5) Threatening, intimidating, harassing, sexual harassment, or hate motivated behavior
6) Profanity or abusive language/conduct directed at staff member
7) Unacceptable behavior – may result in up to five days suspension

**If a student chooses to break a rule:**

1st Consequence: Two day suspension

2nd Consequence: Four day suspension

3rd Consequence – Five day suspension and pre-expulsion hearing

**Level 4:**

Suspension rules for alcohol, marijuana and severe misbehavior:

# Bear Rock Café

## at Summerville Union High School

### Hours

HOURS OF OPERATION:

7:30 – 2:30 p.m.

## Morning Favorites

**~ Select one item from each group for a full breakfast meal. ~**

**ENTRÉES** . . . . . **$2.25**

Plain or Flavored Bagel w/Cream Cheese

Assorted Cereals (Hot or Cold) & String Cheese

Variety of Yoplait Yogurt Parfaits

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**FRUIT**. . . . . **$0.50**

Seasonal Fresh Fruit

Chilled Fruit Cup

**JUICE**. . . . . **$0.50**

4 oz. 100% Fruit Juice

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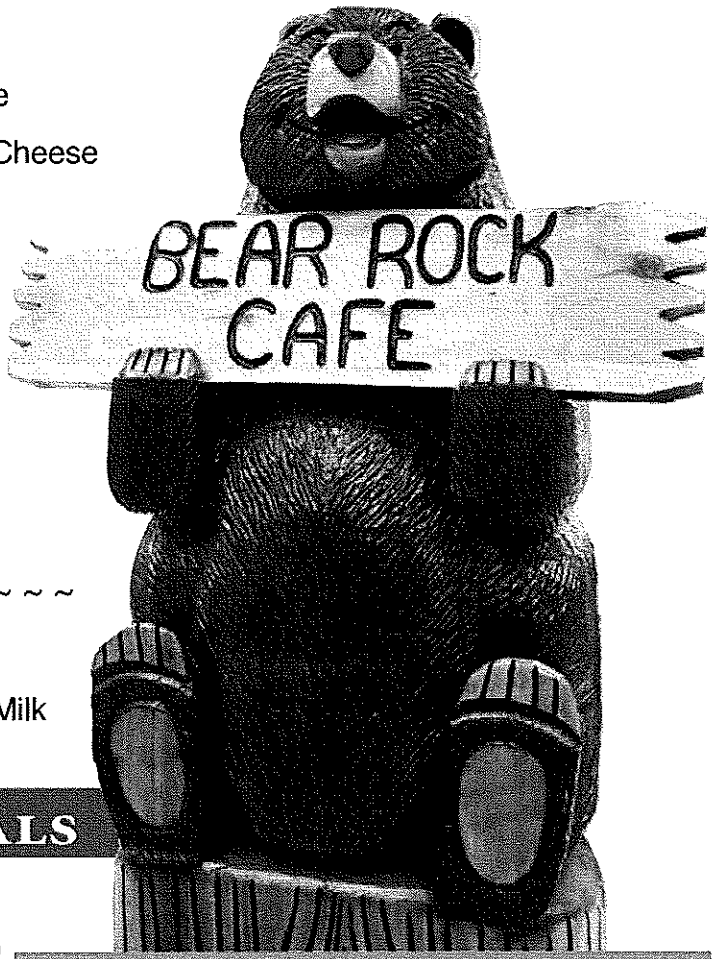
**DAIRY** . . . . . **$0.50**

½ pint of 1% Milk or Non-Fat Chocolate Milk




## Weekly A.M. Specials

. . . . . **$2.25**

MONDAY – Homemade Breakfast Burrito

TUESDAY – Breakfast Buffet, Hot Cereal

WEDNESDAY – Breakfast Sandwich

THURSDAY – Breakfast Buffet, Hot Cereal

FRIDAY – Biscuits & Gravy & Sausage

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***Students must take a fruit or juice with breakfast***

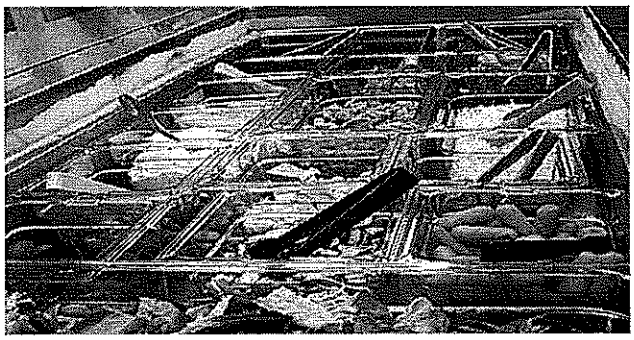
**Eligible students may receive breakfast at no cost or the reduced price of $.30 and/or lunch at $.40.**
Children who receive free or reduced price meals must be treated in the same manner as those students who pay full price for their meals. In the U.S. Dept. of Agriculture's Child Nutrition Program; A child may not be discriminated against because of race, sex, color, national origin, age or handicap. If you believe you or any individuals have been discriminated against, write immediately to Secretary of Agriculture, Washington, D.C. 20250.

