

Glenwood School (K-8)

Wendy Heinze, Principal
931-3229

Linden Elementary (K-4)

Mary Evans, Principal
887-3600

Waterloo School (5-8)

Shannon Roberson, Principal
931-0818

Waverly School (K-8)

Jessica Riley, Principal
931-0735

Linden High School (9-12)

Richard Schmidig, Principal
John Schallberger, Assistant
Principal
887-3073

Pride High School (9-12)

Gary Grace, Principal
942-2695

Director of Student Services

TBA
931-2192

Driver Supervisor

Kelly Harbin
887-2052

Mechanic Supervisor

Jon Cheatham
887-2052

Maintenance Department

Tim Sutton
946-0707

Chief Business Officer

Business/Finance
Logan Martin
887-3894

Director of Ed. Services

Dmitriy Voloshin
887-3894

Superintendent

Rick Hall
887-3894

Annual Notification To Parents/Guardians 2018-2019



Enter to Learn . . .
Leave to Achieve

Dear Parents and Guardians,

Welcome to the 2018-19 school year in Linden Unified School District. We wish you the best in our transition into the new school year.

The Parent/Guardian Notification Handbook is intended to provide you with important information about our schools and district. In this booklet you will find information related to student conduct, student promotion, retention and graduation, bus regulations, and a variety of required government notifications. Also included is the district calendar for the 2018-19 school year, and a listing of important phone numbers for your assistance.

The Parent/Guardian Notification Handbook also includes the required notification of parent/ guardian, student and employee rights and responsibilities. Please read the enclosed materials, sign and return the parent/guardian acknowledgement form indicating that you have received and reviewed these materials.

We look forward to a great school year. Together it is our goal to make 2018-19 a successful year for all of our students in Linden Unified School District. If you have any questions regarding the information provided, please contact the District Office at (209) 887-3894.

Sincerely,

Rick Hall
Superintendent

Linden Unified School District

18527 East Main Street

Linden, CA 95236

(209) 887-3894

FAX: (209) 887-2250

www.lindenUSD.com



Linden Unified School District School Calendar 2018-2019

| July • 2018 • Julio | | | | | | |
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| September • 2018 • Septiembre | | | | | | |
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| December • 2018 • Diciembre | | | | | | |
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- Break / No School (K-12)
- Early Release (K-12)
- Early Release (K-8)
- First / Last Day of School
- Teacher Work Day (no students)
- Professional Development Day (no students)
- End of Trimester
- End of Semester
- Classified (12 mo) Additional Holiday
- Classified (ALL) Holiday

| | | |
|------|-------|--------------------------------------|
| Jul | 4 | Independence Day |
| Aug | 8, 9 | Teacher Work Days - No School |
| Aug | 10 | First Day of School for Students |
| Aug | 31 | Professional Development - No School |
| Sept | 3 | Labor Day - No School |
| Sept | 21 | Early Release - Homecoming |
| Sept | 24-28 | Early Release - Conferences |
| Nov | 1 | Professional Development - No School |
| Nov | 12 | Veterans Day - No School |
| Nov | 19-23 | Thanksgiving Break |
| Dec | 24 | - Jan 4 Winter Break |

| | | |
|-----|--------|---|
| Jan | 11 | Professional Development - No School |
| Jan | 21 | Martin Luther King Jr. Day - No School |
| Feb | 11, 18 | Presidents Holidays |
| Mar | 14-15 | Early Release - Conferences |
| Mar | 25-29 | Spring Break |
| Apr | 22 | Break - No School |
| May | 27 | Memorial Day - No School |
| May | 30 | Last Day of School for Students - Minimum Day |
| May | 31 | Teacher Work Day - No School |

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As the parent of a student you have many rights and responsibilities. This booklet talks about many of those and laws, policies and statutes which cover them. We suggest you read it. 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 student to miss school.

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

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

- | | |
|--|--|
| BP District Board Policy | FAC Food and Agriculture Code |
| AR Administrative Regulation | USC United States Code |
| EC Education Code | CFR Code of Federal Regulations |
| HSC . . . Health and Safety Code | ESEA Elementary and Secondary Education Act [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 | |

MISSION STATEMENT AND GOALS

● LUSD Mission Statement

The mission of the Linden Unified School District is to ensure the educational success of all students through high expectations and commitment to excellence and to empower students to reach their full potential as responsible, ethical, and productive citizens in a diverse and changing world.

