



17555 Tuolumne Road • Tuolumne, CA 95379 • www.summbears.net

2019 - 2020

PARENT HANDBOOK

SUMMERSVILLE HIGH SCHOOL

17555 Tuolumne Road
Tuolumne, CA 95379
209.928.4228

CONNECTIONS VISUAL & PERFORMING ARTS ACADEMY

17555 Tuolumne Road
Tuolumne, CA 95379
209.928.4228

COLD SPRINGS HIGH SCHOOL

25910 Long Barn Road
Long Barn, CA 95335
209.586.3011

MOUNTAIN HIGH SCHOOL

2 Pinecrest School Road
Pinecrest, CA 95364
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LONG BARN HIGH SCHOOL

25910 Long Barn Road
Long Barn, CA 95335
209.586.3011

SOUTH FORK HIGH SCHOOL

25611 Lyons Dam Road
Twain Harte, CA 95383
209.586.5672

Our 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.

Welcome back to school!

We are all looking forward to the arrival of our students for the 2019-2020 school year. Our mission to provide excellent educational opportunities in a safe and caring environment continues as we prepare students for college, career and life. We take pride in the multitude of learning opportunities in academics, the arts, and athletics that are provided to our Summerville High and Connections students.

The Summerville Union High School District is excited to introduce online registration this year! All families will complete the registration process through PowerSchool. Please refer to the attached letter which has directions and information to complete your students' registration! The registration window will open July 29, 2019. If you do not have access to a computer and printer at home, you may contact our Technical Coordinator, Ben Orr, at 928-4228 x6255 to schedule a time to use the computer lab to register. Please read the enclosed information about orientation carefully! Students will be on campus on August 19th for orientation. They will receive their class schedules, have their yearbook photos taken, and be able to purchase ASB stickers, PE clothes, and Spirit wear! Parents will be able to pay for iPad insurance, bus fees, and yearbooks either in advance online or at orientation.

On the first day of school, all 8 classes will meet for approximately 40 minutes each. Following the first day, the schedule will be:

Monday: C Day (*all 8 classes meet*) **Tuesday/Thursday:** A day **Wednesday/Friday:** B day

Monday, Thursday and Friday will be full days, 7:55 A.M. to 3:05 P.M.

Tuesday and Wednesday will be early release days, 7:55 A.M. to 2:05 P.M.

If you have any questions about this year's schedule, online registration, or information regarding the beginning of the school year, please contact the following administrators:

Kellene Dittler; Principal, Summerville High School and Connections Visual & Performing Arts Academy
Phone: ... (209) 928-4228 ext. 6232 kditler@summbears.net

Stephen Sweitzer; Deputy Principal, Grade Level Coordinator for Summerville 9th and 11th graders
Phone: (209) 928-4228 ext. 6228 ssweitzer@summbears.net

Daniel Atkins; Grade Level Coordinator for Connections VPAA 7th through 12th graders
Phone: (209) 928-4228 ext. 6229 datkins@summbears.net

Jennifer Osterhout; Grade Level Coordinator for Summerville 10th and 12th graders
Phone: (209) 928-4228 ext. 6230 josterhout@summbears.net

We are all very excited for the 2019-2020 year to begin. We look forward to meeting our new students and welcoming back our returning students!

Sincerely,

Kellene Dittler, Stephen Sweitzer, Daniel Atkins, and Jennifer Osterhout
Administrative Team, Summerville High School and Connections VPAA

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

BP..... District Board Policy	USC..... United States Code
EC..... Education Code	CFR..... Code of Federal Regulations
HSC.... Health and Safety Code	ESEA Elementary and Secondary Education Act [20 USC 7114(D)(7)]
PC..... Penal Code	PPRA..... Pupil Privacy Rights Amendment
WIC.... Welfare and Institutions Code	FERPA ... Family Educational Rights and Privacy Act
CCR ... California Code of Regulations	PPACA... Patient Protection and Affordable Care Act [PL 111-148]
CC..... Civil Code	Title VI... Title VI of the Civil Rights Act of 1964 [42 USC 1981]
FC..... Family Code	Title IX... Title IX of the Civil Rights Act of 1964 [20 USC 1681-1688]
GC..... Government Code	IDEA Individuals with Disabilities Education Act
VC..... Vehicle Code	§ 504..... Section 504 of the Rehabilitation Act of 1973 [29 USC 794(a)]
BPC.... Business and Professions Code	EOA..... Equal Opportunities Act [20 USC 1701]
FAC.... Food and Agriculture Code	

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 acknowledge receipt of this information, which is included in the online registration forms.

