

**District Office**

Yvette M. Irving  
Interim Superintendent  
(831) 675-0100 ext. 8110  
600 Elko Street  
www.gonzalesusd.net

**Gonzales State Preschool**

Neyfy Fernandez, Lead Teacher  
(831) 675-2519  
550B Fifth Street

**La Gloria Elementary**

Mark Demick, Principal  
(831) 675-3663  
220 Elko Street

**Fairview Middle School**

Larry Mendez, Principal  
(831) 675-3704  
401 Fourth Street

**Gonzales High School**

Julius Purnsley, Principal  
(831) 675-2495  
501 Fifth Street

**Somavia High School/  
Independent Study Program**

John McKenzie, Alternative  
Education Coordinator  
(831) 675-1081  
650 Elko Street

**Gonzales Adult Ed/ROP**

Candice Camacho, Director of  
College & Career Readiness  
(831) 675-0100 ext. 8117  
650 Elko Street

**Governing Board**

Rosalie Sanchez, President  
Wendy Francioni, Clerk  
Yolanda Almanzar, Member  
Araceli Flores, Member  
Sonia Jaramillo, Member

2018/2019  
**Pupil/Parent/Employee  
Annual Notification**



*Committed to Excellence*

August 2018

Dear Parents:

Welcome to the new school year. Gonzales Unified School District is proud of the accomplishments and quality of our fine schools and is continually working to raise standards for pupil performance.

Good schools contribute to a good community. Our board of education, teachers, administrators, support staff, and parents share high expectations for pupil achievement and are committed to quality instructional programs that teach the state standards and meet the needs of all pupils. We are equally committed to professional development for our staff, a learning environment that welcomes the parents and community into our schools and a home/school partnership that serves as the foundation of our success.

An important factor in pupil achievement is the support and direction that parents give to their children. A partnership where the parents support the learning environment offers the best opportunity for children to succeed. We urge you to become informed about all of your child's activities at school.

Please read all of the enclosed material and review it with your child so that you can benefit from the services provided by the Gonzales Unified School District.

The District has taken a strong stance on such things as discipline, attendance, dress code, we particularly encourage you to discuss with your child the District's requirements in these areas. This District is committed to maintaining open lines of communication. Please feel free to contact me at (831) 675-0100.

We wish your child a great success this coming year. We will make every effort to be an active partner with you in your child's education.

Sincerely,

*Yvette M. Irving*  
Interim Superintendent

**Please review the material in this booklet. Then SIGN and RETURN the acknowledgment on page 27.**

## CONTENTS

ATTENDANCE . . . . .	3
95 Percent Attendance Requirement . . . . .	4
Attendance Options . . . . .	5
INSTRUCTION AND CURRICULUM . . . . .	8
ROP (Regional Occupation Program) . . . . .	10
University Admissions. . . . .	10
SCHOOL RECORDS AND PUPIL ACHIEVEMENT . . . . .	11
Pupil Records . . . . .	11
School Safety Plan. . . . .	11
PUPIL SERVICES . . . . .	12
Pupil Meal Program . . . . .	12
Student Use of Technology . . . . .	12
School Accountability Report Card. . . . .	13
HEALTH SERVICES . . . . .	13
Immunizations . . . . .	13
Medication . . . . .	14
Medical and Hospital Insurance for Pupils . . . . .	15
STUDENT BEHAVIOR . . . . .	16
Dress Code and Personal Grooming . . . . .	16
Safe Place to Learn . . . . .	17
DISCIPLINE . . . . .	17
Parent Responsibility . . . . .	17
DISCRIMINATION, PROTECTIONS, COMPLAINTS AND PROCEDURES . . . . .	21
DISTRICT FACILITIES. . . . .	25

As the parent of a pupil 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. We must get the signed form returned or your child may not be able to attend classes. This page talks about when your child is absent from school. Only in certain cases is it permissible for a pupil to miss school.

Teachers build your child's education one day at a time, so every day is essential. In elementary, middle, 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.

© 2018 Schoolyard Communications™  
 40% Recycled paper

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 [20 USC 7114(D)(7)]
PC . . . Penal Code	PPRA . . . . Pupil Privacy Rights Amendment [20 USC 1232(h)]
WIC . . Welfare and Institutions Code	FERPA . . . Family Educational Rights and Privacy Act
CCR . . California Code of Regulations	PPACA . . . Patient Protection and Affordable Care Act [PL 111-148]
CC . . . Civil Code	Title VI . . . Title VI (or VII, IX) of the Civil Rights Act of 1964 [42 USC 1981]
FC . . . Family Code	IDEA . . . . Individuals with Disabilities Education Act
GC . . . Government Code	§ 504 . . . . Section 504 of the Rehabilitation Act of 1973 [29 USC 794(a)]
VC . . . Vehicle Code	EOA . . . . Equal Opportunities Act [20 USC 1701]
BPC . . Business and Professions Code	

## PARENTAL INVOLVEMENT POLICY

The school shall jointly develop with, and distribute to, parents of participating children a written parental involvement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of parental involvement.