● Linden Unified Board of Trustees

President, Eric Nims, Area Five; Teri Dondero, Area One; Denise Moore, Area Two; Clay Titus, Area Three; Jay Colombini, Area Four; Jose Marin, Area Six; Kirstin Holtberg, Area Seven

The LUSD Board of Trustees Core Beliefs, Values, and Commitments

- We will ensure excellence by providing a high quality, rigorous curriculum which allows for a multitude of post-graduate opportunities and career choices. We will provide a well-balanced vocational and college preparatory program that includes fine arts, advanced placement and career technical courses.
- We believe in providing equal opportunity for students to participate in all academic programs and extracurricular activities.
- We will promote a culture of mutual trust in an environment of tolerance, respect and compassion.

Board Goals

1. Teaching and learning

All students will engage in learning from highly qualified staff, aligned instruction with current state standards and rigorous curriculum to maximize potential and be college and career ready.

(Aligns with LCAP Goal 1)

2. Family and Community Engagement

The District will build a collaborative and respectful environment which promotes a culture of mutual trust and respect where parents, staff, community members and students are engaged together as partners in our educational program.

(Aligns with LCAP Goal 2)

3. Accountability

This Board and Administration will establish and implement accountability practices, procedures and policies to ensure that all aspects of the school district are being assessed for effectively meeting defined standards and criteria . This is to include accountability systems for personnel performance, academic program implementation, effective budget practices and assessment of progress made toward obtaining district goals and Board self-evaluation.

(Supports all LCAP Goals)

FAMILY INVOLVEMENT

Linden Unified recognizes that parents are a child’s first and most influential teachers. The District works to develop

meaningful opportunities for parent involvement and to make sure parents are aware of these opportunities and have a chance to participate. [BP 6020, June 2010; EC 11500-11506; 20 USC 6316, 6318]

Parents and guardians of enrolled students have the right to be included in the educational process and to have access to the system on behalf of their children. These rights are outlined in Chapter 864, Statutes of 1998:

- Classroom observing
- Student academic progress
- Student records
- Standards
- School rules
- Psychological testing
- Councils and committees
- Policy development
- Curriculum materials
- Teacher conferencing
- Volunteering
- Student attendance
- Student testing
- School selection
- Safe school environment

Education Code Section 51101(d) notes: “This section may not be construed so as to authorize a school to inform a parent/guardian,...or to permit participation by a parent or guardian in the education of a child, if it conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.” [Chapter 864, Statutes of 1998]

● Classroom Observing

Parents have the right to visit their child’s classroom to observe activities. The time and date of the visitation must be arranged in advance with the school.

● Teacher Conferencing

Parents have the right to request a conference with their child’s teacher(s) or the principal. Parents should contact the school to schedule a date and time convenient to all participants.

● Volunteering

Parents have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service. [BP/AR 1240 June 2014]

FOR MORE EFFECTIVE COMMUNICATION

When you have a question or concern regarding your child, please:

1. Discuss matters with your child’s TEACHER(S).
..... If questions or concerns remain,
2. Discuss matters with the PRINCIPAL.
..... Then, if you wish,
3. Discuss matters with an administrator at the District Office or Superintendent.
..... And then, if you wish,
4. request through the Superintendent, a copy of the District universal complaint procedure.

RIGHTS AND RESPONSIBILITIES

● Rights of Students

- To attend school unless removed under due process as specified in the Education Code.
- To attend school in a secure academic and social climate, free of fear and violence.
- To enjoy the full benefit of their teachers' efforts, undiluted by the disruptive student.
- To have ready access to a designated counselor.
- To be fully informed of school rules and regulations.

● Responsibilities of Students

- To attend school and classes regularly and on time.
- To be prepared for class with the appropriate materials and work.
- To know and obey school rules and regulations.
- To respect the rights of school personnel, fellow students, and the public in general.
- To demonstrate pride in the appearance of school buildings and grounds.

● Rights of Parents

- To expect that their children will spend their time at school in a safe, wholesome, stimulating atmosphere engaged in productive activity under the care and direction of a dedicated staff.
- To have assurance that school personnel will at no time preempt parental prerogative.
- To be informed of District policies and regulations and school rules.
- To review their child's record with a certificated staff member providing assistance.
- To be provided upon request the credential certification and Highly Qualified status of their child's teacher. Please direct requests to the site principal or District Office Human Resources department.

● Responsibilities of Parents

- To visit school periodically to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children.
- To provide supportive action by making sure that children have enough sleep, adequate nutrition and appropriate clothing before coming to school.
- To maintain consistent and adequate control over their children and to approve of reasonable control measures as applied by school personnel.
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered to students.
- To provide the school with current information regarding legal address, phone, medical data, and other facts which may help the school to serve their children.
- To become familiar with District policies and school rules and regulations.

● Rights of Teachers

- To expect and receive the attention, effort, and participation of the students attending their classes.
- To have parental and administrative backing when enforcing rules designed to provide an optimum learning climate.
- To teach with interruptions held to an absolute minimum.
- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively.

