



1755 Tuolumne Road • Tuolumne, CA 95379 • [www.summbears.net](http://www.summbears.net)

2021 - 2022

# PARENT HANDBOOK

## SUMMERVILLE HIGH SCHOOL

1755 Tuolumne Road  
Tuolumne, CA 95379  
209.928.4228

## CONNECTIONS VISUAL & PERFORMING ARTS ACADEMY

1755 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  
209.965.4046

## 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

### 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.

## Welcome back to school!

We are all looking forward to the arrival of our students for the 2021-2022 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 School District Students.

The Summerville Union High School District will be using **online registration** again this year. All families will complete the registration process through PowerSchool by way of the Summerville High School District website, [summbears.net](http://summbears.net). Please refer to the letter you received by mail which has directions and information to complete your student's registration! The registration window will open July 30th, 2021. If you do not have access to a computer and printer at home, you may contact the school office at (209) 928-4228 to schedule a time to use one of the library computers to register.

To register, please go to our website, [summbears.net](http://summbears.net). Go to **Students**, and follow the dropdown menu to **Online Registration**. Click on Online Registration and follow the instructions to register your student.

Students will follow an alternating A/B block schedule this year. A and B days for the entire school year are posted on the school calendar.

**"A" Days:** periods 1A through 4A

**"B" Days:** periods 5B through 8B

Mondays, Tuesdays and Wednesdays will be full days, 7:55 A.M. to 3:05 P.M.

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

The first day of school is Wednesday, August 25, 2021; and it will be an "A" day.

Detailed information regarding back-to-school orientation will be mailed August 6th, 2021.

If you have any questions, please contact the following administrators:

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

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

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

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

We are all very excited for the 2021-2022 school year to begin. We look forward to meeting our new students and working with our returning students this year!

Sincerely,

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

# Summerville Union High School District

Vision ★ Mission ★ Beliefs

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

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

**We Believe:**

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

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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	FAC..... Food and Agriculture Code
AR..... Administrative Regulation	USC..... United States Code
EC..... Education Code	CFR..... Code of Federal Regulations
HSC.... Health and Safety Code	ESEA.... Elementary and Secondary Education Act
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
CC..... Civil Code	Title VI... Title VI (or VII or IX) of the Civil Rights Act of 1964
FC..... Family Code	IDEA.... Individuals with Disabilities Education Act
GC..... Government Code	§ 504.... Section 504 of the Rehabilitation Act of 1973
VC..... Vehicle Code	EOA..... Equal Opportunities Act
BPC.... Business and Professions Code	CIF..... California Interscholastic Federation

■ August 2020 ■

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30	31					

## AUGUST

- 23-24 Teacher workdays
- 25 First Day of School
- TBD Back to School Night

## SEPTEMBER

- 6 Labor Day

## OCTOBER

- 8 End of Grading Period

## NOVEMBER

- 11 Veterans Day Holiday
- 19 End of Grading Period
- 22-26 Thanksgiving Recess

## DECEMBER

- 17 End of Semester / End of Grading Period
- Minimum Day Schedule
- 20-31 Winter Break

## JANUARY

- 3 School Resumes
- 17 Martin Luther King Jr. Holiday

## FEBRUARY

- 14 Lincoln's Day Holiday
- 21 Presidents' Day Holiday

## MARCH

- 4 End of Grading Period
- 28-31 Spring Break

## APRIL

- 1 Spring Break
- 18 Holiday / Possible Snow Make Up Day
- 22 End of Grading Period

## MAY

- 17-18 Senior Boards / Minimum Days
- 30 Memorial Day Holiday
- 31 Scholarship Night

## JUNE

- 1-3 Finals Schedule
- 8 Alternative Ed. Graduation / Minimum Day
- 9 Last Day of School / 8th Grade Graduation
- End of Semester / End of Grading Period
- 10 High School Graduation / Possible Snow Make Up Day

Dates and events are subject to change; please check the School's website, [summbears.net](http://summbears.net) for up-to-date information.