The Policy shall describe and include;

- The involvement of parents in the policy
- The school-parent compact that are jointly developed with and distributed to parents
- The building capacity for involvement of parents in the LEA and school
- The accessibility and opportunities for all parents, including Limited English Proficiency, parents with disabilities, and parents of migratory pupils
- The implementation of the school level parental involvement policy

### ■ District and School Parent Involvement Opportunities

The district and each school will provide multiple opportunities for parents to participate on various committees to address the needs of all pupils and to communicate the progress of each committee. The following committees would appreciate your participation (Please contact your school office for more information):

- School Site Council (SSC)
- English Learner Advisory Council (ELAC)
- Migrant Parent Advisory Council (MPAC)
- District Advisory Committee (DAC)
- District English Learner Advisory Council (DELAC)
- Parent Teacher Advisory Council (PTAC)

### ■ Parents of English Learner Pupils

In addition, the parents of limited English Proficient (English Learner) pupils participating in a language instruction program shall be notified, not later than 30 days after the beginning of the school year, of the following:

- the reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program;
- the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
- the methods of instruction used in the program in which their child is, or will be participating, and the methods of

instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;

- how the program in which their child is, or will be participating, will meet the educational strengths and needs of their child;
- how such program will specifically help their child learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
- the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school, if applicable;
- in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child;
- information pertaining to parental rights that includes written guidance detailing the right of parents to have their child immediately removed from such program upon their request, and the option parents have to decline to enroll their child in such program or choose another program or method of instruction, if available, and assisting parents in selecting among various programs if more than one program is offered.

Information pertaining to parental rights to have his/her pupil placed in a program that is an alternative to Structured English Immersion or an English language mainstream classroom requires the bilingual waiver process. The alternative instructional program is likely to be some form of bilingual education that requires waiver approval granted by the School Principal and the Governing School Board. [EC 310, 311]

## ATTENDANCE

### ■ General Absences

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

It is also important that you know the state only awards funding to school districts for actual attendance. The state no longer funds districts for the excused absences listed below. Always review the school calendar and plan activities and vacations during days off. No pupil whose attendance is excused shall have grades

or academic credit lost if assignments and tests can be reasonably completed.

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

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

at the discretion of the superintendent of the school district.

- J. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
  - K. Participation in religious instruction or exercises in accordance with district policy.
2. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
  3. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
  4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
  5. "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil." [EC 48205, 51101]

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

## **95 Percent Attendance Requirement**

Pupils must maintain a 95% period attendance rate each quarter. All absences/tardies, excused and unexcused, are considered for attendance rate purposes. Two tardies are considered one period absence. As soon as a pupil's attendance rate drops below the required 95% period attendance rate, he/she loses the privilege of participating in school-related activities for that quarter (sports, clubs, dances, field trips, prom, graduation, and other activities designated by school administration). This loss of privilege continues into the following quarter until the time is made up. If a pupil becomes ineligible in the spring, he/she will also be ineligible the next fall until the time is made up. (All freshmen are eligible their first quarter at GHS.) Ineligibility will continue as long as a pupil's period attendance rate is below 95%.

A pupil may make up missed periods by attending Saturday school (if offered). One hour of Saturday school will equal one missed period. However, a pupil's eligibility will only be reinstated once in a quarter. If a pupil falls below 95% more than once in a quarter, the pupil will remain ineligible until the beginning of the

next quarter. Saturday school must be attended to regain eligibility for next quarter. Under extreme circumstances a pupil may request an appeal to the Principal the second time he or she becomes ineligible in a quarter.

### ■ **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 notice. The dates that were known at press time are printed in the calendar in this booklet. [EC 48980(c)]

### ■ **Closed Campus at Gonzales High School**

Gonzales High School is a closed campus. The Gonzales High School campus will be closed and secured for student and staff safety. All gates, except the parking lot gate, will be locked from 8:00 to 3:05.

Expectations: Pupils are to arrive on campus no later than 7:55 a.m. when the warning bell for First Period sounds. Pupils are to be in their classrooms and seated by the 8:00 a.m. bell and will remain on campus until the final bell at 3:10 p.m. unless their schedule indicates otherwise. Pupils may only leave campus during the school day if they have permission from the school or are signed out by a parent. The parent must physically appear in the attendance office to check out a pupil for any reason other than a verified medical appointment.

“The governing board of the Gonzales Unified School District, pursuant to Section 44808.5 of the Education Code, has decided to permit pupils enrolled at Gonzales High School to leave the school grounds during the lunch period. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.” “Privileged pupils” will be allowed to leave campus on Mondays, Tuesdays and Wednesdays only. Off campus passes will be issued each quarter through Homerooms.

“Privileged pupil” is defined as a 10th – 12th grader who is on the Privileged List (95% attendance or higher) with no D’s or F’s in the preceding grading period. 9th graders will not be allowed to leave campus at all.

All privileged pupils receiving an off campus pass must maintain passing grades (C or better) and a clear attendance and discipline record throughout the quarter. Off campus passes can be revoked at any time during the quarter based on poor attendance or discipline concerns as determined by administration. Parents may request that their son/daughter’s off campus pass be revoked.

If a pupil loses the pass he/she will be charged \$10.00 for a replacement. [EC 44805.5]

## ■ **Attendance Options**

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

### **1. Intradistrict Open Enrollment**

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

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

The Board shall annually review this policy.