● Responsibilities of Teachers

- To consider the personal worth of each individual student as a single, unique, important human being.
- To attempt to equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To hold students accountable for their actions at all times.
- To assess divergent ideas, opinions, and expressions objectively and deal with them in a balanced, unbiased manner.
- To keep parents and students informed with timely or periodic reports, including all pertinent data related to the students' school experience.
- To consistently critique his/her own performance with the object of an ever-growing professional stature.
- To initiate and enforce individual classroom rules consistent with school and District policies.

● Rights of Administrators

- To initiate such control measures as needed to establish and maintain an environment in which optimum learning and teaching conditions prevail.
- To make decisions on all issues confronting schools, primarily on the basis of what is best for the students.
- To hold students accountable for their conduct and to take prompt and appropriate action toward those guilty of violations.
- To expect that all school employees recognize and fulfill their role in terms of campus control.

● Responsibilities of Administrators

- To provide leadership that will establish, encourage, and promote good teaching and effective learning.
- To establish, publicize, and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- To request assistance from the District's support services and community agencies and resources in all cases indicating such action.
- To make a determined effort to stay attuned to expressions of student/staff/ parent/community concerns and to react with sensitivity toward them.

ATTENDANCE

● Linden Admission Policy

District Residency: Prior to admission, students living within the district must provide proof of residency by using

the district residency affidavit and supplying the appropriate related documentation.

Residency Fraud: If the Superintendent or designee, upon investigation, determines that a student's enrollment is based on false evidence of residency, he/she may revoke the student's enrollment or require a valid interdistrict agreement if applicable.

Admission: A student residing within the district may establish residency by documenting that he/she lives with a parent/legal guardian within the district, that he/she is an emancipated minor living in the district, or that he/she is in the court-appointed care of a licensed foster home, family home, or children's institution within the district.

A student not residing within the district shall be deemed a district resident if an interdistrict attendance agreement is in effect or if the student is confined to a district area hospital or residential care facility for treatment of a temporary disability.

District residency is not required for enrollment in ROC or ROP. [BP 5111 December 2012]

Transitional Kindergarten

Linden Unified offers high-quality transitional kindergarten for children whose fifth birthday lies between September 2 and December 2; enrollment in the TK shall be voluntary. The TK curriculum is designed to facilitate development in essential skills in preparation for Kindergarten. Teachers assigned to TK classrooms have appropriate credentials to teach young children. [BP 6170.1 September 2015; EC 8973, 37202, 46111, 46114-46119, 48000, 48002]

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 and parents/guardians, while also maximizing the efficient use of district facilities. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

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

Enrollment Priorities

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

The Superintendent or designee shall grant priority to any district student to attend another district school, including a charter school, outside of his/her attendance area as follows:

1. Any student enrolled in a district school that has been identified on the state's Open Enrollment Act list
2. Any student enrolled in a district school designated by the California Department of Education as "persistently dangerous"
3. Any student who is a victim of a violent crime while on school grounds
4. Upon a finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. Special circumstances include, but are not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either:
 - a. A written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, 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. Any sibling of a student already in attendance in that school
6. Any student whose parent/guardian is assigned to that school as his/her primary place of employment

Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between January 1 and February 28 of the school year preceding the school year for which the transfer is requested.

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

Except for priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity.

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all

applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students.

Transportation

Except as required for students who transferred out of a Title I program improvement school, the district shall not be obligated to provide transportation for students who attend school outside their attendance area. [BP 5116.1 September 2016; EC 200, 35160.5, 35291, 35351, 46600-46611, 48200, 48204, 48300-48316, 48350-48361, 48980; 5CCR, 11992-11994; 20 USC 6311, 7912]

2. Interdistrict transfers

The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. The agreement must specify the terms and conditions under which transfers are permitted. There are not statutory limitations on the kinds of terms and conditions districts are allowed to place on transfers.

In the Linden Unified School District, an Interdistrict Attendance Transfer Agreement is valid for one year only. Students in grades K-10 must re-apply each year. Students entering grades 11 or 12 do not need to re-apply once accepted into the district.

The law on interdistrict transfers also provides for the following:

- If either district denies a transfer request, a parent/guardian may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.
- No district is required to provide transportation to a student who transfers into the district. [BP 5117 May 2010; EC 46600 – 46221]

Interdistrict Transfers into Linden

Students should attend the schools of the district in which they reside.

Requests for school attendance in the Linden Unified School District for children living outside the district or requests for school attendance for children living within the Linden Unified School District to attend schools in other districts may be approved for reasons listed herein:

1. Child care for K-8 students of working parents/guardians.
2. Developmental, emotional or physical health of the child as certified by a physician, school psychologist, or other appropriate school personnel.
3. To complete a school year when the student has moved out of the district.
4. At the secondary level there is a valid interest in a particular educational program not offered in the district of residency.