# Four Unique Lunch Menus Offered Daily

## at Summerville Union High School

## Vegetable Bar Menu Full Lunch

**Vegetable Bar Offered Daily . . . . . .$3.50**



## Hot Food Lunch

**Served Fresh Daily. . . . . .$3.50**

MONDAY –

TUESDAY –

WEDNESDAY –

THURSDAY –

FRIDAY –

## Sandwich Menu

**Daily sandwiches include two sides and milk. . . . . .$3.50**

| | |
|---|---|
| MONDAY | – Ham / Turkey / Pastrami / Roast Beef Sandwich |
| TUESDAY | – Deli Sandwich |
| WEDNESDAY | – Wraps |
| THURSDAY | – Ham / Turkey / Pastrami / Roast Beef Sandwich |
| FRIDAY | – Tuna / Egg Salad / Peanut Butter & Jelly Sandwich |

## Specials Menu

**Daily specials include two sides and milk. . . . . .$3.50**

| | |
|---|---|
| MONDAY | – Burritos – Bean & Cheese |
| TUESDAY | – Chicken Burger (grilled or crispy alternates every other week) |
| WEDNESDAY | – Variety Pizza |
| THURSDAY | – Western Burger or Cheese Burger (alternates every other week) |
| FRIDAY | – BBQ Pork Sandwich |

## Selected Sides

100% Fruit Juice 4 oz. . . . . .$0.50

Fruit Cup or Fresh Fruit . . . . . .$0.50

Celery Sticks & Peanut Butter . . . . . .$0.50

Vegetable Boat w/ Ranch . . . . . .$0.75

Baby Carrots w/ Ranch . . . . . .$0.75

Potato Wedges / Fries / Tator Tots . . .$1.00

Small Salad . . . . . .$1.00

**Enjoy Good Eats at the Bear Rock Café**

***Students must take a fruit or vegetable with lunch. No charging over $5.00 Please.***

**STUDENTS – PLEASE SELECT FROM ONE OF THE ABOVE MENUS.**

ALL MENUS INCLUDE YOUR CHOICE OF MILK: 1% WHITE OR NON-FAT CHOCOLATE. • **Menu subject to change without notice** • Note: No charging is allowed at the Snack Bar – you must have money in hand or in your account. No charging (*even on account*) over $5.00 on snack items. All students may charge a hot lunch.

**If a student chooses to break a rule:**

1st Offense: Five day suspension and preliminary expulsion hearing before the Administrative Panel with the student and parent in attendance. Three appointments with school crisis counselor arranged. A 90 calendar day suspension from activities, practice included.

2nd Offense: The School Board will conduct a formal hearing to determine whether the student shall be expelled from Summerville High. The School Board may expel a student for the current semester and the following semester.

A student may be recommended for expulsion for 1) causing physical injury, except in self-defense; 2) possession of a knife, dangerous object of no reasonable use; 3) unlawful possession of any controlled substance and/or more than one ounce of marijuana; 4) robbery or extortion; or 5) assault or battery. An expulsion recommendation will be made if other means of correction are not feasible or have failed, or if the presence of the pupil causes continuing danger. (*Please refer to page 28 of this booklet or to EC 48915(a) for full documentation.*)

Site administration shall immediately suspend and recommend expulsion for 1! Possessing, selling, or furnishing a firearm; 2) brandishing a knife at another person; 3) unlawfully selling a controlled substance; 4) committing or attempting to commit sexual assault; or 5) possession of an explosive. (*Please refer to page 28 of this booklet or to EC 48915(c) for full documentation.*)

## Additional Action

The above school penalties for marijuana and controlled substance violations are in addition to the California Health and Safety code regulations. The Tuolumne County Sheriff's Office has informed us that they will be enforcing these regulations.

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) is subject to the same grounds for suspension and expulsion which apply to student without disabilities.

## Parent Responsibility

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as $19,600 in damages and another maximum of $10,800 as adjusted annually by the California Department of Education for payment of a reward, if any. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. Civil penalties may also be enforced with fines up to $25,000. [EC 48900.1, 48904, 51101; CC 1714.1; GC 53069.5]

### Vandalism

Graffiti and scratching glass or other material on someone else' property is now considered vandalism and those convicted face fines, imprisonment and the requirement to clean up the damage or perform community service. Parents/Guardians may be liable to pay fines as high as $10,000 and be required to participate in the clean up. [PC 594]

## Impersonation on the Internet

Pretending to be another pupil or real persvon other than yourself on the Internet or through other electronic methods to harm, intimidate, threaten or defraud is punishable by a $1,000 fine or imprisonment for up to one year. [EC 48900; PC 528.5]

## Grounds for Suspension or Expulsion

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or

2. Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an

alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stole or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) 1. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

2. Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image

(ii) A post on a social network Internet Web site, including, but not limited to: (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1); (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil

would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated; (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) An act of cyber sexual bullying. (I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. (II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

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

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities. [EC 35291, 48900, 48910]

Additionally, sexual harassment, hate violence, harassment, intimidation (grades 4-12) and threats and terroristic threats against school officials or school property or both (all students) may be recommended for suspension or expulsion. [EC 212.5, 233(e), 48900.2, 48900.3, 48900.4, 48900.7]

## Mandatory Suspension / Expulsion

Education Code Section 48915(a): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Education Code Section 48915(c): The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of

the following acts at school or at a school activity off school grounds:

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

### Student Search

The school principal or designee may search the person of a student, the student's locker, vehicle, backpack or purse if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S. 325]

### Use of Canines for Interdiction and Detection Services

Canines, with their trainer, may visit the campus at random times during the school year to assist in preventing students from having possession of illegal items. Students and/or their possessions may be searched if deemed necessary. If a student is found in possession of illegal items, appropriate disciplinary action will be taken. This effort is to help keep our campus safe and drug free.