### **Enrollment Priorities**

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

1. If a district school receiving Title I funds is identified for program improvement, corrective action, or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school or charter school.
2. If while on school grounds a student becomes the victim of a violent criminal offense, he/she shall be provided an option to transfer to another district school or charter school.
3. If a student attends a school designated by the California Department of Education as “persistently dangerous,” he/she shall be provided an option to transfer to another district school or charter school.

4. The Superintendent or designee may approve a student's transfer to a district school that is at capacity and otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student.

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

- a. A written statement from a representative of an appropriate state or local agency, such as a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist
  - b. A court order, including a temporary restraining order and injunction
5. Priority may be given to siblings of students already in attendance in that school.
  6. Priority may be given to any student whose parent/guardian is assigned to that school as his/her primary place of employment.

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

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

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

### **Transportation**

Except as required by 20 USC 6316 for transfers out of Title I program improvement schools, the district shall not be obligated to provide transportation for students who attend school outside their attendance area. However, upon request, the Superintendent or designee may authorize transportation contingent upon available space and funds. [BP 5116.1, May 2011; EC 35160.5, 35291, 35351, 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 Transfers**

The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons.

### **Interdistrict Attendance Permits**

Upon request by students' parents/guardians, the Superintendent or designee may approve interdistrict attendance permits with other districts on a case-by-case basis to meet individual student needs.

The interdistrict attendance permit shall not exceed a term of five years and shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied.

The Superintendent or designee may deny interdistrict attendance permits because of overcrowding within district schools or limited district resources.

### **Limits on Student Transfers out of the District to a School District of Choice**

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent 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. (Education Code 48307)

The district may deny a transfer of a student out of the district to a school district of choice if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. [BP 5117, May 2011; EC 41020, 46600-46611, 48204, 48300-48316, 48915, 48915.1, 48918, 48980, 52317]

An Interdistrict Transfer form may be obtained at the District Office or at [www.gonzalesusd.net](http://www.gonzalesusd.net).

## **3. Open Enrollment**

Due to the transition to the new California Assessment of Student Performance and Progress system, the open enrollment list for 2018-2019 cannot be calculated. The District had at least one school on the list of 1,000 low-achieving schools for the 2015-2016 school year, but many changes have occurred since the creation of this list.

For information about transferring to a different school under this provision, please contact the District Office. [EC 48350-48361, 51101]

### ■ Attendance Where Caregiver Resides

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

### ■ Attendance in District in Which Parent/Guardian is Employed

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

### ■ Enrollment of Homeless or Foster Youth

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

### ■ Families in Transition/Homeless

Homeless children and youth have equal access to the same free, appropriate public education, including a public preschool education, as is provided to other children and youth. If you have uncertain housing, a temporary address, or no permanent physical address, federal and California laws guarantee that your children may be enrolled in their previous school. If this describes your family's living situation, or if you are a pupil not living with a parent or guardian, please contact your District Homeless Liaison. [42 USC 11431, 42 USC 11432 (g)(6)(A)(iv)]

### ■ Individualized Instruction

You must notify the school if your child has a temporary disability and cannot attend regular classrooms. The District will provide instruction in the home or

in a hospital or other residential health facility if the student meets the District residency requirement. If your temporarily disabled child is located outside your school district, notify both the district where you reside and where the child is located. [EC 48206.3, 48207, 48208, 48980(b)]

### ■ Truancy

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

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

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

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

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

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

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

## ■ 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 pupils 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 pupil learns because of his/her desire to learn. (c) Maintain a learning situation maximizing pupil self-motivation and encouraging the pupil in his/her own time to follow his own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers. (d) Maximize the opportunity for teachers, parents and pupils to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the pupils, 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.

Lastly, Alternative schools can provide a safe alternative public educational setting for victims of violent criminal offenses that occur on the grounds of the school that the pupil attends. [EC 58501, ne]

## INSTRUCTION AND CURRICULUM

### ■ District Courses

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

### ■ Academic and non-academic courses, classes, electives, activities, sports, and related facilities

State and federal law require academic and nonacademic courses, classes, electives, school-related activities, team sports, athletic competitions, and school facilities be available to all students without regard to

their gender or gender identity, and irrespective of the gender listed in their records. Beginning in seventh grade counselors will meet with each student regarding course selection. Staff will not counsel students into programs, courses, or careers based on their gender or gender identity. The District Uniform Complaint Procedure may be used to file a complaint. [EC 221.5, 221.8, 49600, 48900; GC 11135, 11138; Title VI, Title IX; § 504; California Interscholastic Federation (CIF) 300D]

### ■ 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 status or religious practice. 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]

### ■ California State Academic Standards

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

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

### ■ LCFF and LCAP

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



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

### **Homeless, Foster, and Juvenile Court Youth**

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

### **Language Learning Program**

The District offers a language learning program, Structured English Immersion — nearly all classroom instruction is in English. [EC 306, 310(b)(2)]

### **Curriculum and Personal Beliefs**

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

If certain conditions are met, pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at their respective places of worship or at other suitable place or places away from school property designed by the religious group, church, or denomination, which shall be in addition and supplementary to the instruction in manners and morals required elsewhere in this code. Excused absence for

attendance at religious retreats shall not exceed four hours per semester. [EC 46014, 48205; ne]