The approval to attend Linden Unified School District schools is contingent upon space being available at the school of requested enrollment and parents providing transportation to and from the requested school site. District transportation may be made available if there is no additional cost to the District.

Permits are granted for one year only and must be renewed prior to the start/initiation of each school year.

The Superintendent is authorized to execute such agreement on behalf of the Governing Board. The Superintendent shall annually report to the Board the number of students on interdistrict attendance. The Superintendent shall have the authority to request reasonable documentation of the need for transfer for all incoming students.

Specific guidelines shall be developed by the Superintendent and adopted by the Board in order to implement the foregoing policy. [BP 5117, May 2010; EC 46600-46611]

The following administrative regulation shall govern the approval of Interdistrict Agreement requests:

1. General Criteria - Students must meet the following criteria in order to be considered eligible for approval of an Interdistrict agreement:
 - a. Student must have been a regular attendee at his/her previous school (90% actual attendance rate) and must continue regular attendance.
 - b. Student must be making satisfactory academic progress.
 - c. Student must be free of major discipline incidents and must continue to exhibit positive behavior. Violations include any offense mandated for expulsion, repeated violation of Education Code 48900 or repeated violations of the school discipline plan.
 - d. Students must be punctual.
 - e. Parents/guardians must provide transportation and shall be required to bring the child to school no more than 15 minutes before the beginning of class and shall pick up child within 15 minutes of the end of class.
 - f. Parents/guardians must abide by school site and district policies and procedures. Parents/guardians shall not harass, intimidate or be abusive towards any site/district employee who is enforcing site/district policies and procedures.
 - g. If the child is a high school student it shall be understood that classes will be provided on a space available basis only, which means the schedule from the previous school may not necessarily be duplicated at Linden High.
 - h. Interdistrict Agreements are subject to revocation at any time if the guidelines above are violated. Revocation shall be based on the recommendation of the site administrators and verification that the criteria has been violated.
 - i. Students will be admitted under this policy only if space is available as outlined in Section 2 of these regulations and once a student is accepted the student shall remain in the requested class for the remainder of the school year except as provided in item #1g and #2d
2. Space Availability
 - a. For the purposes of this policy the following target maximum class sizes shall be established:

| | <u>Non-Class Size Reduction</u> | <u>Class Size Reduction</u> |
|--------------|-------------------------------------|---------------------------------|
| Kindergarten | 31 (28) | 20 (18) |

Please review

| | <u>Non-Class Size Reduction</u> | <u>Class Size Reduction</u> |
|---------------------------------------|--|-----------------------------|
| Grades 1-3 | 33 (27) | 20 (18) |
| Grades 4-8 | 30 (27) | |
| Grades 9-12 | 32 (Core subjects, Science, Math, English, Social Studies) | |
| Special Day Class | 15 (13) | |
| Resource Specialist | 28 (25) | |
| Language Speech and Hearing full-time | | 55 (50) |
| Language Speech and Hearing half-time | | 28 (25) |
| Pride Continuation High School | (based on needs of students) | |

- b. New Interdistrict students will not be enrolled in any class or program where enrollment exceeds 90% of the target maximum including the new enrollee. Note: An enrolled student who applies for an Interdistrict transfer may be considered as a returning IDA student.
- c. Continuing Interdistrict enrollees may be dropped if the class exceeds the target maximum size. Enrollees shall be dropped on a last in/first out basis.
- d. Students attending on an Interdistrict agreement may be removed from a class if the class exceeds target maximum for a period of two weeks (10 school days). In this case an attempt will be made, as space is available, to transfer the student to another class or site.
- e. Kindergarten and first grade requests may not be acted upon until the end of the second week of instruction. Parents/guardians seeking Interdistrict agreements at these grade levels are advised to enroll their student in the resident district until action has been taken by the district.
- f. If budget reductions are required, the Superintendent has the discretion to approve Interdistrict transfers in excess of the target maximums set forth in (2a) above. In no case shall the target maximum be exceeded by more than 30 percent of the target maximum.