### Release of Student to Peace Officer

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [EC 48906; Penal Code 11165.6]

## DISCRIMINATION, PROTECTIONS, COMPLAINTS AND PROCEDURES

All pupils have the right to participate fully in the educational process, free from discrimination and harassment. Schools have an obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity and ensure safe school sites.

The District is primarily responsible for compliance with local, state and federal laws and regulations and has procedures to address allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected individual or group including actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race or ethnicity, ancestry, national origin, nationality, religion, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program, or activity that receives or benefits from local, state and federal financial assistance.

### Nondiscrimination/Harassment

The Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. He/she shall report his/her findings and recommendations to the Board after each review.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion for behavior that is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying shall be subject to disciplinary action, up to and including dismissal. [BP 5145.3 May 2015; EC 200-262.4, 48900.3, 48900.4, 48904, 48907, 48950, 48985, 49020-49023, 51500, 51501, 60044; CC 1714.1; PC 422.55, 422.6; 5 CCR 432, 4600-4687, 4900-4965; 20 USC 1681-1688, 12101-12213; Title VI; Title VII; Title IX; 42 USC 6101-6107; 28 CFR 35.107; 34 CFR 100.3, 104.7, 106.8, 106.9]

## Sexual Harassment

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

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

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

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

### Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

### Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 9-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools. [BP 5145.7 April 2015; EC 200-262.4, 48900, 48900.2, 48904, 48980; CC 51.9, 1714.1; GC 12950.1; 5 CCR 4600-4687, 4900-4965; 20 USC 1221, 1681-1688; FERPA; 42 USC 1983; Title VI; Title VII; Title IX; 34 CFR 106.1-106.71]

## Hate-Motivated Behavior

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

## Complaints Regarding Discrimination, Harassment, Intimidation, Bullying, Exceptional Needs Students, Categorical Programs, Federally Funded Programs

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, or bullying against any protected individual or group identified under Board Policy, Education Code, California Code of Regulations, Penal Code, or Government Code including actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance.

The District shall promote programs that ensure non-discriminatory practices in all District activities. If you want further details in this regard, or wish to file a complaint, please contact the District's Uniform Complaint Officer. The Governing Board designates the following compliance officer(s) to receive and investigate all complaints and ensure district compliance with law:

Michael Merrill, Superintendent
Summerville Union High School District
17555 Tuolumne Road
Tuolumne, CA 95379
(209) 928-3498

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs as identified by the District's Board Policies: adult education, career/technical education, technical training, ROP programs and centers, Agricultural Vocational Education, child development, State Preschool, Early Childhood Education Program Assessments, Consolidated Categorical Aid, Economic Impact Aid, LCAP, State Compensatory Education, State Program for Students of Limited English Proficiency, school improvement, tenth-grade counseling, tobacco-use prevention education, Peer Assistance and Review, Migrant and Indian Education, American Indian Education Centers, Bilingual Education, nutrition services, special education, after school education and safety, homeless or foster youth education options, course content, physical education (including instructional minutes grades 1-6), discrimination, harassment, intimidation, bullying, pupil lactation accommodations, pupil fees, Civil Rights Guarantees that receive state or federal financial assistance, ESEA (Titles I-VII), Williams Settlement issues, school safety plan, safe place to learn, School Safety and Violence Prevention Act, and other areas designated by the District. [EC 200, 201, 220, 234, 260 et seq., 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51210, 51223, 51225.2, 51228.3, 52075, 52334.7, 56500.2, 56501; PC 422.55; 5 CCR 4600- 4687; CC 51-53; GC 11135, 12900; 20 USC 1400 et seq.; EOA; Title VI, Title IX; § 504; IDEA; 42 USC 2000d, 2000e, 2000h; 34 CFR 106.9]

### District's Uniform Complaint Process

You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. The complaint procedure can be used for a variety of issues not mentioned above including but not limited to employee issues and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations. Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when facts became known. Complaints regarding a special needs student or pupil fees may be filed within 12 months of the occurrence. Complaints regarding LCAP may be filed anonymously. Complaints regarding Pupil Fees may be filed anonymously and with the principal. If a complaint regarding LCAP or pupil fees is valid, then the parents are due full reimbursement. Staff has been trained to deal with these types of complaints.

Those complaining (Complainants) are protected from retaliation and their identities are confidential when related to discrimination. Staff dealing with complaints are knowledgeable about the laws and programs they are investigating. The complaint may be dismissed if complainant obstructs or does not provide all information. If the District acts in the same manner, the finding may be affected.

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint. The Superintendent and complainant may agree in writing to extend the timeline.
2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.
5. The compliance officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results the complainant has 15 days of receiving the LEA decision, to appeal to the California Department of Education. The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
7. There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to: injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

American Civil Liberties Act 504 – Office of Civil Rights

Child Abuse – Department of Social Services, Protective Services Division, or law enforcement

Discrimination/Nutritional Services – U.S. Secretary of Agriculture

Employment Discrimination – Department of Fair Employment and Housing, Equal Employment Opportunity Commission.