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

Your child will be taking classes in compliance with the California Healthy Youth Act. These will include instruction in comprehensive sexual health education, HIV prevention education, and research findings regarding pupil health behaviors and risks. Any written and audio-visual educational materials planned for use are available for inspection prior to the start of classes. You may have copies of non-copyrighted material that will be presented by a consultant or guest speaker for ten cents (10¢) per page. You will be notified before such instruction, and have a right to request, in writing, that your child not participate in any or all activities. You may withdraw this request at any time. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses. 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, 51934, 51937-51939]

### **Dissection of Animals**

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the pupil 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 tests, questionnaires, surveys, examinations, 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 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, 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, 60614, 51938; 60615; PPRA; 34 CFR 98; ESEA]

### **Schools in Program Improvement or Corrective Action**

Any school that has been identified for Program Improvement or Corrective Action must promptly notify parents as follows:

- an explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the LEA and the State educational agency involved;
- the reasons for the identification an explanation of what the school identified for school improvement is doing to address the problem of low achievement;
- an explanation of what the LEA or State educational agency is doing to help the school address the achievement problem;
- an explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
- an explanation of the parents' option to transfer their child to another public school, with transportation provided, or to obtain supplemental educational services for the child, as applicable.

### **ROP (Regional Occupation Program)**

This program readies the pupil for entry-level jobs in a variety of specified industry areas and can be used to fulfill high school graduation requirements in vocational education and electives. English language skills will not be a barrier to admission and participation in vocational education classes.

### **California High School Proficiency Exam**

The California High School Proficiency Exam (CHSPE) allows high school students 16 or older, or those meeting other requirements, to earn a State Certificate of Proficiency, which by law is equal to a high school

diploma. Many students use the exam to start jobs or start college earlier than their expected graduation date.

### **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 student’s 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.calstate.edu/admission/admission.shtml](http://www.calstate.edu/admission/admission.shtml)

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

[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 48980(1), 51229]

#### **College or Career Counseling**

High school counselors are trained to help pupils prepare for college or career training. They take pupils through all the steps so nothing is missed including information about financial aid, requirements, and careers. Most counselors are available by appointment and will meet with pupils and their families. [EC 48980, 51229]

# SCHOOL RECORDS AND PUPIL ACHIEVEMENT

## ■ Pupil Records

Parents, guardians, foster parents, certain caregivers, and students over 18 have the right to review, get copies, and inspect school records within five business days of a written or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained. Student records are provided to schools where student transfers or wants to enroll. In some instances information about your child may be released to District staff, foster agencies, short-term residential treatment programs, after school programs, summer camps, lawyers, law enforcement, state researchers, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, and health information. The records are maintained at the school of attendance by the site principal. 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 pupils eligible for public school choice or supplemental educational services. You may have copies made for ten cents (10¢) per page. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You can challenge the records if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You can file a complaint about how your request was handled with the district or with United States Department of Education. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student's record. [EC 8484.1, 49063, 49060, 49068, 49069, 49069.3, 49070-49079.7, 51101, 56043, 56504; CC 1798.24(t); FERPA; 20 USC 1232(g); 34 CFR Part 99]

## Student Data from Social Media Websites

School Districts may 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]

## ■ Regulations Regarding Pupil Achievement

The Governing Board believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication regarding pupil achievement should be used. The progress report should reflect pupil progress in classwork and proficiency levels and indicate educational growth in relation to the pupil'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 pupil's name, address, telephone information, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil. You may have the district withhold any of this information by submitting an annual request in writing within the first 30 days of enrollment. 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. [EC 49061(c), 49070, 49073(c), 56515; FERPA; ESEA]

## ■ School Safety Plan

Every year, each school shall review and update its plan by March 1. Each school shall make its plan public

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

## **PUPIL SERVICES**

### **■ Pupil Meal Program**

Gonzales Unified School District today announced an amendment to its policy for serving meals to students under the National School Lunch/School Breakfast Programs for the 2018-2019 school year, *effective September 23, 2017*. All students will be served lunch and breakfast at no charge once ALL school meal applications have been received. Applications must be received no later than September 22, 2018. The district may also offer a summer food service program. More information and an application is available in the school office, and may be sent to students' homes. [EC 49510-49520; 42 USC 1761(a); ne]

### **Free and Reduced Price Meal Applications**

The district must have an application on file for each family with children in K-12 grade in order to maintain complete and accurate records for the district that are required by the State of California. All information provided will remain confidential.

It is the parents'/guardian's responsibility to ensure that their pupil's application has been received and processed in the food services program within the first 30 days of the new school year. Parents/Guardians are responsible for any charges incurred by your pupil.

### **■ Student Use of Technology**

The Governing Board intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

Before a student is authorized to use the district's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances.

### **Use of District Computers for Online Services/ Internet Access**

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced.

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. [BP 6163.4, May 2011; EC 51006, 51007, 51870-51874, 60044; Penal Code 313, 502, 632, 653.2; 15 USC 6501-6506, 20 USC 6751-6777, 47 USC 254; 16 CFR 312.1-312.12, 47 CFR 54.520]

## School Accountability Report Card

The School Accountability Report Card is available annually by February 1st on the Internet at [www.gonzalesusd.net](http://www.gonzalesusd.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 Disabled Pupils

If you have reason to believe your child (ages 0 through 18 years) has a disability requiring special services or accommodations, tell or write the school. Your child will be evaluated to determine whether he/she is eligible for free special or modified instruction or services.