■ January 2021 ■

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■ February 2021 ■

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■ March 2021 ■

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■ April 2021 ■

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■ May 2021 ■

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■ June 2021 ■

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■ September 2020 ■

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■ October 2020 ■

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■ November 2020 ■

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■ December 2020 ■


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27	28	29	30	31		

Early Release  
Thursday & Friday


 A Day (periods 1, 2, 3, 4)

 B Day (periods 5, 6, 7, 8)

 Finals Schedule (6/01 - 6/03)

 No School

 Minimum Day Schedule (12/18; 5/18; 5/19)

 Snow Make-up Day (4/05; 6/04)

# DAILY SCHEDULES

## Regular Day Schedule Monday, Tuesday, Wednesday

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

## Minimum Day Schedule (12/17, 5/24, 5/25 & 6/9)

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

## Early Release Schedule Thursday & Friday

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

## Snow Delay: Regular Day Monday, Tuesday, Wednesday

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

## Rally/Assembly Day Schedule

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

## Snow Delay: Early Release Thursday & Friday

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

## **Clearing an Absence**

- Absence must be cleared within 72 hours (3 days) to avoid disciplinary action. Absences not cleared will be considered unexcused. Attendance records cannot be revised after this period.
- Please call (209) 928-4228 (24-hours per day) on the day of the absence to verify the reason.
- Parents/Guardians receiving a phone call notifying them of an absence have the option of calling the attendance office, sending an email, or sending a signed note with their student on the day they return.
- 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.
- Partial-day absence also requires a call or note from a parent/guardian to confirm the reason.
- Single-period absences will not be excused except for medical appointments, verified jury duty, school activities, or with GLC/principal prior approval.

## **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 during the school day must check out through the Attendance Office.
- During lunch, parents wishing to take their student off campus must appear in person at the Attendance Office. 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 proper checkout procedures will result in an unverified absence plus disciplinary action.

## 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](http://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; teach your child to be on time and that school attendance is an important family value. Daily school attendance improves student achievement. Children ages 6 to 18 years must attend every school day.

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 are recorded as a 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]

## ■ Emergency School Closure

Schools may close in the case of a natural disaster such as an earthquake, a fire, a flood, or an epidemic/pandemic like COVID-19. School officials rely on the expertise and advice of public health and safety



officials in these decisions. Other means of delivering instruction will be used as possible.

## ■ 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. 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 intra- and inter-district transfers. In some cases, the district must provide transportation. Students attending “persistently dangerous” schools can transfer and enroll in a safe school. Students convicted of a violent felony or convicted of a misdemeanor firearms offense may be transferred to another school in the district. 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, 48204.7, 48206.3, 48300, 48301, 48306, 48853.5, 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.

### **Interdistrict Attendance Agreements and Permits**

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.

The Superintendent or designee shall keep an accounting of all requests for admittance and a record of their disposition, including, but 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 specified program requirements shall be reviewed as part of 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 May 2019; EC 41020, 46600-46610, 48204, 48300-48317, 48900, 48915, 48915.1, 48918, 48980, 48985, 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 of either district to enroll

in the other district may be issued upon approval of both districts.

The district shall post on its web site the procedures and timelines for requesting an interdistrict transfer permit, including a link to BP 5117 - Interdistrict Attendance. The posted information shall include, but is not limited to:

1. The date upon which the district will begin accepting and processing interdistrict transfer requests for the following school year
2. The reasons for which the district may approve or deny a request, and any information or documents that must be submitted as supporting evidence
3. If applicable, the process and timelines by which a denial of a request may be appealed within the district before the district renders a final decision
4. A statement that failure of a parent/guardian to meet any timelines established by the district shall be deemed an abandonment of the request
5. Applicable timelines for processing a request, including the following statements:
  - a. For an interdistrict transfer request received by the district 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, the district will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received.
  - b. For an interdistrict transfer request received by the district more than 15 days before the commencement of instruction in the school year for which the interdistrict transfer is sought, the district will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which transfer is sought.
6. The conditions under which an existing interdistrict transfer permit may be revoked or rescinded

Priority for interdistrict attendance shall be given to a student who has been determined by staff of either the district of residence or district of proposed enrollment to be a victim of an act of bullying, as defined in Education Code 48900(r), committed by a student of the district of residence.

In addition, 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. To meet the child care needs of the student, only as long as the student's child care provider remains within district boundaries
2. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel
3. To allow the student to complete a school year when the student's parents/guardians have moved out of the district during that year
4. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school
5. To allow a high school senior to attend the same school attended as a junior, even if the student's family moved out of the district during the junior year
6. 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 school year in the district
7. When the student will be living out of the district for one year or less
8. 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
9. When there is valid interest in a particular educational program not offered in the district of residence
10. 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 shall not deny continued attendance because of overcrowded facilities at the relevant grade level.