3. Procedures

- a. Potential enrollees should report directly to the school site and shall provide the principal with the necessary forms from the district of residence.
- b. The principal shall be responsible for determining eligibility pursuant to item #1 and #2 above and generally will make a recommendation to the Superintendent within five working days of receipt of the request. The Superintendent will endeavor to notify the parent/guardian within two weeks of the original request.
- c. Students shall not be enrolled until the Superintendent has acted.
- d. If the request is denied parents/guardians shall be provided the reason(s) in writing. Parents/guardians may request to meet with the Superintendent if the requested Interdistrict is denied.
- e. If the parents/guardians wish to appeal the Superintendent's decision such appeal shall take place at the next regularly

scheduled meeting of the San Joaquin County Board of Education

4. Additional Guidelines

- a. Students not living with parents/guardians who attend school in the district shall be required to request admittance under this policy. At the discretion of the site administrator or district office staff, the student may use the approved district Caregiver Affidavit if applicable.
 - b. Students enrolled pursuant to Board Policy 5111.12 - Parent Employment, shall have priority over students enrolled under this policy.
5. The Superintendent has discretion in approving Interdistrict transfers. [AR 5117 May 2010; EC 46600-46610,48204, 48980, 52317]

3. State 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]

4. Parental Employment in Lieu of Residency Transfers ("Allen Bill Transfers")

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)]

Other provisions include:

- Either the district in which the parent/guardian lives or the district in which the parent/guardian works may prohibit the transfer if it determines there would be a negative impact on its court ordered or voluntary desegregation plan.
- The district in which the parent/guardian works may reject a transfer if it determines that the cost of educating the student would be more than the amount of government funds the district would receive for educating the student. This limitation might particularly apply to any special needs student that would require extra services from the district for which the district believes the state aid it would receive would not fully pay.
- There are set limits (based on total enrollment) on the net number of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent/guardian the specific reasons for denying the transfer.

The above summary of the attendance alternatives available to parents/guardians and their children is intended to provide

them with an overview of the laws applying to each alternative. Any parents/guardians who are interested in finding out more about these options should contact their own district of residence. [EC 48204(b), (48204(7) after July 1, 2017), 48980(i); ne]

5. Enrollment of Homeless or Foster Youth

Foster and homeless children living in the District shall be permitted to attend a school in the District unless they: 1) stay enrolled at their school of origin outside the District, 2) their 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]

● 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]

● 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 school or three 30-minute periods without a valid excuse.

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

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

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

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

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

● Attendance Expectations and Consequences

Education is an opportunity and a right. If students do not exercise their right to attend school, they have limited their opportunity for the basic education necessary to become mature, knowledgeable, and productive members of society. Absenteeism has a direct, negative effect on student achievement, promotion, graduation, behavior, and employment potential. It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school.

● Absences: Assignment Make-Up Allowed

1. Excused Absences

Absences listed below are excused when verified in accordance with the Education Code and Board Policy:

- A. Illness: A signed medical excuse is required if the student accumulates three days of illness within the school month.
- B. Quarantine directed by county or city health officer.
- C. Medical, dental, optometry, and chiropractic appointments. The principal may require the parents to show cause or verification from the physician if appointments interfere with school success.
 - Students are encouraged to make medical appointments after school hours whenever possible.
 - Students will be released for and receive excused absences for appointments only on the written approval of parents/

guardians. The principal may require the parents to show cause or verification from the physician if appointments interfere with school success.

- The only exception shall be for those students whose parents/guardians have provided annual written consent to the school to release and excuse their child(ren) upon doctor verification.
- D. Attending funeral services of a member of the student's immediate family for not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California. Members of a student's immediate family are defined as "mother, father, grandmother, grandfather, brother, sister, or any relative living in the immediate household of the student."

Students shall be permitted to make up missed school assignments. Students shall be allowed TWO days for each day of absence to make up the work. The time for make-up may be extended by the teacher. **RESPONSIBILITY FOR REQUESTING MISSED WORK LIES WITH THE STUDENT.** [5 CCR 420]

2. Absences Excused For Personal Reasons (Approval Required)

- A. A pupil's absence shall be allowed provided the absence is for one of the following justifiable personal reasons:
 1. An appearance in court.
 2. An employment conference.
 3. Attendance at a funeral service.
 4. A pupil/family hardship situation.
 5. An observance of a holiday or ceremony of the pupil's religion.
 6. Attendance at religious retreats not to exceed four (4) hours per semester.
 7. For a child who is ill or has a medical appointment where the student is the custodial parent of a child.
 8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- B. PRIOR to an absence described in this regulation, a signed parental request must be received and approved by the principal or administrative designee.
- C. Only in the case of extreme emergency will the principal approve an absence after the absence occurs.

A pupil whose absence is excused according to the above conditions shall be allowed make-up privileges. Students shall make arrangements with the teacher to make up missed work prior to the absence, and such work is due upon the return of the student to school. The time for make-up may be extended by the teacher. [EC 48205]

3. Absences Excused/Release Time For Religious Education (Prior Notification Required)

The District will allow release time for students to participate in religious exercises or to receive moral and religious instruction.

A student's absence will be considered excused, with

full rights to make up tests and homework, if the following conditions are complied with:

1. The student has the written consent of his/her parent or guardian indicating the time the student is to be released from school. The written consent must be submitted to the school two days prior to release from school.
2. Verification of attendance at the designated exercise is provided to the school on the first day after the absence.
3. The student attends school on the day of the absence for at least the minimum day (as defined by the Education Code.)
4. No pupil shall be excused from school for such purpose on more than four days per month.