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools. The District has policies guiding procedures for identification and referral. Students identified with special needs will receive a Free Appropriate Public Education in the least restrictive environment. Once your child is classified as a special education student, the district is responsible to provide services to your child until the child: 1) no longer qualifies; 2) graduates from high school with a regular high school diploma; or 3) reaches the age of 22 years old. [EC 48853, 56020 et seq., 56040, 56301; 5 CCR 4622; 20 USC 1412, (10)(A)(ii), 1412(a)(6)(A); 34 CFR 300.121; ne]

## Advanced Placement Examination Fees

State funding is available to qualified low-income students to assist in paying all or part of Advanced Placement exams. [EC 48980(j), 52240]

## Pupil Fees

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

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

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

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

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

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

## HEALTH SERVICES

### Immunizations

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

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

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

The required immunizations are available through a usual source of medical care, County Health Department, a school nurse, or may be administered by a health care practitioner acting under the direction of a physician.

Immunizations may be given at school. There may be funds for those who cannot access services.

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

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

## ■ Physical Examinations

For each child enrolling in the District for the first time, including for kindergarten or first grade, 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. You may have your child immunized at the same time that the physical examination is conducted. [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:

Monterey County Health Department  
1270 Natividad Road, Salinas, CA 93906  
(831) 755-4500

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]

## ■ Kindergarten and/or First Grade Oral Health Assessment

Many things impact a child's school progress and success, including health. Children must be healthy to learn, and children with cavities are not healthy. Baby teeth are not just teeth that will fall out. Children need their teeth to eat properly, talk, smile, and feel good about themselves. Children with cavities may stop smiling, have difficulty eating, and have problems paying attention and learning at school.

Parents or guardians must have their child's oral health assessed and have proof of the assessment by May 31 of the student's first school year (kindergarten or first grade). Assessments within the 12 months before the child enters school also meet this requirement. The assessment must be done by a licensed dentist or licensed or registered dental health professional. [EC 49452.8]

## ■ Vision, Hearing, and Scoliosis Screening

An authorized person will check your child's vision upon enrollment and in grades 2, 5, and 8 unless the student entered the District in grade 4 or 7. Hearing tests will be conducted when your child is enrolled or first enters a District school. Females in grade 7 and males in grade 8 may be screened for scoliosis (curvature of the spine). These tests may be administered unless you annually give the school a certificate from a physician or optometrist verifying prior testing, or submit a letter denying consent. [EC 44878, 49451, 49452, 49452.5, 49455]

## ■ Medication

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

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

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

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the

district designee of the medication being taken, the current dosage, and the name of the supervising physician. [EC 49480]

## ■ Sun Protection

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

## ■ Medical and Hospital Insurance for Pupils

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. Information about these programs may be obtained by calling Covered California (800) 300-1506 or online at [www.coveredca.com](http://www.coveredca.com). [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. [EC 49452.9; PPACA]

## School-Sponsored Athletics

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

## ■ Drug, Alcohol and Tobacco Prevention Programs

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises or as a part of any District activity is strictly prohibited. Beginning in January 2017, "tobacco product" is defined as (i) any product made or derived from tobacco or nicotine that is intended for human consumption, regardless of how consumed; (ii) an electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device (commonly known as "e-cigarettes"); or (iii) any component, part or accessory of a tobacco product. Except for members of the military, possession of tobacco by those under 21 is illegal and can lead to a \$75 fine or 30 hours of community service. It is illegal to possess synthetic marijuana. School districts may adopt no smoking policies. The District has adopted a policy banning electronic-cigarettes (e-cigarettes) and other vapor delivery devices. [EC 48900, 48901; HSC 11357.5, 11375.5; BPC 22950.5(c); PC 308]

## Marijuana (Cannabis)

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

## Anabolic Steroids And Performance Enhancing Drugs Supplements

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.

The district recognizes that the use of anabolic steroids (and other performance enhancing drugs supplements) presents a serious health and safety hazard. As part of the district's drug prevention and intervention

efforts, the Superintendent or designee and staff shall make every effort to ensure that pupils do not begin or continue the use of anabolic steroids or other performance enhancing drugs supplements.

The district values athletic competition; however, the health and safety of pupils is of paramount concern. Pupils participating in athletics are prohibited from using anabolic steroids or other controlled performance enhancing drugs. Coaches shall provide information and inform pupils and parents/guardians on an annual basis about this prohibition and the dangers of using such drugs.

Additionally, the district recognizes that uncontrolled performance enhancing substances pose long- and short-term health risks and strongly opposes their use. Coaches shall establish a climate that discourages use of any of these substances to improve athletic performance.

The district supports the ideals of good sportsmanship, ethical conduct and fair play, and expects pupil athletes, coaches, spectators and others to demonstrate these principles during all athletic competitions. [EC 49033]

## ■ 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]

## ■ Fluoride Treatments

Children are eligible for fluoride treatments through a program organized by the county health officer. Parents will get a record that the treatment was applied. The county health officer will determine how to pay for the program. Parents or a student 18 years old or more have the right to refuse this program using the form provided by the school district. This program is not meant to replace regular professional dental care. [Health and Safety Code 104855]

## ■ 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

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]

## ■ Dress Code and Personal Grooming

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects pupils to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Pupils' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Pupils and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A pupil who violates these standards shall be subject to appropriate disciplinary action.