If the transfer request is for a school year that begins within 15 calendar days of the receipt of the request, the Superintendent or designee shall notify the parent/guardian of the final decision within 30 calendar days of receiving the request. If the transfer request is for a school year that begins more than 15 calendar days after the receipt of the request, the

parent/guardian shall be notified of the final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction during that school year.

If a student's interdistrict transfer request is denied, the Superintendent or designee shall, in writing, notify the parents/guardians of their right to appeal to the County Board of Education within 30 calendar days from the date of the final denial.

All notices to parents/guardians regarding the district's decision on any request for interdistrict transfer shall conform to the translation requirements of Education Code 48985, and may be provided by regular mail, electronic format if the parent/guardian provides an email address, or by any other method normally used to communicate with parents/guardians in writing.

Pending a decision by the two districts or by the County Board on appeal, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months, provided the district is the district of proposed enrollment. If the decision has not been rendered by the conclusion of two school months and the districts or County Board is still operating within the prescribed timelines, the student shall not be allowed to continue attending the district school to which the student was provisionally admitted.

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or rescissions 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, the student shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school of enrollment, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded after June 30 following a student's completion of grade 10 or for any student entering grade 11 or 12 in the subsequent school year.

The number of students accepted for transfer into the district, by school and grade level, shall be reported to the district of residence on or before February 15.

If a student's application is denied, the Superintendent or designee shall notify the student's parents/guardians that the number of students

requesting to transfer exceeded the district's capacity and that the student was not selected during the random drawing. Such determination shall be accurately recorded in the minutes of the Board meeting at which the determination was made.

For a student whose parent/guardian was relocated by the military less than 90 days prior to the submission of the application, the district shall make a final decision to accept or reject the application within 90 days of its receipt. If the student's application has been submitted less than 90 days prior to the beginning of the school year, then the district shall accept or deny the application before the school year begins. Upon acceptance, the student may immediately enroll in a district school.

Vacancies may be filled from the waiting list until May 1 of the school year preceding the school year for which students are requesting to be transferred.

The final number of students enrolled in the district through the school district of choice program, by school and grade level, along with the names of the students, shall be reported to the district of residence on or before May 2.

Students admitted through the school district of choice program are deemed to have fulfilled district residency requirements pursuant to Education Code 48204.

Final acceptance of the transfer is applicable for one school year and shall be renewed automatically each year unless the Board, by adoption of a resolution, withdraws from participation in the program and no longer accepts transfer students from other districts.

Even if the district withdraws from participation in the program, students who attended or received a notice of acceptance into the district before the Board's resolution of withdrawal shall be permitted to attend school in the district, and admitted high school students may continue attending school in the district until they graduate from high school.

The district may accept any completed coursework, attendance, and other academic progress credited to an accepted student by any district(s) the student 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 the student 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 December 2019]

## **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 Where Parent / 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 the parent's/guardian's 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. Special Enrollment Allowances for Some Categories of Students:**

There are enrollment provisions for some students living in the District including foster, homeless, migratory, or military children: 1) they 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. In some cases, they also have rights to expedited enrollment in school, to attend classes and programs (pending proof of immunization), to after-school programs, and fee waivers. The school district and each school site have complete documentation of the rights of homeless, foster, migratory, military, and other special categories of students. [EC 48204, 48204.7, 48645.3, 48850-48859, 48853.5, 51225.1, 56055; 5 CCR 4622; WIC 361, 726; 42 USC 11301, 11431-11435, 11432]

## **Student Immigrant and Religious Rights**

All school age children must be admitted to California Public Schools and be offered all programs accessible to other students. School districts cannot ask about a student's immigrant (or migratory) or religious status. The state Attorney General has information about "know your rights": <https://oag.ca.gov/immigrant/rights>. Immigrant students are still considered residents of their current school district even if parents are deported or are being held in custody. [EC 200, 220, 234.1]

## **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 have excused leave for up to 8 weeks or more without having to complete schoolwork or other requirements, or being subject to penalties. They may return to the same school and courses, and be provided time to make up work. They may choose to attend an alternative program with access to comparable courses, programs and activities. They may have a fifth year to complete high school graduation requirements unless administration determines they are capable of completing graduation requirements in four years. Complaints about these rights can be made using the Uniform Complaint Procedure. [EC 46015, 48200, 48980]

## ■ Attendance – Athletics

Athletes must attend 75% of their classes 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.