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 (209) 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. Daily school attendance improves student achievement. Teach your child to be on time and that school attendance is an important family value. For children ages 6 to 18 years, daily school attendance is compulsory.

It is also important that you know the state only awards funding to school districts for actual attendance. The state does not fund 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.

- A. Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
1. Due to the pupil's illness.
 2. Due to quarantine under the direction of a county or city health officer.
 3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 4. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 5. For the purpose of jury duty in the manner provided for by law.
 6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
 7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 9. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

11. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

- B. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- C. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- D. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- E. "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil. [EC 48205, 48205.5, 48260]

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 (209) 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).
- 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]

■ 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. Students convicted of a violent felony or convicted of a misdemeanor firearms offense may be transferred to another school in the district. 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, 48929, 48980, 49068, 51101; 20 USC 7912]

I. Intradistrict Open Enrollment

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also balancing enrollment in order to maximize the efficient use of district facilities. 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

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

The Superintendent or designee shall grant priority to any

district student to attend another district school, including a charter school, outside of his/her attendance area as follows:

1. Any student enrolled in a district school that has been identified on the state's Open Enrollment List.
2. Any student enrolled in a district school receiving Title I funds that has been identified for program improvement (PI), corrective action, or restructuring.
3. Any student enrolled in a district school designated by the California Department of Education as "persistently dangerous."
4. Any student who is a victim of a violent crime while on school grounds.
5. Upon a finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. Special circumstances, include, but are not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers.
To grant priority under these circumstances, the Superintendent or designee must have received either:
 - 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
6. Any sibling of a student already in attendance in that school.
7. Any student whose parent/guardian is assigned to that school as his/her primary place of employment.

Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between July 1 to June 30 of the school year preceding the school year for which the transfer is requested.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space.

Except for priorities listed above, 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

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.

Transportation

Except as required by 20 USC 6316 for transfers out of Title I PI schools, the district shall not be obligated to provide transportation for students who attend school outside their attendance area. [BP 5116.1 January 2017; EC 200, 35160.5, 35291, 35351, 46600-46611, 48200, 48204, 48300-48316, 48350-48361, 48980; 5 CCR 11992-11994; 20 USC 6316, 7912; 34 CFR 200.36, 200.37, 200.39, 200.42, 200.43, 200.44, 200.48]

2. Interdistrict Attendance

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts.

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit.

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

If the number of transfer applications exceeds the number of transfers the Board has elected to accept, approval for transfer shall be determined by a random drawing held in public at a regularly scheduled Board meeting.

Because the district admits students in accordance with the school district of choice program, the Superintendent or designee shall not admit students based on individual interdistrict attendance permits pursuant to Education Code 46600-46611 except under extraordinary circumstances.

The Superintendent or designee shall maintain a record of requests for admittance that includes, but is not limited to, all of the following:

1. The number of requests granted, denied, or withdrawn and, for denied requests, the reason for the denial
2. The number of students transferred into and out of the district pursuant to this program
3. The race, ethnicity, gender, self-reported socioeconomic status, eligibility for free or reduced-price meals, and the

- district of residence for each student transferred into or out of the district pursuant to this program
4. The number of students transferred into or out of the district pursuant to this program who are classified as English learners or students with disabilities
 5. As applicable, the number of students described in items #3 and 4 above who are provided transportation assistance to a district school or program, and the total number of students provided transportation assistance, pursuant to the school district of choice program

The Superintendent or designee shall report to the Board, at a regularly scheduled meeting, the information specified in items #1-5 above. No later than October 15 of each year, the Superintendent or designee shall provide the same information for the current school year, as well as information regarding the district's status as a school district of choice in the upcoming school year, to each geographically adjacent school district, the county office of education, and the Superintendent of Public Instruction.