## Gang-Related Apparel

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits pupils from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's pupils.

## Uniforms

In order to promote pupil safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a school may establish a reasonable dress code requiring pupils to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's pupils.

If a school's plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Pupils shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide.



The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged pupils in obtaining uniforms. [BP 5132(b) May 12, 2009; EC 32281, 35183, 48907, 49066; 5 CCR 302]

### ■ **Cell phones, pagers, electronic signaling device**

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

### ■ **Safe Place to Learn**

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

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer below for assistance. [EC 200, 220, 234, 234.1, 234.5, 51101; PC 422, 422.55; 5 CCR 4900; BP 5131.2]

## **DISCIPLINE**

### ■ **Parent Responsibility**

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and

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

### **Vandalism**

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

### ■ **Impersonation on the Internet**

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

### ■ **Hate Violence**

In addition to the reasons specified in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5. [EC 48900.3]

### ■ **Grounds for Suspension or Expulsion**

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

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

2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) 1. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
2. Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) “Electronic act” means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- (i) A message, text, sound, video, or image
  - (ii) A post on a social network Internet Web site, including, but not limited to: (I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1); (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated; (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
  - (iii) An act of cyber sexual bullying. (I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. (II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school-sponsored activity.
  - (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
  - (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
  - (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

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

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

### ■ **Mandatory Suspension / Expulsion**

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

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

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

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

4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

### ■ **Terroristic Threats**

(a) In addition to the reasons specified in Sections 48900, 48900.2. and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section. "Terroristic threat" shall include any statement whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000); with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family. [EC 48900.7]

### ■ **Pupil Search**

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

### ■ **Release of Pupil to Peace Officer**

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

## **DISCRIMINATION, PROTECTIONS, COMPLAINTS AND PROCEDURES**

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

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

### **Nondiscrimination/Harassment**

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

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

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one any of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe and 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 the student's educational opportunities.

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

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

The Superintendent or designee shall facilitate student's 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 education program. He/she shall report his/her findings and recommendations to the Board after each review.

The Superintendent or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

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, and/or expulsion for behavior that is severe or pervasive as defined in Education Code 488900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying shall be subject to disciplinary action, up to and including dismissal. [BP 5145.3 December 2014; EC 200-262.4, 48900.3, 48900.4, 48904, 48907, 48950, 48985, 49020-49023, 51500, 51501, 60044; CC 1714.1; PC 422.55, 422.6; 5 CCR 432, 4600-4687, 4900-4965; 20 USC 1681-1688, 12101-12213; § 504; Title VI, Title VII, Title IX; 42 USC 6101-610728 CFR 35.107; 34 CFR 100.3, 104.7, 106.8, 106.9]

## ■ Sexual Harassment

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

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

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

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

### Instruction/Information

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

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

6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

### **Disciplinary Actions**

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 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.

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

### **Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools. [BP 5145.7 January 2017; EC 200-262.4, 48900, 48900.2, 48904, 48980; CC 51.9, 1714.1; GC 12950.1; 5CCR, 4600-4687, 4900-4965; FERPA; 20 USC 1221, 1681-1688; 42 USC 1983; Title VI; Title VII; 34 CFR 106.1-106.71]

## ■ Disabilities

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination and assures that disabled pupils have educational opportunities and benefits equal to those provided to nondisabled pupils.

An eligible pupil under § 504 is a pupil who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

Many pupils will be eligible for educational services, under both § 504 and the Individuals with Disabilities Education Act (IDEA). Pupils who are eligible under the IDEA have many specific rights that are not available to pupils who are eligible solely under § 504. It is the purpose of this portion of the notice to set out the rights assured by § 504 to those disabled pupils who do not qualify under the IDEA.

The enabling regulations for § 504 as set out in 34 CFR Part 104 provide parents and/or pupils with the following rights (see <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>):

1. You have a right to be informed by the District of your rights under § 504. (The purpose of this Notice is to advise you of those rights.)
2. Your child has the right to an appropriate education designed to meet his/her individual educational needs as adequately as the needs of non-disabled pupils are met.
3. Your child has the right to free educational services except for those fees that are imposed on nondisabled pupils or their parents. Insurers and similar third parties are not relieved from any otherwise valid obligation to provide or pay for services provided to a disabled pupil.
4. Your child has a right to placement in the least restrictive environment.
5. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled pupils.
6. Your child has a right to an evaluation prior to an initial § 504 placement and any subsequent significant change in placement.
7. Testing and other evaluation procedures must conform with the requirements of 34 CFR §104.35 as to validation, administration, areas of evaluation, etc. The district shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, pupil grades, progress reports, parent observations, anecdotal reports, and TEAMS/TAAS scores.
8. Placement decisions must be made by a group of persons (i.e., the § 504 Committee), including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.
9. If eligible under § 504, your child has a right to periodic reevaluations, generally every three years.
10. You have the right to notice prior to any action by the district in regard to the identification, evaluation, or placement of your child.
11. You have the right to examine relevant records.
12. You have the right to an impartial hearing with respect to the districts' actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney.
13. If you wish to challenge the actions of the district's § 504 Committee in regard to your child's identification, evaluation, or educational placement, you should file a written Notice of Appeal with the district's § 504

Coordinator within 30 calendar days from the time you received written notice of the § 504 Committee's action(s). A hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time, place for the hearing.