General Education – this school district

Health and Safety/Child Development – Department of Social Services

Student Records – Family Policy Compliance Office (FPCO), U.S. Department of Education

[20 USC 11138; 34 CFR 300.510-511, 300.513; EC 235. 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5 CCR 4600, 4620-4632]

### Complaints Regarding the Williams Settlement, Instructional Materials, Teacher Placement, and School Facilities

Parents should use the District Uniform Complaint Procedure with modifications as necessary, to identify and resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students; or staff, teacher vacancies or misassignments. [EC 35186]

#### Williams Complaint Procedure

A complaint form may be obtained, free of charge, at the school office, the district office, or downloaded from the district's Web site at *www.summbears.k12.ca.us*, but the form need not be used to make a complaint. You may also download a copy of the California Department of Education complaint form from this Web site, www.cde.ca.gov/re/cp/uc. The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the District within 10 days.
3. Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint.
4. If the District is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of filing a complaint, notice should be sent to complainant when a response was requested. A principal will also inform the Superintendent of resolution in the same timeframe.
8. If unsatisfied with resolution a complainant may describe the complaint to the governing board at a regularly scheduled meeting.
9. The District will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records. [EC 35186, 48985]

## MISCELLANEOUS

### Management Plan for Asbestos-Containing Material

The district has available upon request a complete and updated management plan for asbestos-containing material. [40 CFR 763.93]

In 1987 Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) to establish requirements for management of asbestos in public and nonprofit elementary and secondary schools. The act set standards for training, maintenance, abatement, inspections, surveillance, notifications and records keeping. A compliance program was initiated by the district in 1989. For all schools containing asbestos, periodic surveillance of known or assumed asbestos containing materials is conducted at six month intervals to determine any change in condition. Deterioration or damage is corrected through the AHERA operations and maintenance program, and preventive maintenance is routinely performed. AHERA requires that this annual notice be promulgated to advise parents, students and staff of the status of the asbestos program.

In the previous 12 months, no areas were noted at any site accessible to students and staff that required any action other than normal maintenance and custodial care. No asbestos abatement activities are planned for the coming year.

Warren VanBolt is the AHERA designated person. Documents kept in school administrative offices include the asbestos management plans, inspection reports and records of surveillance, training, maintenance and abatement. Copies of the plan may be obtained for a nominal charge. If you have any questions about the asbestos program or the AHERA legislation, please contact Warren VanBolt at (209) 928-4228 extension 241. This letter is being sent to the President of the PTA at each school, the President of the Teachers Association and the President of the Employees Association for dissemination to parents, teachers and classified employees. [40 CFR 763.93]

## Pesticide Use

The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year. The identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds. The school's Integrated Pest Management Plan (IPM) is updated by August 1 each year. The IMP, pesticide names and active ingredients, and application dates are posted on the school and/or district website at *www.summbears.k12.ca.us*.

Parents and guardians may register with the school or district if they wish to receive notification of pesticide applications at a particular school or facility. Notice of an application and written notice of unlisted pesticide use will be given 72 hours in advance. For an emergency application, 72 hours notice will be the goal. Each area of the school where pesticide is being used will be identified by a posted warning 24 hours before (or upon application, if an emergency) through 72 hours after use. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, www.cdpr.ca.gov. [EC 17610.1, 17612, 48980; FAC 13184]

| Product | Active Ingredient |
|---|---|
| GlyStar Plus | Glyphosate |
| Gopher Getter Type 2 Bait | Carbaryl, metaldehyde |
| Round Up Pro | Glyphosate |
| Turf Supreme plus Trimec | 2,m4-d, dicamba |

## Further Information is Available

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office. [EC 48209.13, FERPA, 34 CFR Section 99.7(b)]

## Home-to-school fee

Home-to-school bus fee program:

The District is continuing a home-to-school bus fee program

- $120 dollars for full year (may be paid $60 per semester, no refunds for partial use)
  - Half price for third sibling, free for fourth
- Reduced lunch eligible rate
  - $60 dollars for full year (may be paid $30 per semester, no refunds for partial use)
  - Half price for third sibling, free for fourth
- Free lunch eligible rides free (must still register as a rider)
- Students riding without paying will be issued a bill and/or suspended for defiance.
  - Fees must be paid at orientation or to the business office (Mrs. Dahl).

**Please be sure to sign all forms included in this booklet.**

**The information helps protect your student and the safety of others.**

# SUMMERVILLE HIGH SCHOOL FOUNDATION

**The Foundation was created in 2003, "to provide resources that enhance the education of students in the Summerville High School District." From Bear Grants to Tennis Courts, the Foundation is dedicated to providing support for Academics, Athletics and the Arts.**

**The Foundation sends out two Newsletters during the school year: one in the Spring and one in the Fall. We would like to send the Newsletter to parents of students currently enrolled at SHS, by email, in order to keep printing costs down. If you don't mark the box on the "Release of Directory Information" form, SHS will release directory information to SHS Foundation.**

**Please take a few minutes to visit our web site and learn more about the Foundation!** ***summervillefoundation.org***

## BUS TRANSPORTATION INFORMATION AND SCHEDULES

The following schedules reflect a normal school day. On days in which there is an early out or late starts due to snow or other conditions, the schedule will change by the hour as announced. (i.e. one hour early release, two hour late due to snow conditions)