The district's compliance with program requirements shall be subject to the annual district audit conducted pursuant to Education Code 41020.

Transportation

The district shall not provide transportation beyond any school attendance area. Upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for an interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available. [BP 5117 January 2018; EC 41020, 46600-46611, 48204, 48300-48317, 48350-48361, 48900, 48915, 48915.1, 48918, 48980, 52317; CA Constitution Article 1, Section 31]

Interdistrict Attendance Permits

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the district of residence and the district of proposed attendance.

The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

1. When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such a student shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit.

2. To meet the child care needs of the student. Such a student may be allowed to continue to attend district schools only as long as he/she continues to use a child care provider within district boundaries.
3. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.
4. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.
5. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.
6. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school.
7. To allow a high school senior to attend the same school he/she attended as a junior, even if his/her family moved out of the district during the junior year.
8. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district.
9. When the student will be living out of the district for one year or less.
10. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.
11. When there is valid interest in a particular educational program not offered in the district of residence.
12. To provide a change in school environment for reasons of personal and social adjustment.

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

Within 30 calendar days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601.

Pending a decision by the two districts or an appeal by the County Board, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months.

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion.

Once a student is admitted to a school on the basis of an interdistrict attendance permit, he/she shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year.

The district may accept any completed coursework, attendance, and other academic progress credited to an accepted student by any district(s) he/she has previously attended and may grant academic standing to the student based upon the district's evaluation of the student's academic progress.

The district may revoke a student's enrollment if he/she is recommended for expulsion pursuant to Education Code 48918.

Transfers Out of the District

A student whose parent/guardian is in active military duty shall not be prohibited from transferring out of the district, provided the school district of proposed enrollment approves the application for transfer.

The district may limit transfers out of the district to a school district of choice under any of the following circumstances:

1. The number of student transfers out of the district to a school district of choice has reached the limit specified in Education Code 48307 based on the district's average daily attendance.
2. The County Superintendent of Schools has given the district a negative budget certification or has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice.
3. The Board determines that the transfer would negatively impact any of the following:
 - a. A court-ordered desegregation plan
 - b. A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31
 - c. The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31 [AR 5117]

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 than 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. 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; FC 6550-6552]

4. 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(a)(7), 48980]

5. 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 Individual Education Plan (IEP) indicates attendance elsewhere, or 3) the parent or guardian, with knowledge of all options, declares in writing otherwise. They also have rights to expedited enrollment in school, attend classes and programs (pending proof of immunization), and free after-school programs. In some cases, fees are waived. The school district and each school site have complete documentation of the rights of homeless and foster youth. [EC 48204, 48850-48859, 48645.3, 51225.1, 56055; 5 CCR 4622; WIC 361, 726; 42 USC 11301, 11432]

6. Individualized Instruction

You must notify the school if your child has a temporary disability and cannot attend regular classrooms. If your temporarily disabled child is located outside your school district, notify both the district where your child resides and where the child is located. Within five (5) days of notice, the district(s) will determine if the student qualifies, and within five (5) days of the determination commence instruction in the home or in a hospital or other residential health facility. The district(s) will notify you if your child qualifies, when instruction will begin and for how long it will continue. Each hour of instruction at home or in a facility will count as a full day but cannot exceed 5 days per week nor the number of days in the school year. [EC 48206.3, 48207, 48207.5, 48208, 48980]

Pregnant or Parenting Students

Pregnant or parenting students who are 18 years old or who have permission from their parent/guardian may take an excused leave for up to 8 weeks or more without having to complete school work, other requirements, or penalties. They may return to the same school and courses where they are provided time to make up work. They can attend an alternative program with access to comparable courses, programs and activities. They may have a fifth year to complete high school graduation requirements; or, if administration determines it's possible, they can complete requirements in four years. Complaints about these rights can be made using the Uniform Complaint Procedure. [EC 4600, 46015, 48200, 48980]

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.

■ 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.

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.