14. If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision by a court of competent jurisdiction.
15. On § 504 matters other than your child's identification, evaluation, and placement, you have a right to file a complaint with the district's 504 Coordinator (or designee), who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
16. You also have a right to file a complaint with the Office of Civil Rights. The address of the Regional Office that covers California is: Office of Civil Rights, Region IX, U.S. Department of Education, Old Federal Bldg., 09-8010, 50 United Nations Plaza, Rm 239, San Francisco, CA 94102-4102; Telephone (415) 556-4275; <http://www.ed.gov/offices/ocr/index.html>. [§ 504; 34 CFR 104.32, 104.33, 104.34, 104.35, , 104.36]

## ■ District responsibilities

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, bullying, and complaints alleging violation of laws governing educational programs. Employees, students, parents or guardians, advisory committees, and other interested parties are advised how to file a complaint if they so desire.

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

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

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

Yvette M. Irving, Interim Superintendent  
P.O. Box G, Gonzales, CA 93926  
(831) 675-0100 ext. 8110

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

### **District's Uniform Complaint Process**

You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. The complaint procedure can be used for a variety of issues not mentioned above including but not limited to employee issues and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations. Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when facts

became known. Complaints regarding a special needs student or pupil fees may be filed within 12 months of the occurrence. Complaints regarding LCAP may be filed anonymously. Complaints regarding Pupil Fees may be filed anonymously and with the principal. If a complaint regarding LCAP or pupil fees is valid, then the parents are due full reimbursement. Staff has been trained to deal with these types of complaints.

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

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint. The Superintendent and complainant may agree in writing to extend the timeline.
2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.
5. The compliance officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results the complainant then has 15 days 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:

Rehabilitation Act Section 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

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

[20 USC 11138; 34 CFR 300.510-511, 300.513; EC 235.262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5 CCR 4600, 4620-4632]

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

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

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.gonzalesusd.net](http://www.gonzalesusd.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 time frame.
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)]

## **DISTRICT 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]

### ■ **Pesticide Use**

The District is not planning to use any pesticide products at school facilities this school year. Should the District find that it does need to use any pesticide products, parents will receive identification of the products that includes the name, active ingredient(s), and date and location of application. Only fully certified pesticides can be used on school grounds. The identification includes the name and active ingredients. The school's Integrated Pest Management Plan (IPM) is updated by December 31 each year. The IPM, pesticide names and active ingredients, and application dates are, or will be posted on the school and/or district website at [www.gonzalesusd.net](http://www.gonzalesusd.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]

# Gonzales Unified School District School Calendar 2018-2019 Calendario Escolar

JULY 2018 JULIO						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

(0 Instruction Days / Días de Instrucción)

AUGUST 2018 AGOSTO						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

(15 Instruction Days / Días de Instrucción)

SEPTEMBER 2018 SEPTIEMBRE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

(19 Instruction Days / Días de Instrucción)

OCTOBER 2018 OCTUBRE						
S	M	T	W	T	F	S
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

(22 Instruction Days / Días de Instrucción)

NOVEMBER 2018 NOVIEMBRE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

(16 Instruction Days / Días de Instrucción)

DECEMBER 2018 DICIEMBRE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(10 Instruction Days / Días de Instrucción)

82 Total Days / Suma de Días

**July**  
Independence Day 4

**August**  
New Teacher Pre-Service 7  
Teacher Work Day 8  
Staff Development Day 9  
Site Planning Day 10  
First Day of School 13

**September**  
Labor Day 3

**October**  
Quarter 1 Ends 5  
No School 12

**November**  
Veterans Day 12  
Thanksgiving Break 19-23

**December**  
Semester Finals 12-14  
Semester 1 Ends 14  
Winter Break 17-31

**January**  
Winter Break 1-4  
Staff Development Day 3-4  
Martin Luther King Jr. Day 21

**February**  
Lincoln's Day 11  
Washington's Day 18

**March**  
Quarter 3 Ends 8  
Cesar Chavez Day 29

**April**  
Spring Break 19-26  
STAR Testing

**May**  
Memorial Day 27

**June**  
Semester Finals 4-6  
Semester 2 Ends 6  
Last Day of School 6

**Julio**  
Día de Independencia

**Agosto**  
Pre-Servicio para Maestros Nuevos 7  
Maestros Trabajan 8  
Desarrollo del Personal 9  
Planificación por el sitios 10  
Primer Día de Clases 13

**Septiembre**  
Día de los Trabajadores

**Octubre**  
Fin del Cuarto 1  
Hay no clases

**Noviembre**  
Día de los Veteranos  
Receso de Acción de Gracias

**Diciembre**  
Exámenes Finales del Semestre  
Fin del Semestre 1  
Receso de Invierno

**Enero**  
Receso de Invierno  
Desarrollo del Personal  
Día de Martin Luther King Jr.

**Febrero**  
Día de Lincoln  
Día de Washington

**Marzo**  
Fin del Cuarto 3  
Día de Cesar Chavez

**Abril**  
Receso de Primavera  
Pruebas STAR

**Mayo**  
Día de Conmemoración

**Junio**  
Exámenes Finales del Semestre  
Fin del Semestre 2  
Último Día de Clases

JANUARY 2019 ENERO						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

(18 Instruction Days / Días de Instrucción)