## ■ Unexcused Absences (truancy)

When a student misses school without an excuse they are considered truant, and the school will notify the parent/guardian. The state defines three levels of truancy, each carrying more severe penalties for both the student and the parents or guardians. A student is classified as;

Truant: after missing three days of school or three 30-minute periods without a valid excuse

Habitual Truant: if they are truant three or more times in a school year and an effort is made to meet with parents

Chronic Truant: if they miss 10 percent or more of the school days in a school year.

Early intervention and cooperation between the school and the family is the best way to support student learning. A student who is truant can be referred to a student attendance review board (SARB), a community service program, the county probation department, or to the district attorney. Through these programs the student can be given guidance toward improving attendance. The goal is to intervene before a student enters the juvenile justice system or drops out of school. Parents are urged to use community

services identified by the school or District, a SARB, the District Attorney, or Probation department. Students and parents face penalties as defined in Education Code, Welfare and Institutions Code, and Penal Code.

Student Penalties: First truancy may result in a one-day weekend class; Second truancy may be a written warning from a peace officer; Third truancy may result in assignment to an after-school or weekend program, involvement of a SARB, a probation officer, or District Attorney; Fourth truancy may result in a chance to improve attendance, but may also result in the student being placed within the jurisdiction of the juvenile court. Other penalties may include required community service, payment of a fine, attending a truancy mediation program, and loss of driving privileges.

Parent Penalties: First conviction – up to \$100 fine; Second conviction – up to \$250 fine; Third conviction – up to \$500 fine. Parents of chronically truant elementary students 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 to community resources. Parents may also have to attend classes at the student's school for a day and/or personally deliver their child to school every 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. Counselors help students in grades 7-12 make decisions about their courses, extra-curricular activities, and preparation for college and/or careers. They guide students through all the steps including information about financial aid, academic requirements, and careers. Counseling related to academic and nonacademic courses, classes, electives, school-related activities, team sports, athletic competitions, and school facilities will be available to all students without regard to their gender or gender identity, the gender listed in their records, or any protected group as listed under "Complaints Regarding Discrimination, Harassment, Intimidation, Bullying, Exceptional Needs Students, Categorical Programs, Federally Funded Programs" on page 37. Most counselors are available by appointment and will meet with students and their families. The District Uniform Complaint Procedure may be used to file a complaint. [EC 221.5,

221.8, 48980, 49600, 48900, 51229; GC 11135; Title VI, Title IX; § 504; CIF 300D]

### ■ 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/](http://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]



## ■ Language Acquisition Programs

Language acquisition programs are designed to ensure that English learners acquire English as rapidly and effectively as possible. They provide instruction based on the state-adopted academic content standards, including English language development (ELD) standards.

Parents/Guardians may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. Parents/Guardians may submit written or verbal requests for the establishment of a language acquisition program in addition to the program available. Schools in which the parents/guardians of 30 pupils or more per school or 20 pupils or more in any grade request a language acquisition program are required to offer such a program to the extent possible. Please contact the District office or your school principal for more information. [EC 306, 310; 5 CCR 11310]

Parents/Guardians have a right to opt their child(ren) out of the school district's language acquisition program or opt out of particular English learner service(s) within a language acquisition program. [20 USC 6312(e)(3)(A)(viii)]

## 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 comprehensive sexual health education, HIV education, and research findings regarding pupil health behaviors and risks. Students in grades 7-12 will gain a deeper understanding of HIV transmission, prevention, and treatment. They will also be taught about the prevalence of human trafficking and the methods traffickers employ, including social media and mobile devices. You will be notified before such instruction. 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. You 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](http://www.leginfo.legislature.ca.gov). [EC 51933-51939]

## 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, 2021; November 23, 2021; January 25, 2022; March 8, 2022; April 26, 2022; June 14, 2022.

**Grade Reporting Calendar**

Following is the grade reporting calendar for the 2021-2022 school year. It is the intent of the District to mail grades every six weeks.

- October 8, 2021 . . . . .First Grading Period ends
- November 19, 2021 . . . . .Second Grading Period ends
- January 21, 2022 . . . . .Third Grading Period ends
- January 21, 2022 . . . . .Semester 1 ends
- March 4, 2022 . . . . .Fourth Grading Period ends
- April 22, 2022 . . . . .Fifth Grading Period ends
- June 10, 2022 . . . . .Sixth Grading Period ends
- June 10, 2022 . . . . .Semester 2 ends

## Graduation Requirements — Summerville High School

ENGLISH: . . . . . 40

Eight consecutive semesters of English

SOCIAL STUDIES :. . . . . 30

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

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

MATHEMATICS: . . . . . 30

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

SCIENCE: . . . . . 20

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

PHYSICAL EDUCATION : . . . . . 30

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

Six semesters must be passed.