If you have questions please call John Baker at the Transportation Department (209) 928-5971

### BUS SCHEDULE
### Soulsbyville

**Time A.M.**

| | | | | | |
|---|---|---|---|---|---|
| 6:50 | Leave High School | 7:05 | Andra | 7:29 | 19222 Canyon |
| 6:54 | 18310 Yosemite | 7:06 | Black Oak/Soulsbyville Rd. | 7:30 | 19221 Sunrise Dr |
| 6:56 | Oak Street | 7:08 | Monument | 7:35 | St Joseph's |
| 7:00 | Yosemite/Woodham Carne | 7:10 | Willow Springs clubhouse | 7:38 | Pine/Elm |
| 7:02 | 18011 Woodham Carne | 7:14 | Mono Vista/Starr King | 7:40 | Tuolumne Park |
| 7:03 | Buckhorn Mtn. | 7:19 | Draper Mine/Soulsbyville | 7:45 | Arrive High School |
| 7:04 | Woodham Carne/Angeline Ct | 7:26 | 1st Ave | | |

**Time P.M.**

| | | | | | |
|---|---|---|---|---|---|
| 3:10 | Depart High School | 3:34 | Buckhorn Mtn. Road | 3:58 | Across from Car Wash |
| 3:15 | Tuolumne Pool | 3:35 | Woodham Carne/Angeline CT | 3:59 | S. Sunshine/Hyw 108 |
| 3:17 | Saint Joseph's | 3:38 | Andra | 4:00 | Sturgis/108 |
| 3:19 | Pine/ Elm | 3:39 | Black Oak/Soulsbyville | 4:02 | Draper Mine/ Hilander Paint |
| 3:20 | 18310 Yosemite | 3:44 | Jones Mill | 4:03 | Draper Mine/Meadowlark |
| 3:21 | Hammer Lane | 3:47 | Mona Vista/ Starr King Dr. | 4:05 | Draper Mine/Soulsbyville |
| 3:31 | Yosemite/Woodham Carne | 3:56 | Niagara River | 4:10 | Arrive High School |
| 3:32 | 18011 Woodham Carne | 3:57 | Spanish Grant | | |

**All Times Approximate +/- 5min**

## BUS SCHEDULE
## Strawberry

### Time A.M.

5:50 Leave High School
6:40 Strawberry Store
6:50 Cold Springs Store
7:03 Lakeview/108
7:05 Sierra Village B.B.Q. Pit
7:10 Lama/ Muheili
7:11 Mi Wuk Library
7:12 20680 Chief Fuller
7:14 Diamond Jims
7:23 Twain Harte 7/11
7:26 Marquis Dr
7:28 Twain Harte dr /Hunts Rd
7:45 Arrive H.S.

❄ On mornings when chains signs are up at Jenness Park, the following bus schedule applies:

6:25 Strawberry Store
6:28 Pinecrest / Forest Service
6:40 Cold Springs

❄ When chain signs are below Sierra Village, Chief Fuller is white with snow, or the bus did not drop down to Lama and Muheili the afternoon before, the bus will not go down into MiWuk. The stops will be:

7:15 Lama / Chief Fuller
7:20 Diamond Jim's

### Time P.M.

3:10 Leave H.S.
3:30 Twain harte dr/Hunts Rd
3:32 Marquis Dr.
3:34 Twain Harte 7/11
3:47 Diamond Jim's
3:48 Lama/ Muheili
3:51 20680 Chief Fuller
3:57 Sierra Village BBQ Pit
4:02 Lakeview
4:18 Jenness Park
4:19 Lassen Rd
4:20 Cold Springs Market
4:28 Strawberry Store
5:15 Arrive High School

❄ The bus will not travel on Leisure Drive when it is white. Students may be dropped off at the Highway on the way down the hill or get off at the Sugar Shack.

**All Times Approximate +/- 5min**

## BUS SCHEDULE
## Necessary Small

### Time A.M.

6:35 Leave High School
6:45 Spanish Grant
6:55 High School
6:59 Tuolumne Pool
7:02 Summerville Elementary
7:08 Rancheria
7:15 Ponderosa Pool
7:20 Cedar Springs/ N. Tuolumne Rd.
7:22 Twain Harte 7-11
7:27 Confidence Loop/108
7:28 Brown's Court
7:31 Sugar Pine
7:33 Diamond Jim's
7:35 Sierra Village
7:40 Long Barn
8:00 Pinecrest

### Time P.M.

12:15 Leave Long Barn HS
12:20 Sierra Village
12:23 Diamond Jim's
12:29 Kelley's Kitchen
12:36 Twain Harte 7-11
12:44 Crystal Falls Mini Mart
12:50 Willow Springs
1:00 St. Joseph's Catholic Church
1:05 Rancheria
1:14 Ponderosa Hills
1:25 Arrive @ Summerville HS

### P.M. MOUNTAIN HIGH SCHOOL & COLD SPRING HIGH SCHOOL

2:20 P/U Cold Spring HS
2:40 P/U Mountain HS
3:00 Sierra Village
3:05 Diamond Jim's
3:10 Kelley's Kitchen
3:15 Twain Harte 7-11
3:20 Crystal Falls Mini Mart
3:25 Willow Spr. Club House
3:40 Tuolumne Pool
3:45 Arrive @ Summerville HS