FEBRUARY 2019 FEBRERO						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

(18 Instruction Days / Días de Instrucción)

MARCH 2019 MARZO						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

(20 Instruction Days / Días de Instrucción)

APRIL 2019 ABRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

(16 Instruction Days / Días de Instrucción)

MAY 2019 MAYO						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

(22 Instruction Days / Días de Instrucción)

JUNE 2019 JUNIO						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

(4 Instruction Days / Días de Instrucción)

98 Total Days / Suma de Días

○ CSEA & Clerical Holiday  
Festiva para CSEA y Oficinistas

■ Holiday / Break for Students  
Festiva / Receso para Estudiantes

▨ Staff Development / Planning  
Desarrollo del Personal / Planificación

▨ New Teacher Pre-Service  
Pre-Servicio para Maestros Nuevos

} Quarter / Semester Ends  
Fin del Cuarto / Semestre

▨ Semester Final Exams  
Exámenes Finales del Semestre

**Total Instructional Days:**  
**Suma del Días Instruccionales: 180**

**Thursdays are Minimum Day for all Schools**  
**Jueves son días mínimos para todos los Escuelas**

2018  
2019

## ACKNOWLEDGEMENT OF RECEIPT OF ANNUAL NOTIFICATION OF PARENT/STUDENT 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 your school site administrator or the District office.

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

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

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Room #

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## PHOTOGRAPHS, FILMS, SLIDES, INTERNET, VIDEO, and AUDIO TAPE RECORDINGS RELEASE

Gonzales Unified School District requests permission to reproduce, through audio or visual means, activities related to this pupil's educational program. Note that signing this will prohibit the District from including your pupil in any video project that may be produced throughout the school year (*yearbook excluded*). Please mark the box below, fill out the information, and sign the appropriate line.

**I DO NOT give permission** for my pupil's image to be reproduced through audio or visual means.

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## DO NOT RELEASE DIRECTORY INFORMATION

If you DO NOT wish directory information released, mark, please sign below and return to the school office. (Otherwise, leave blank). Note that this will prohibit the District from providing the pupil's name and other information to the news media, interested schools, parent-teacher associations, interested employers, and similar parties.

**I DO NOT wish** for my child's directory information to be released.

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**GONZALES UNIFIED SCHOOL DISTRICT  
INTER-DISTRICT AGREEMENT**  
600 Elko Street/P.O. Box G, Gonzales, CA 93926  
Telephone No: (831) 675-0100 Fax No.: (831) 675-2763

District Office Use:

**REQUESTED YEARS:** \_\_\_\_\_  New  Renewal  
*(Shall not exceed five (5) years per CA Ed Code 46600)*

**STUDENT INFORMATION:**

\_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

1) Is this Child in Special Education?  Yes  No

2) Has this Child Been Expelled?  Yes  No

TRANSFER REQUEST TO: \_\_\_\_\_ in \_\_\_\_\_  
(School) (School District)

**REASON FOR REQUEST (Please check the reason(s) that apply):**

- Employment:** *(Please attach verification, example: paystub, business card, employer letter)*  
Employer Name: \_\_\_\_\_ Employer Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_
- Child Care (children under 12 years old):** *(Child care provider must be in requested district's attendance boundaries)*  
Provider: \_\_\_\_\_ Provider Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_
- Mental/Physical Needs:** Attach certification by a physician, school psychologist, or other appropriate school personnel
- Change of Residence (Applies to current school year only):** Moving into new district of residence and want student to remain where currently attending
- 8<sup>th</sup> or 12<sup>th</sup> Grader:** Allow 8<sup>th</sup> or 12<sup>th</sup> grader to attend same school they attended in 7<sup>th</sup>/11<sup>th</sup> grade, if family moved out of district
- Education Program:** To attend an education program offered in district requested that is not offered in the district of residence

Reason for request (state from one of the above criteria): \_\_\_\_\_

**PARENT INFORMATION AND CONSENT TO AGREEMENT CONDITIONS**

I understand that INTERDISTRICT AGREEMENTS are only effective for the term specified on agreement. Unless otherwise approved by districts, parents must resubmit this inter-district Transfer Request a year before the term expires and before May 15 to be considered as a continuing agreement. Children will not be enrolled until both districts approve and space is available at requested school. Parents/guardians are responsible for transportation of student. Eligibility for athletics may be invalidated because of this transfer. The district of attendance reserves the right to cancel within ten (10) days notice this agreement during the school year due to extreme class size, unsatisfactory student attendance, or unsatisfactory student behavior. I further understand that obtaining all necessary signatures on these forms is my responsibility. Falsification of information invalidates this request.

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
*(If Different from Physical Address)*

Telephone Number: \_\_\_\_\_ Message Number: \_\_\_\_\_

<b>DISTRICT APPROVALS (For Office Use Only)</b>	
<b>Gonzales Unified School District</b>	<b>District of Attendance</b>
<b>ACTION:</b> Approved for _____ / _____ Thru _____ / _____ School Year	<b>ACTION:</b> Approved for _____ / _____ Thru _____ / _____ School Year
Denied: Reason _____	Denied Reason _____
By: _____	By: _____
Date: _____	Date: _____