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

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

NON-DEPARTMENTAL: . . . . . 20

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

OTHER COURSES :. . . . . 120

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

TOTAL REQUIRED FOR GRADUATION : . . . . 300

- a) Students transferring into the District from another high school shall be awarded credits toward graduation based on courses completed elsewhere without penalty resulting from variation of local requirements.
- b) Students earning a comprehensive diploma must successfully complete a senior project.

## Valedictorian and Salutatorian

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

## ■ University Admissions

### University of California/California State University Admissions

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

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

Links to University of California/California State University requirements:

[www.universityofcalifornia.edu/admissions/undergraduate.html](http://www.universityofcalifornia.edu/admissions/undergraduate.html)

[www.csumentor.edu/planning/high\\_school/](http://www.csumentor.edu/planning/high_school/)

[www.ucop.edu/doorways/](http://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](http://www.cde.ca.gov/ci/ct). [EC 35186, 48412, 48430, 49701, 51225.3, 51225.5, 51228, 51240-51246, 51410-51412, 51420-51427; 5 CCR 1600-1651]

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

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

<sup>+1</sup> 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 Biological Science . . . . .(d)

Advance Film . . . . .(g)

Advance Photography . . . . .(g)

[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, inspect, and get copies of school records within five business days of a written or oral request or before any meeting regarding an individualized education plan (IEP) 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. With the proper documentation, the records can be changed to reflect a legal change of name and/or gender of a student or a former student. You also have the right to file a written request with the superintendent challenging the records if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, a comment not based on personal observation with time and date noted, misleading information, or a 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, 49060, 49062.5, 49063, 49068, 49069.3, 49070-49079.7, 51101, 56043, 56504; CC 1798.24(t); FERPA; 20 USC 1232(g); 34 CFR Part 99]

### **Students of Military Families**

For a smoother transition, the District has established guidelines for transferring credits and meeting graduation requirements of students from military families. Also, students can be registered in their district of choice, but must provide proof of residency within 10 days. [EC 51225.1, 51225.2]

### **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 by August 25, 2021. 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](http://www.we-tip.com).

# STUDENT SERVICES

## ■ Student Meal Program

Meals are provided to all students at no cost for the 2021-2022 school year without collecting free or reduced meal applications. [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-2021-22-.pdf](http://www.summbears.net/wp-content/uploads/Cafeteria-Menu-2021-22-.pdf)

## ■ 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.

## ■ 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](http://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 fees or deposits. 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

Documented proof that immunizations are up-to-date is required before attending school; districts may not allow “conditional” admittance into schools. Students may not participate in a classroom setting unless they have been fully immunized against diphtheria, hepatitis b, haemophilus influenza type b, measles, mumps, pertussis (whooping cough), poliomyelitis, rubella, and tetanus. Students must be immunized for varicella (chickenpox) or provide proof from a doctor stating they have had the disease.

All new students, advancing students, or students transferring into grades 7-12 must be fully immunized, and will not be admitted without the required booster against pertussis (Tdap) and a second dose against varicella. 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. Homeless, foster, migratory, and military youth can be enrolled without proof of immunization. [HSC 120325, 120335, 120338, 120375, 120400, 120405, 120410, 120415, 120440, 120480; EC 48216, 48852.7, 48853.5, 49403; 17 CCR 6000-6075; 42 USC 11432(C)(i)]

## Exemptions

These requirements do not apply if a form from licensed physician cites why they should not. The physician submits the standardized electronic form directly to the California Immunization Registry (CAIR) and to the school for exemption; this is the only form the school will accept. The form will include physician information, the child’s name and their school, the parent’s/guardian’s name, and the specific basis for and duration of the exemption.

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

Forms submitted prior to January 1, 2020 and exemptions based on beliefs opposed to immunization submitted prior to January 1, 2016 are valid until the pupil enrolls in the next grade span (through preschool, grades K-6, grades 7-12). 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, 120372, 120372.05; EC 48216]

## ■ 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 or 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 auto-injectable epinephrine 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]

A parent or guardian may administer, by means other than smoking, medicinal cannabis to their child after filing with the school a statement and prescription from a physician. The prescription and any records associated with the treatment of a student are confidential medical records. Full rules are detailed in education code. [BP 5141.21; EC 49414.1; HSC 11362.79]

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](http://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]

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]