**All Times Approximate +/- 5min**

## BUS SCHEDULE
### Brentwood

**Time A.M.**

6:30 Leave High School
6:55 Confidence South Fork/Middlecamp
6:56 Superior/Confidence
6:59 Huron/Lakewood
7:00 Middlecamp/Sierra Pines
7:02 Middlecamp/Kit Carson
7:06 Middlecamp/South Fork
7:08 Sunnybrook
7:10 South Fork/Longeway
7:13 Rhine River/Longeway
7:15 Colorado River/Suez Canal Dr.
7:20 Smokey River/Longeway
7:22 Ferrari Rd/Longeway
7:24 Niagra/Longeway
7:26 Spanish Grant/ Longeway
7:28 Across from car wash(lot)
7:29 Sunshine/108
7:30 Sturgis/108
7:31 Draper Mine/Highlander
7:32 Draper Mine/Meadowlark
7:41 Arrive High School

❄ On mornings when Ontario is visibly white from the corner of Huron and Ontario; all the AM stops east of Huron/Ontario will be changed to:

7:00 Huron/Ontario

**Time P.M.**

3:10 Leave High School
3:25 Willow Springs Clubhouse
3:31 Scenic Heights
3:36 South Fork/Longeway
3:28 Rhine River/Longeway
3:40 Colorado River/Suez Canal
3:43 Smokey River/Longeway
3:48 South Fork/Sunnybrook
3:51 Middlecamp/South Fork
3:53 Middlecamp/Tanagers
3:58 Huron/Lakewood
4:00 Superior/Onterio
4:02 Superior/Confidence
4:04 Middlecamp/Confidence South Fork
4:06 Middlecamp/Sierra Pines
4:07 Middlecamp/Kit Carson
4:20 Arrive High School

❄ On mornings when Ontario is visibly white from the corner of Huron and Ontario, all the PM stops east of Huron/Ontario will be changed to:

3:40 Huron/Ontario – the rest of the route will be as scheduled

**All Times Approximate +/- 5min**

## BUS SCHEDULE
### Confidence / Tuolumne

**Time A.M.**

6:40 Leave High School
6:54 Upper Robin Hood/Tuolumne
7:00 Coffil Rd/108
7:03 Sugar Shack
7:06 Leisure/greenview
7:08 Leisure/108
7:11 Confidence/Confidence Mine
7:14 Confidence/Westview
7:16 21901 Confidence
7:18 Confidence/Cedar Springs
7:21 Cedar Springs/Tuolumne Rd
7:24 Tuolumne Rd/South Knox
7:28 Ponderosa Pool
7:29 20616 Gerber Drive
7:33 Half Mile/Tuolumne Rd.
7:35 Cherokee/Tuolumne Rd
7:37 Rancheria
7:45 Arrive High School

❄ When Leisure Drive is white as seen from the intersection of Leisure Drive and 108; or when Coffil Road has snow or ice at the intersection of Coffil and 108, the stops on Leisure Drive and Middle Camp will be:

7:05 Leisure Drive / 108

**Time P.M.**

3:10 Leave High School
3:18 Buchanan/1st ave
3:20 Sunrise Drive 19221
3:30 Rancheria
3:35 Cherokee /Tuolumne Rd
3:37 Patrick Lane/Tuolumne Rd
3:39 Chain sign pull out
3:41 20636 Gerber Rd
3:42 Ponderosa Pool
3:45 20922 Tuolumne Rd
3:48 Cedar Springs/ Tuolumne Rd
3:50 Upper Robin Hood
3:52 Coffil Rd/108
3:55 Browns Ct/108
3:57 Sugar shack/Sugar Pine Cut off
3:59 Leisure Drive/Idlewild
4:05 Confidence/Westview
4:07 21901 Confidence
4:10 Cedar Springs/Confidence
4:15 Half Mile/ Tuolumne Rd
4:20 Arrive High School

❄ When Leisure Drive is white as seen from the intersection of Leisure Drive and 108 the stops on Leisure drive and Middle Camp will be:

3:55 Leisure Drive / 108

❄ When Coffil Road has snow or ice at the intersection of Coffil and 108 the stop will be:

3:48 Brown's Court / 108

**All Times Approximate +/- 5min**

# PARKING PERMIT APPLICATION

PERMIT NO: _____ OFFICE USE ONLY

Student Name _____ ID Number _____

**I agree to abide by the regulations set up for Summerville Union High School students who drive a motor vehicle to school. (Parent handbook page 12)**

Student Signature _____ Date _____

Driver's License No: _____

Current Registration Effective Date: _____
*month* *year*

Insurance Company: _____

Policy Number: _____

Expiration Date: _____
*month* *day* *year*

## Please give a description of your vehicle(s)

Vehicle #1

License No: _____

Make *(manufacturer)*: _____

Model: _____

Vehicle #2

License No: _____

Make *(manufacturer)*: _____

Model: _____

The above named student is hereby authorized to drive to school based upon adherence to Summerville Union High School District policy, and outlined in the **"Driving is a Privilege"**section of this booklet (page 22).

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

***Please return this completed form to the Business Office with $5.00.***

## TEXTBOOK RULES AND REGULATIONS

Students are responsible for proper care of textbooks issued to them, and are FINANCIALLY responsible for books stolen, lost or damaged.