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

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 & 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]

School Counselors

School counselors are trained educators possessing a valid teacher credential with a specialization in pupil personnel services. As specialists in child and adolescent development, school counselors coordinate the objectives, strategies, and activities of a comprehensive counseling program, and they serve as representatives on district and/or school guidance teams such as school attendance review boards. Counselors help students in grades 7-12 prepare for college or career planning. They guide students through all the steps including information about financial aid, academic requirements, and careers. Most counselors are available by appointment and will meet with students and their families. [EC 48980, 49600, 51229]

■ 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 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 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) changed the way the State provides money to school districts. Under this 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. The LCAP must focus on eight areas identified as State priorities:

1. Basic Services
2. Implementation of State Standards
3. Parental Involvement
4. Pupil Achievement
5. Pupil Engagement
6. School Climate
7. Course Access
8. Other Pupil Outcomes

The plan must describe the overall vision for students, annual goals including language acquisition, and specific action to achieve these goals. The plan will demonstrate how the district's budget will help achieve the goals, and annually assess how well the strategies improved outcomes. Anyone can comment about proposals or expenditures to the school board; at parent, student, community engagement meetings; at staff LCAP meetings; or to the district LCAP Advisory Committee. Complaints regarding LCAP may be filed anonymously or using the District Uniform Complaint Procedures. [EC 305, 47606.5, 47607.3, 52060-52076, 5 CCR 4600, 4622]

Homeless, Migratory, Foster, Military, and Juvenile Court Youth

Homeless, migratory, foster, military family, juvenile court youth, or youth participating in a newcomer program have special rights related to graduation and partial high school credits. They have the right to an adult

to help make educational decisions. Foster and homeless youth also have special rights associated with college funding, and certain considerations in school discipline. The District Uniform Complaint Procedure may be used to file a complaint. [EC 48645.3, 48645.5, 51225.1-51225.3, 56055; 5 CCR 4622; WIC 361, 726]

■ Curriculum and Personal Beliefs

Whenever any part of the instruction in comprehensive sexual health, sexual abuse, or human trafficking prevention 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. No student shall be penalized, sanctioned, or disciplined for such an excuse, and shall have an alternative education activity available. [EC 51240, 51938, 51950]

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. In this District, staff teaches these classes. 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 child(ren) over 18 will be notified before administration of any confidential test, questionnaire, or survey containing questions about your child's, or your personal beliefs, political practices, mental health, anti-social, illegal, self-incriminating, demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility for receiving financial assistance), sex, family life, morality, or religion. You will be asked for written permission except for exempt surveys (in grades 7-12) that are part of sexual health programs or State surveys. Parents may opt their child(ren) out of all surveys, without penalty, including those seeking information to be used in 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 surveys and personal information. Notice will be sent to parents prior to 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, 51938, 60614; 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, 2019; November 23, 2019; January 25, 2020; March 8, 2020; April 26, 2020; June 14, 2020.

Grade Reporting Calendar

Following is the grade reporting calendar for the 2019-2020 school year. It is the intent of the District to mail grades every six weeks.

- October 4, 2019First Grading Period ends
- November 15, 2019Second Grading Period ends
- January 17, 2019Third Grading Period ends
- January 17, 2019Semester 1 ends
- February 28, 2020Fourth Grading Period ends
- April 17, 2020Fifth Grading Period ends
- June 4, 2020Semester 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, 51229]

High School Graduation Requirements compared to UC/CSU Requirements

	EC	CSU	UC	SUHSU
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)		2	2 ⁺¹	
Visual/Performing Arts (f)	1	1	1	1
Career Technical Education ‡				
Physical Education	2			3

	EC	CSU	UC	SUHSU
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 & 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 registrar. 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, disasters, and criminal activity. 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)]

The Bear Rock Café at Summerville High offers nutritious meals every day school is in session. To see what is available link to www.summbears.net/wp-content/uploads/Cafeteria-Menu-2019-20-.pdf

■ Café Price 2019-2020

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	\$0.50 & \$0.75
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.

■ 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)

■ 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.net 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 Students with Disabilities

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, contact 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, 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. Homeless and foster youth can be enrolled without proof of immunization.