## ■ 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 immediately. [EC 49428]

## ■ Suicide Prevention

Suicide is a leading cause of death among youth, and school 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). Information about district programs and services and links to community and statewide resources are available on the District's website at [www.summbears.net](http://www.summbears.net). [EC 215, 234.5, 234.6, 49060-49079, 49602, 49604; GC 810-996.6; PC 11164-11174.3; WIC 5698, 5850-5883; BP 5141.52 June 2017]

### ■ Schools Free of Tobacco, Alcohol, and Drugs

The Board has adopted Tobacco-Free, Drug-Free, and Alcohol-Free campus policies to promote student health and well-being. The District strives for a school environment free of these substances and has prevention and intervention programs. There may be programs through the District or in the community to support students' cessation from use of tobacco,

alcohol, or drugs. For more information please contact the school/district nurse or a school administrator. [EC 51202-51203, 51260-51269; HSC 104420, 11999-11999.3; PC 13864]

### ■ 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/MeningococcalDisease.aspx](http://www.cdph.ca.gov/HealthInfo/discond/Pages/MeningococcalDisease.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]

### ■ 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 or at any school sponsored activity. School site staff trained in anti-bias shall be made known to students. When safe to do so, District employees must intervene immediately when they see discrimination, harassment, intimidation or bullying. Certificated

staff in grades 7-12 get information about helping LGBTQ students. Information about district programs and services and links to community and statewide resources related to: suicide prevention; sex discrimination including Title IX information; hate violence; sexual harassment including the District's Policy (also included in this booklet); harassment, intimidation, and bullying; and cyber-bullying including social-media bullying are available on the District's website at [www.summbears.net](http://www.summbears.net) and online at [www.cde.ca.gov](http://www.cde.ca.gov), [www.cde.ca.gov/lss/se/bullyfaq.asp](http://www.cde.ca.gov/lss/se/bullyfaq.asp), [www.cde.ca.gov/lss/se/bullyres.asp](http://www.cde.ca.gov/lss/se/bullyres.asp), [www.cde.ca.gov/lss/vp/ssresources.asp](http://www.cde.ca.gov/lss/vp/ssresources.asp), [www.californiahealthykids.net](http://www.californiahealthykids.net).

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer(s) listed on page 38 for assistance. [CE 200, 215, 220, 221.6, 221.61, 221.8, 230, 231.5, 233, 234, 234.1, 234.4, 234.5, 234.6, 51101, 66250, 66260.6, 66270; CP 422.55, 422.6; 5 CCR 4900; BP 5131.2 September 2019]

### ■ Digital Communication Devices

Districts may regulate the possession or use of any cellphone, smartphone, 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. Students cannot be stopped from using such a device when: there is an emergency; there is a perceived threat of danger; when a teacher or administrator has said it is acceptable; or if it is part of an individualized education program (IEP). Possession or use is allowed if essential to student's health as determined by a licensed physician or surgeon. [EC 48901.5, 48901.7]

## ■ 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.

## ■ 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.

## ■ 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

### ■ Positive Behavior

Positive campus behavior will result in the most appropriate activities and privileges available to the students.

### ■ Campus Philosophy

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

#### Level 1 – Minor offenses including but not limited to the following:

- o Tardy
- o Cutting class
- o Profanity/disrespect
- o Being in the off-limit areas (parking lot)
- o Over affection
- o Throwing objects/littering
- o Disruptive behavior
- o Dress Code violations (inappropriate body coverage or slogans on attire referring to tobacco, drugs, sex, alcohol or abusive language; hate language or symbols) disruptive to the learning process
- o Parking violations (i.e. no permit, parking in unauthorized places)
- o iPad device violation
- o Possession or use of an electronic device (cell phone) during class time\* (See Cell Phone/ electronic device policy)

#### **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 and intervention assignment

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

5th Consequence: two day suspension and Saturday School

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

#### Level 2 – More serious offenses including but not limited to the following:

- o Abusive language or conduct
- o Inappropriate behavior in-person or online
- o Unsafe Behavior
- o Violation of closed campus policy
- o Possession of tobacco and or vape paraphernalia
- o Failure to complete detentions/Saturday School assignments in a timely manner