The school provides the textbooks to students under the following terms:

1. Return the book in the same condition in which it was issued.
   1.1. If any damages are found when the book is issued, write it down on the textbook form, provided by the librarian.
2. Write the student's name in the allotted space in the textbook immediately upon issue.
3. Keep all textbooks covered at all times. Book covers are available free in the library.
   3.1. DO NOT TAPE COVERS TO THE BOOK, OR THE STUDENT MAY INCUR FINES.
   3.2. NO ADHESIVE BOOK COVERS ALLOWED.
4. DO NOT WRITE IN THE BOOK other than the student's name and issue date, or the student will incur fines.
5. Students are obligated to pay for any books not returned by the last day of school.
   5.1. Students will initially be unable to check out books for the new school year until outstanding items are cleared.
   5.2. Students will be restricted from participation in school dances until all outstanding items are cleared.
   5.3. Seniors will be restricted from participation in Prom, the senior trip, graduation, or Grad Nite until all outstanding items are cleared.
6. If a student changes, drops or withdraws from a class, the textbook must be returned to the textbook room immediately.

**Book Loan policy:**

STUDENTS WILL BE CHARGED THE **FULL REPLACEMENT COST** FOR:

1. LOST OR STOLEN BOOKS
2. BOOKS DAMAGED BEYOND REPAIR, UNUSABLE
3. RIPPED OR MISSING PAGES

STUDENTS WILL BE CHARGED **10% OF THE COST OF THE BOOK** FOR:

1. BROKEN BINDING
2. MINOR WATER DAMAGE
3. TORN COVER
4. UNDUE WEAR TO NEW BOOK

STUDENTS WILL BE CHARGED a minimum **$5.00** fee FOR ANY WRITING OR DAMAGE FOUND IN THE TEXTBOOK.

To avoid fines, students should fill out the textbook damages form, provided by the librarian.

Student Name _____ Grade _____

Student Signature _____ Date _____

As the parent or legal guardian of the student signing above, I agree to the textbook policy. I understand that it is the responsibility of the student to return all loaned materials on time and in the same condition in which they are checked out.

Parent/Guardian Signature _____ Date _____

# ACCEPTABLE USE POLICY FOR ON-LINE SERVICE

Student _____ Student ID# _____

Grade _____ Counselor _____

Use of the Internet provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain items which are illegal, defamatory, or potentially offensive to some people. Access to the Internet is a privilege for students who must act in a considerate and responsible manner. We require that students and parents/guardians read, accept and sign the following guidelines for acceptable on-line behavior before Internet use will be allowed.

- Students are responsible for good behavior on the Internet, just as they are in a school building. All school rules for behavior and communication apply.
- Downloading non-academic files from the Internet, especially, but not limited to, shareware programs, browsers and audio or video files will not be permitted.
- Network areas will be monitored on a regular basis. Network Administrators, the Library Media Staff and other faculty may review files to maintain system integrity and ensure students are using the system responsibly. At times, surveillance will be used and students should not expect that files will be private.
- Internet use is for academic purposes and scheduled classes will have priority over coming into the Library Media Center individually for Internet use.
- The following are not permitted:
- The use of anonymous proxy servers or anything else that bypasses the firewall.
- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer system or network files.
- Other student files.
- Violating copyright laws.
- Employing the network for commercial purposes.
- Intentionally wasting limited resources, including the use of "chain letters" and messages broadcast to mailing lists or individuals.
- Revealing the personal address, phone number or e-mail address of any other person without permission.
- Violations will result in the loss of access and other school discipline as outlined in the school code.

I have read the rules for acceptable on-line behavior, understand the rules, and agree to comply with the above stated rules. Should I violate the rules. I understand that I may lose my computer privileges, may be removed from class, may be suspended, may be expelled and may be referred to the police and will have to pay restitution for damages.

Student Signature _____ Date _____

As a parent or legal guardian of the minor student signing above, I grant permission for this student to access networked computer services. I understand that some materials on the Internet may be objectionable, and I accept responsibility for providing guidance to the above student on Internet use, both inside and outside of the school setting and for conveying standards for this student to follow when selecting or exploring information and media.

Parent/Guardian Signature _____ Date _____

## REQUEST FOR ADMINISTRATION OF MEDICATION

Dear Parent or Guardian:

We attempt to discourage administration of medication in the schools. However, if your health care provider decides it is necessary for your child to receive medication during the school day, the approval and specific directions must be provided to the school. Please take this form to your health care provider and have the instructions recorded regarding the administration of your child's medication. Return this completed form to school along with corresponding medication. NO MEDICATION -prescription or over the counter, will be given without this completed form. (Ed. Code 49423)

---

I hereby request that the following medication be given to my son/daughter at school as prescribed by my health care provider. I understand and agree that, (1) a non-medical staff member may give the medication, (2) I am required to bring the medication to school personally - preschool through 8th, (3) all medication must be in the original container with the current prescription label on the container and, (4) the school district is held harmless from any liability in dispensing this medication.

Student Name _____

Parent/Guardian Signature _____ Date _____

## HEALTH CARE PROVIDER'S ORDER FOR MEDICATION AT SCHOOL

Medication _____ Dose _____

Time and Circustance of Administration:

_____

_____

Possible side effects:

_____

Duration of Treatment _____ May self-administer ❑ YES ❑ NO

Special Instructions/Precautions:

_____

It is necessary for this medication to be taken during school hours as indicated.