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 attending school. These requirements do not apply if a note from licensed physician cites why they should not. 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 a 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, (2) complete a sudden cardiac arrest awareness form, and (3) sign a document acknowledging receipt of an Opioid Factsheet received either in print or electronic format. [EC 33479, 49475, 49476]

■ Access to Mental Health Services

School-based mental health services help address barriers to learning and provide appropriate student and family support in a safe and supportive environment. Reaching out for mental health services is simple; contact your school counselor, nurse, health aide, principal, or the district office. In the community a good place to start may

be to dial 211 for referrals in your area or call Tuolumne Co. Behavioral Health Services at (209) 533-6245. If you are in crisis contact this number or dial 911. [EC 49428]

Suicide Prevention

As suicide is a leading cause of death among youth and personnel is often in a position to recognize warning signs. The District makes an effort to reduce suicidal behavior and its impact, and has developed strategies to intervene. These may include staff development, student instruction in coping skills, informing parents/guardians, methods for promoting a positive school climate, crisis intervention, and counseling (including for bereavement). [EC 215, 31180-32289, 49060-49079, 49602, 49604; GC 810-996.6; PC 11164-11174.3; WIC 5698, 5850-5883; BP 5141.52]

■ 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]

Steroid Use Prevention

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 offenses, 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]

Opioid Facts

Opioids are naturally found in the opium poppy plant. Some opioid medications are made from this plant while others are made by scientists in labs. Opioids have been used for hundreds of years to treat pain, cough, and diarrhea.

The most commonly used prescription opioids are oxycodone (OxyContin®), hydrocodone (Vicodin®), codeine, and morphine. Percodan, Darvon, Demerol, Dilaudid, and Lomotil are also opioids.

Heroin too is an opioid, but it is not a medication. Sometimes other powerful drugs are added to heroin by drug dealers, causing doses so strong that people can overdose and even die. In some places, heroin is cheaper and easier to get than prescription opioids. Because of this, people who are addicted to prescription opioids sometimes switch to using heroin instead.

Your brain is full of molecules called receptors that receive signals from other parts of the body. Opioids attach to receptors on nerve cells in the brain, spinal cord, and other organs. This allows them to block pain messages sent from the body to the brain, which is why they are prescribed for serious injuries or illnesses.

When the opioids attach to the receptors, they also cause a large amount of dopamine to be released in the pleasure centers of the brain. Dopamine is the chemical responsible for making us feel reward and motivates our actions. The dopamine release caused by the opioids sends a rush of extreme pleasure and well-being throughout the body.

In the short term, the release of dopamine into your body can make some people feel really relaxed and happy. But it can also cause more harmful effects, like extreme sleepiness, confusion, nausea, vomiting, and constipation. Over time, opioids can lead to insomnia, muscle pain, heart infections, pneumonia, and addiction.

Prescription opioids are used to treat severe pain. People who have major surgeries including dental work, serious sports injuries, or cancer are sometimes prescribed these pills to manage their pain. When taken as prescribed, opioids are relatively safe and can reduce pain in the short term. But if a person misuses the drug and doesn't take them as prescribed, opioids can have dangerous consequences.

Taking someone else's prescription medicine, even if you are in real pain, can be dangerous. Before prescribing opioids, doctors consider a lot of different factors, including the patient's weight, other medical conditions, and potential interactions with other medications they might be taking. Without talking to a doctor, you won't know how the opioids will affect you or what dose you should take. You should never share prescription opioids and only use them when prescribed to you by a doctor.

■ 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 & 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, pregnancy, 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 LGBTQ students. Resources about bullying, intimidation, and violence are found through the District and online at www.cde.ca.gov, www.cde.ca.gov/lss/se/bullyres.asp, www.cde.ca.gov/lss/se/bullyfaq.asp, www.cde.ca.gov/lss/vp/ssresources.asp, www.californiahealthykids.org

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer(s) listed on page 30 for assistance. [EC 200, 220, 221.51, 234, 234.1, 234.5, 51101; PC 422.55; 5 CCR 4900; BP 1312.3, 5131.2]

■ 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® device violation

If a student chooses to break a rule:

1st Consequence: Grade Level Coordinator discretion; counseling, warning, detention