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

1st Consequence: Saturday School and intervention assignment

2nd Consequence: Intervention Day, Lesson from SRO and Saturday School

3rd Consequence: One day suspension and Saturday School

4th Consequence: Two day suspension and Saturday School

Additional Consequences: Three day suspension and Pre-Expulsion hearing

### **Level 3 – Education Code 48900 Offenses**

- o (a)(1) caused or attempted to cause or threaten physical injury
- o (a)(2) willfully used force or violence on another (not in self-defense) (without causing injury)
- o (b) Possessed knife or dangerous object
- o (f) Caused or attempted to cause damage to property
- o (g) stealing
- o (h) Possession or use of any tobacco or nicotine product including non-THC vape
- o (i) Committed an obscene act or habitual profanity or vulgarity (including pornography)
- o (k) Disrupted school activities or defied school personnel
- o (l) knowingly receiving stolen property
- o (m) Possessed imitation firearm
- o (o) Harassment or intimidation of a pupil who complainant or witness
- o (q) Engaged or attempted to engage in hazing, created hostile educational environment
- o (r) Engaged in an act of bullying
- o (\*) Online activity that includes any Level 3 offense

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

1st Consequence: Intervention day (except for serious injury, major disruption or continuing danger) and Saturday School \*+2-day class suspension for profanity with teacher or acts directed at other students; exclusion from extra-curricular activities until after all intervention activities are completed.

2nd Consequence: Two-day suspension and Saturday School

3rd Consequence: Four-day suspension and pre-expulsion hearing

### **Level 4 –**

#### **Education code 48900; Possible Expulsion Recommendation**

- o (b) possession, furnished firearm, knife, explosive, dangerous object
- o (c) possessed, used, sold, furnished, under the influence of any controlled substance or intoxicant
- o (d) Offered, arranged or negotiated to sell any controlled substance or intoxicant of any kind
- o (e) Committed or attempted to commit robbery or extortion
- o (j) Possessed, offered, arranged, negotiated to sell drug paraphernalia
- o (m) Possessed imitation firearm
- o (n) Committed or attempted to commit sexual assault
- o Distribution, sale of tobacco, vape, nicotine product

#### **Education code 48915; Permissive Expulsion Recommendation**

- o (a)(1) Causing physical injury, except in self-defense
- o (a)(2) Possession of knife, explosive or other dangerous object of no reasonable use
- o (a)(3) Possession of any controlled substance, except for a small amount of marijuana
- o (a)(4) Robbery or extortion
- o (a)(5) Assault or battery upon any school employee
- o Distribution, sale of tobacco, vape, nicotine product
- o Aided or abetted in the attempt or infliction of injury\* (expel if injury caused)
- o Attempted, threatened, caused, participated in hate violence
- o Terroristic threats against school officials or property
- o Possession, distribution, sharing, or other activity related to child pornography
- o Online activity that includes any Level 4 offense

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

Site administration shall immediately suspend and recommend expulsion if other means of correction are

\* In cases where the 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 suspension.

not feasible or have failed, or if the presence of the pupil causes continuing danger.

1st Offense: 4 day suspension, preliminary expulsion hearing before the Administrative Panel with the student and parent in attendance, three appointments with school crisis counselor meeting with school resource officer and a 30 day restriction which includes no participation in extra-curricular activities unless directly supervised by school employee as part of school sponsored group.

2nd Offense: Expulsion Recommendation. 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.

### **Level 5; Education Code 48915(c) Offenses**

#### **(Mandatory Extended Suspension and Expulsion Recommendation)**

- o (1) Possessing, selling or furnishing a firearm
- o (2) Brandishing a knife at another person
- o (3) Unlawfully selling a controlled substance
- o (4) Committing or attempting to commit sexual assault or battery
- o (5) Possession of an explosive

#### **PLEASE NOTE:**

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.

### **■ Cell Phone and Personal Electronic Device Use Policy**

This policy includes all personal phones, earbuds/headphones, personal iPads, smart watches, game-players and all other personal electronic devices.

1. Cell phones and personal electronic devices may be used before or after school and during breaks.
2. No cell phones or personal electronic devices are to be used during class time. This includes restroom breaks during class time.

Class-Time Cell Phone/personal Electronic Device Use Consequences:

NOTE: Refusal to release cell phone or electronic device to school authority results in Saturday School Intervention and toss of cell phone/electronic device privileges until after Saturday School Intervention is completed.

1st Offense: Device(s) confiscated by teacher, delivered to GLC who will return device at the end of the school day. One hour of detention assigned.

2nd Offense: Device(s) confiscated by teacher, delivered to GLC who will return device at the end of the school day. Two hours of detention assigned.

3rd Offense: Device(s) confiscated by teacher, delivered to GLC who will return device to parent during parent GLC conference. Saturday School Intervention assigned.