Doctor Name _____ Phone _____

Doctor Signature _____ Date _____

*Subject to renewal annually and if prescription changes*

# SUMMERVILLE HIGH SCHOOL • EMERGENCY INFORMATION 2018-2019

*New emergency forms must be filled out every year*

**STUDENT:** _____

Last Name First Middle

Street Address

P.O. Box City Zip Code

( ) Student lives with: ❑ Mother ❑ Father ❑ Other _____

Home Phone

/ / ❑ Male

Birth date Birthplace SSN ❑ Female

**FATHER / GUARDIAN:** _____

First Name Last

Street Address *(if different from Student)*

P.O. Box City Zip Code

( ) ( )

Home Phone Cell Phone

( )

Employer Work Phone

Email Address

**MOTHER / GUARDIAN:** _____

First Name Last

Street Address *(if different from Student)*

P.O. Box City Zip Code

( ) ( )

Home Phone Cell Phone

( )

Employer Work Phone

Email Address

GUARDIAN: ❑ Mother ❑ Father ❑ Both ❑ Other _____ *(Relationship)*

CUSTODY: ❑ Mother ❑ Father ❑ Both ❑ Other _____ *(Relationship)*

❑ Student is a Foster Child ❑ Student is Homeless

**In case of emergency** – If parents cannot be reached, the following names of adults over 18 are those whom I have authorized to pick up my son/daughter.

## EMERGENCY CONTACTS

Name *(Relationship to Student)* Home Phone Work Phone Cell Phone

Name *(Relationship to Student)* Home Phone Work Phone Cell Phone

Name *(Relationship to Student)* Home Phone Work Phone Cell Phone

STUDENT: _____

Last Name First Middle

## Medical and Health Information 2018-2019

DOCTOR: _____ (_____) _____
Phone

DENTIST: _____ (_____) _____
Phone

DOCTOR: _____ (_____) _____
Phone

PREFERRED HOSPITAL: _____

ALLERGIES: _____

MEDICAL CONDITIONS / DISABILITIES: _____

** MEDICATIONS: _____

**** NOTE: During the school day, students are not to carry medications in backpacks or on their persons without doctor permission and school approval. All medications are to be held in the Guidance Office where students may have access when needed.**

INSURANCE:

_____
Medical Insurance Carrier

_____ _____
Policy Number Group #

_____
Dental Insurance Carrier

_____ _____
Policy Number Group #

_____ _____
Parent/Guardian Signature Date

## ANNUAL NOTICE REGARDING YOUR RIGHTS AND RESPONSIBILITIES

As required by law, this is to notify of your rights and responsibilities. Please take time to carefully review the information in this booklet.

If you have any questions regarding this information, please feel free to contact the District office.

Education Code Section 48982 requires parents or guardians to sign and return this acknowledgment. After your review, please sign and return to your child's school this acknowledgment indicating you have received and reviewed these materials.

By signing below, I am neither giving nor withholding consent for my child(ren) to participate in any program. I am merely indicating that I have received and read the booklet with notices regarding my rights relating to activities which might affect my child(ren).

Student Name _____ ID Number _____

School _____ Grade _____

Parent/Guardian Signature _____ Date _____

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR RELEASE OF DIRECTORY INFORMATION

A federal law called The Family Educational Rights and Privacy Act (FERPA) requires that Summerville Union High School District, with certain exceptions, obtain your written consent before we release any personal information about your child. However, Summerville Union High School District may release basic information about your child, without your consent to certain organizations. For example: your student's name may be listed in the yearbook, on honor roll lists in the local newspaper, and his or her name and weight may be listed in sporting event information. We also give student names and addresses to companies selling class rings and graduation items as well as to scholarship organizations and colleges, to the Sober Graduation Committee, and the Summerville HS Foundation.

If you choose not to authorize Summerville Union High School District to release any directory information about your child, plese contact the Registrar at (209) 928-4228 ext. 222.

**Important Information:** Two federal laws require schools receiving federal assistance to release directory information to military recruiters. Summerville Union High School has determined that directory information shall consist of: name, address and telephone number. If you do not want the District to release information about your child to any organizations, please fill in the form below and return it to the school. If you do not want information going to the military only, fill in the form below and return it to the school. If you do not return the form, the District will release directory information to military recruiters and other organizations.

When Congress passed the No Child Left Behind Act (NCLB) in 2001, they included a provision that requires high schools to release students' private information to military recruiters or risk losing federal funding. Under ESEA (formerly NCLB), public high schools must give military recruiters students' information unless parents "opt out" in writing. Recruiters use this information, which includes names, addresses, and phone numbers to individually recruit students through phone calls and in-person visits.

You may "opt-out" by checking the appropriate box on this form. Please return this form to the school office.

- ☐ As a parent, I request that you do not turn over the name, address, telephone listing and school records to the Armed Services, Military Recruiters, or Military Schools.
- ☐ As a student, I request my own name, address, telephone number and school records not be released to the Armed Forces, Military Recruiters, or Military Schools.

Student Name _____

Student Address _____

_____

Student Phone # _____

**Summerville**
**UNION HIGH SCHOOL DISTRICT**
17555 Tuolumne Road
Tuolumne, CA 95379