2nd Consequence: parent contacted and additional time assigned

3rd Consequence: Saturday School

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

5th Consequence: two day suspension and Saturday School

Additional Consequences – Possible Pre-Expulsion hearing and/or Alternative Education Placement

Level 2:

- 1) Abusive language or conduct
- 2) Inappropriate behavior
- 3) Inappropriate online behavior
- 4) Violation of closed campus policy
- 5) Possession of tobacco and/or vape paraphernalia
- 6) Failure to complete detentions/Saturday School assignments in a timely manner

If a student chooses to break a rule:

1st Consequence: Saturday School and educational component

2nd Consequence: Two day suspension and Saturday School

3rd Consequence: Four day suspension and Saturday School

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 and Saturday School

2nd Consequence: Four day suspension and Saturday School

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

Level 4:

Suspension rules for alcohol, marijuana and severe misbehavior:

If a student chooses to break a rule:

1st Offense: Four day suspension; preliminary expulsion hearing before the Administrative Panel with the student and parent in attendance; three appointments with school crisis counselor; enrollment in Adolescent Drug and Alcohol Brief Intervention Program; and a 30 day restriction which includes no participation in performances or games and student may only be on campus when directly supervised by school employee as part of school sponsored group.

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

Paraphrased from Ed Code 48915(a): A student may be recommended for expulsion for 1) causing physical, except in self-defense, 2) possession of a knife or other dangerous object of no reasonable use, 3) unlawful possession of any controlled substance, 4) robbery or extortion, 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 Ed Code 48915 f or full documentation)

Paraphrased from Ed Code 48915(c): 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 a sexual assault, 5) possession of an explosive. (Please refer to Ed Code 48915 f or full documentation)

PLEASE NOTE: The above penalties for marijuana and controlled substance violations are in addition to the California HSC regulation. The Tuolumne County Sheriff's Office has will be enforcing these regulations.

A student identified as having disabilities pursuant to IDEA is subject to the same grounds for suspension and expulsion which apply to students without disabilities.

In cases where a suspended student poses no imminent threat and when the presence of the suspended student will not cause disruption to the learning environment on campus and there is no proposed action to expel, the SUHSD administrative team may implement "Supervised Suspension" in which students will attend school in an alternative setting during the suspension.

■ **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 \$20,300 in damages and another maximum of \$11,200 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's 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 person 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.
- (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 & 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 Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, 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, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, 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, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful

discrimination also includes the creation of a hostile environment through prohibited conduct that 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 reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful 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 district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

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 when the behavior 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.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools. [BP 5145.3 June 2018; EC 200-262.4, 48900.3, 48900.4, 48904, 48907, 48950, 48985, 49020-49023, 51500, 51501, 60044; CC 1714.1; GC 11135; PC 422.55, 422.6; 5 CCR 432, 4600-4670, 4900-4965; 20 USC 1681-1688, 12101-12213, § 504; Title VI; Title VII; Title IX; 42 USC 6101-6107; 28 CFR 35.107; 34 CFR 99.31, 100.3, 104.7, 106.8, 106.9, 110.25]

Sexual Harassment

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

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

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

Complaint Process and Disciplinary Actions

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

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be

subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

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

Record-Keeping

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 September 2017; EC 200-262.4, 48900, 48900.2, 48904, 48980; CC 51.9, 1714.1; GC 12950.1; 5 CCR 4600-4687, 4900-4965; FERPA; 20 USC 1221, 1681-1688; 42 USC 1983; Title VI; Title VII; 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 included, 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 8235.5, 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.net, 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]

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)]

SCHOOL FACILITIES

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 Gilbert Hammerbeck 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]

Lead Poison

The district website has information about lead poisoning, including risks and effects of childhood lead exposure; blood lead screening tests for children enrolled in Medi-Cal; recommendations for children not enrolled in Medi-Cal who are at high risk of lead exposure and blood lead screening tests as required. The District will handout information to parents of district childcare or preschool programs. [HSC 105286]

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.net.

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]

Table with 2 columns: Product, Active Ingredient. Rows include GlyStar Plus (Glyphosate), Gopher Getter Type 2 Bait (Carbaryl, metaldehyde), and Turf Supreme plus Trimec (.2,m4-d, dicamba).