Student/parent/guardian shall make arrangements with the teacher to make up missed work prior to the absence, and such work is due upon the return of the student to school. The time for make-up may be extended by the teacher. [EC 46014]

4. Suspension (Home And In-School) / Assignment Make - Up

The teacher of any class from which a student is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. All students shall be given the opportunity to make up school work missed during suspension and receive full credit if the work is turned in according to a reasonable make-up schedule. [BP 5144.1; EC 48913]

● No Academic Penalty for Excused Absence

No pupil may have his or her grade reduced or lose academic credit for any absence or absences which are excused for the reasons specified below when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

A pupil shall be excused from school when the absence is:

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family so long as the absence is not more than three (3) days if the service is conducted in California and not more than five (5) days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during the school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code. 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 therefore. As a teacher of any class from which a pupil is absent shall determine, the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

For purposes of this section, attendance at religious retreats shall not exceed four (4) hours per semester.

“Immediate family,” as used in this section refers to mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.

● Absences: Assignment Make-Up Not Allowed

1. Absences for Personal Reasons (No Prior Approval) – Unexcused

Students who are absent for personal reasons and who did not receive prior approval from the administrative designee for such an absence may not be allowed to make up assignments or tests missed during the absence. [EC 48205]

2. Truancy

Students who are absent from school without approval of the parent/guardian or the school shall be considered truant and shall not be allowed to make up assignments or tests which were assigned during the truancy.

Students who leave the campus or the classroom without proper school authorization will be considered truant.

3. Unverified Absences – Truancy

- A. Absences which cannot be verified will be considered an absence without parent/guardian or school approval (truancy). Assignment make-up is NOT allowed.
- B. Even if the student has an absence verified at the attendance office at a later time, he/she is NOT allowed make-up privileges unless he/she presents the teacher a verified re-admit slip within ONE (1) day after the student returns to school.

Student Attendance Review Board (S.A.R.B.): It is the parents'/guardians' legal responsibility to ensure that their child attends school. Students who have severe attendance problems will be referred to the S.A.R.B. for intervention. Families who fail to comply with the S.A.R.B. agreement will be referred to the District Attorney's office. Financial penalties may be assessed against the parents for failure to send their child to school. [EC 48320, 48321, 48323]

Truancy: Upon a pupil's initial classification as a truant (absent from school without valid excuse for more than three (3) days or tardy in excess of 30 minutes on each of more than three (3) days in one school year), the school district shall notify the pupil's parent/guardian by first class mail or other reasonable means of the following:

- That the pupil is truant.

- That the parent/guardian is obligated to compel the attendance of the pupil at school.
- That parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution. [EC 48260.5]
The District also shall inform parents of:
- Alternative educational programs available in the District.
- The right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to section 13202.7 of the Vehicle Code.
- That it recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one (1) day.

● 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)]

● Minimum Days/Pupil Free Staff Development Days

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

● Notice of Alternative Schools

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

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit

have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.[EC 58501]

INSTRUCTION AND CURRICULUM

● District Courses

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

Academic Standards and Expectations

The school district has produced guides for parents outlining what children should be learning in each grade. These will be available at Back-to-School nights.

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

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

● California State Academic Standards

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

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

English Language Learners are evaluated with the English Language Proficiency Assessments for California (ELPAC) and to identify and measure their progress in English Language

proficiency. Students in grades 5, 7, and 9 also participate in Physical Fitness Testing (PFT).

LCFF and LCAP

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

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

Homeless, Foster, and Juvenile Court Youth

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

Curriculum and Personal Beliefs

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

Family Life, Human Development, and Sexual Health Education

Your child will be taking classes in compliance with the California Healthy Youth Act. These will include instruction in comprehensive sexual health education, HIV prevention education, and research findings regarding pupil health behaviors and risks. Any written and audio-visual educational materials planned for use are available for inspection prior to the start of classes. You may have copies of non-copyrighted material that will be presented by a consultant or guest speaker for ten cents (10¢) per page. You will be notified before such

instruction, and have a right to request, in writing, that your child not participate in any or all activities. You may withdraw this request at any time. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses. At the discretion of the District, the school nurse and consultants give such instruction. If taught by a consultant or guest speaker, or in an assembly, parents will receive notice of the dates, name of organizations, and affiliation of speakers by mail or other commonly used method of notification at least 14 days prior to the dates of the class or assembly. During this class, students in grades 7-12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, or questionnaires measuring student attitudes toward health, sex, and risk behaviors. Copies of Education Code Sections 51933, 51934, and 51938 can be requested from the District or can be obtained online at www.leginfo.ca.gov. [EC 51933, 51934, 51937-51939]