4th Offense: Device(s) confiscated by teacher, delivered to GLC who will return device to parent during parent-GLC conference. Student will no longer be allowed to have personal electronic devices on campus. Additional Saturday School Intervention assigned.

5th Offense: In-house suspension. Student to turn in personal electronic devices to GLC before the start of each school day for remainder of year.

Further Offenses: Discipline for continued defiance will follow discipline regulations for Level 3, Unacceptable behavior.

### **■ 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 \$21,200 in damages and another maximum of \$11,700 as adjusted annually by the California Department of Education for payment of a reward, if any. With a few exceptions, 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]

## ■ Drugs, Alcohol, and Tobacco

Possession or use of illicit drugs (including cannabis), alcohol, or any tobacco product on District premises or at any District activity is strictly prohibited.

A student in possession or under the influence of marijuana (cannabis), concentrated cannabis, or any synthetic cannabinoid is subject to suspension or expulsion. A student under 18 also faces up to forty (40) hours of community service, ten (10) hours of drug education, and sixty (60) hours of counseling; a student 18 or older can be imprisoned for up to six (6) months and/or be fined up to \$1,000. It is illegal for anyone under 21 to possess cannabis or synthetic cannabis.

Possession of tobacco by anyone under 21 is illegal and can lead to a \$75 fine or 30 hours of community service except for members of the military.

Except for members of the military, possession of tobacco by anyone under 21 is illegal and can lead to a \$75 fine or thirty (30) hours of community service. Possession of approved tobacco cessation aids is not prohibited. A "tobacco product" is any product made or derived from tobacco or nicotine that is intended for human consumption, including an electronic device that delivers nicotine (commonly known as "e-cigarettes" or "vaping"). [EC 48900, 48901; HSC 11357, 11357.5, 11361, 11362.1, 11362.3, 104495, 104559; PC 308; VC 13202.5; BPC 22950.5, 25608; 20 USC 812, 814]

## ■ 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.
  - (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 the pupil's 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 paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.  
(3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.  
(4) Except as provided in Section 48910,

commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.

- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a 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 the pupil's physical or mental health.
  - (C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.
  - (D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) "Electronic act" means the creation or 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 website, including, but not limited to:
    - (I) Posting to or creating a burn page. "Burn page" means an internet website 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) (I) An act of cyber sexual bullying; (II) 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 in this subclause, 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; (III) 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, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil's 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 is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.
- (w)(1) 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.
- (2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community. [EC 35291, 48900, 48901.1, 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]

Homework shall be provided for a student suspended for two (2) or more days upon request. Such homework turned in on time that cannot be graded in time, will not be included in the calculation of the pupil's grade in the class. [EC 48913.5]

## ■ 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 property, vehicle, and District property under the student's control if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. Searches may be announced or unannounced, and the District may use drug-sniffing dogs if available. Employees shall not conduct strip searches or body cavity searches of any student. [EC 48900-48927, 49050-49051, 49330-49334; PC 626.9, 626.10]

## ■ 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 a Student to a Peace Officer

If a school official releases your child from school to a peace officer for the purpose of removing them 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; PC 11165.6; WIC 305]

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# 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 prohibits the following, and 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, historically associated racial traits, nationality, national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, 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.

District is committed to equal opportunity for all individuals in education and in employment. The District shall promote programs that ensure non-discriminatory practices in all District activities. Information about district programs and services and links to community and statewide resources related to: suicide prevention; sex discrimination including Title IX information; hate violence; sexual harassment including the District's Policy (also included in this booklet); harassment, intimidation, bullying; and cyber-bullying including social-media bullying are available on the Districts website at [www.summbears.net](http://www.summbears.net). You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. If you want further details in this regard, or if you believe your or your child(ren) have been subjected to the above and wish to file a complaint, please contact the District official responsible for compliance with Title V, Title VI, Title IX, § 504, and Uniform Complaints. 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, 221.6, 221.61, 221.8, 230, 231.5, 233, 234 et seq., 234.6, 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 VII; Title IX; § 504; IDEA; 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), Student Privacy Policy Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

[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](http://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](http://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.

Gilbert Hammerbeck 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](http://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](http://www.cdpr.ca.gov). [EC 17610.1, 17612, 48980; FAC 13184]

<u>Product</u> . . . . .	<u>Active Ingredient</u>
GlyStar Plus . . . . .	Glyphosate
Gopher Getter Type 2 Bait .	Carbaryl, metaldehyde
Turf Supreme plus Trimec .	.2,m4-d, dicamba

**Please confirm**