Tests/Surveys on Personal Beliefs

You and/or your children over 18 will be notified and will be asked for written permission before your child is given any test, questionnaire, survey, examination, or marketing material containing questions about your child's, or his/her parents' or guardians' personal beliefs or practices in politics, mental health, anti-social, illegal, self-incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may also opt out of their child supplying information to be used for marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to the surveys and personal information. At this time, Linden Unified School District does not expect to administer such surveys, but if that changes, notice will be sent to parents prior to any such test or survey. If you believe your rights have been violated, you may file a complaint with the Family Policy Compliance Office at U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920. [EC 51513, 60614, 60615; PPR; 34 CFR 98; ESEA]

California Healthy Kids Survey

Linden Unified is required to administer the California Healthy Kids Survey when available to 5th – 12th grade students. During this survey, which functions as a research and evaluation tool, students may be asked to anonymously, voluntarily, and confidentially answer questions regarding their attitudes toward health, sex, and risky behaviors. Parents are hereby notified that they have the opportunity to review the material and can request in writing that their child not participate. Copies of this Education Code Sections (51938) can be requested from your school or district office or can be obtained online at www.leginfo.ca.gov. [EC 51938]

Dissection of Animals

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative

education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [EC 32255]

☰ Promotion/Acceleration/Retention

Parents Guide To Understanding The New Laws Affecting Student Promotion

What Is Social Promotion and Why Is There A Problem?

California has been addressing the issue of student accountability for the past several years. Too many students are unsuccessful in middle school and high school because their reading, math, and language arts skills are not sufficient to allow them to complete class work satisfactorily. These students are referred to as non-proficient students, or students who have not mastered grade level skills or standards.

Many non-proficient students were socially promoted from one grade level to the next, as teachers and parents hoped that with a little more time the student would learn the necessary grade level skills. While research has shown that social promotion is more effective than retention, students often fell further and further behind. Even when students showed some growth, some remained below grade level.

New laws now require school districts to address the serious issue of the non-proficient student.

Why Did The Problem Occur?

There are several common reasons a student may not learn grade level skills. One or more of these may apply to these children:

- The student entered kindergarten with very few skills that prepare a child for learning. For example, he/she could not recognize or name shapes, colors, or numbers.
- The student has a learning problem that has not yet been identified or adequately addressed.
- The student has been moved from school to school frequently.
- The student needs additional help at home and at school.

What Will Be Done About the Problem?

Growing concerns about students who are not grade level proficient resulted in newly enacted laws that require school districts to retain, or hold back, students. AB1626, Pupil Promotion and Retention, requires all school districts to establish a promotion and retention policy, based on the student's achievement of grade level standards (skills) for students between grades 2 and 3; 3 and 4; and 4 and 5, as well as between elementary and middle school (6 and 7) and middle school and high school (8 and 9).

AB 1639 requires school districts to offer supplemental instruction to students in grades 2 through 8 with low reading, writing, or math achievement.

The purpose of retaining students is to provide additional opportunities for a student to learn missing skills. In Linden

Unified, retention is the last choice. We believe, and research supports, that retention of a student rarely increases the student's ability to "catch up" unless, during the year of retention, a different setting and approach to teaching is used. Research indicated that students who are retained are at greater risk for dropping out of school before completing high school and, despite the age of retention, believe they "flunked" and are not capable of succeeding.

How Will My Child Be Affected?

If your child is at risk of being retained, you will be notified as early in the school year as possible. This notification will occur during the Fall parent/teacher conferences. The classroom teacher is responsible for making this decision to promote or retain the student. During the conference or during a subsequent student study team meeting, your child's classroom teacher will discuss your child's academic performance and the various steps that will be taken to avoid retention. There are many interventions that should occur before we retain a student such as changes within the classroom, curriculum modifications in school tutorial programs, language academy classes, special programs (Title I, SIP), testing for special needs, summer school, etc. All of these ideas will be explored with you during the conference.

What Can Parents Do?

- Ask your child's teacher to explain math, reading, and language arts grade level expectations and skills your child has not achieved. Every parent will be given a set of these expectations during the conference.
- Ask the teacher to share the various interventions available to students who have been identified as "at-risk" and share how these programs will help your child with his/her specific needs.
- Make arrangements for your child to attend programs designed to help students at risk of being retained.
- Set regular times of the day and week for you to work with your child on the skills he/she needs to learn.
- Explain to your child how you will help at home and how the school will help to support your child in attaining grade level success.
- Praise your child for his/her effort and good work.
- Carefully monitor your child's progress. If your child continues to struggle, contact your child's teacher.

☰ Parent/Guardian Notification on Continuation/Retention

When a student is identified as being at risk of retention, the Superintendent or designee shall so notify the student's parents/guardians as early in the school year as practicable. Parents/guardians will be notified by the first conference period, at which time a student study team meeting will be scheduled and strategic intervention options will be considered. Students will be individually assessed by the classroom teacher and a specific intervention plan developed. The student's parent/guardian shall be provided an opportunity to consult with the teacher(s) responsible for the decision to promote or retain the student. [EC 48070.5]

The Superintendent/designee shall also provide a copy of the district's promotion/retention policy and administrative regulation to those parents/guardians who have been notified that their children are at risk of retention. A mid-year parent/teacher conference will be held for those students most at risk for retention. If by May the student shows little or no progress toward stated goals and objectives and/or grades remain below standard, the classroom teacher will complete a formal written notice of retention which may be waived contingent upon the successful completion of a summer tutorial program, such as summer school, if the student attains acceptable levels of academic achievement.

Continuation in Kindergarten and First Grade

Students who have completed one year of Traditional Kindergarten and/or first grade shall be admitted to the next grade unless the parent/guardian and the district agree that the student shall continue in the grade for not more than one additional school year. Students who attend Transitional Kindergarten will also be required to attend a year of Traditional Kindergarten. [EC 48011]

Whenever a student continues in the same grade for an additional year, the Superintendent or designee shall secure an agreement, signed by the parent/guardian, stating that the student shall continue in the grade for not more than one additional school year. [EC 46300]

Retention at Other Grade Levels

The Superintendent or designee shall identify students who should be retained or who are at risk of being retained at the following grade levels: [EC 48070.5]

1. Between grades 2 and 3
2. Between grades 3 and 4
3. Between grades 4 and 5
4. Between grades 6 and 7
5. Between grades 8 and 9

Students between grades 2 and 3 and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Students between grades 4 and 5, grades 6 and 7, and grades 8 and 9 shall be identified on the basis of their level of proficiency in reading/ language arts and mathematics. [EC 48070.5]

Students shall be identified on the basis of either assessment results or grades and other indicators of academic achievement, as established by Board policy.

If a student is identified as performing below the minimum standard for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement. [EC 48070.5]

If the teacher's recommendation to promote is contingent on the student's participation in a summer school or interim session remediation program, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be reevaluated at that time. The teacher's evaluation shall be provided to and discussed with the student's parents/guardians and the principal before any final determination of retention or promotion. [EC 48070.5]

If the student does not have a single regular classroom teacher, the principal or designee shall specify the teacher(s) responsible for the decision to promote or retain the student. [EC 48070.5]

Appeal Process

The teacher's decision to promote or retain a student may be appealed consistent with Board policy, administrative regulation and laws. The burden shall be on the appealing party to show why the teacher's decision should be overruled. [EC 48070.5]

To appeal a teacher's decision, the appealing party shall submit a written request to the site administrator or designee specifying the reasons why the teacher's decision should be overruled. The appeal must be initiated within ten (10) school days of the determination of retention or promotion. The teacher shall be provided an opportunity to state orally and/or in writing the criteria on which his/her decision was based. Within 15 working days of receiving the request, the site administrator or designee shall determine whether or not to overrule the teacher's decision. Prior to making this determination, the site administrator or designee may meet with the appealing party and the teacher. If the site administrator or designee determines that the appealing party has overwhelmingly proven that the teacher's decision should be overruled, he/she shall overrule the teacher's decision.

The site administrator's or designee's determination may be appealed by submitting a written appeal to the Superintendent within 15 school days. Within 15 working days of receipt of a written appeal, the Superintendent shall decide the appeal. The Superintendent's decision may be made on the basis of documentation prepared as part of the appeal process or may also meet with the appealing party, the teacher and the site administrator or designee to decide the appeal. The decision of the Superintendent shall be final.

If the decision of the Superintendent is unfavorable to the appealing party, he/she shall have the right to submit a written statement of objections which shall become part of the student's record.

● 8th Grade Promotion/Retention

All students must complete a specific set of promotion requirements in order to be eligible to receive an eighth grade diploma and participate in the promotion exercises as well as end-of-year activities. These requirements are not intended to be employed as a punitive device, but rather as a motivation to the student and to clarify district policy.

Receiving an eighth grade diploma and participating

in the promotion exercise, or end-of-year activities is a direct consequence for a student who has fulfilled his/her commitment in the educational process.

Promotion Requirements

In the event of a student’s failure to meet the 8th grade promotion criteria the school shall:

- a. Document conferences regarding student progress throughout the seventh and eighth grade years on the student’s progress reports, and school report card.
- b. Notify the parents/guardians in writing a minimum of ten (10) school days prior to eighth grade promotion.
- c. Have an overall GPA of 2.0 or higher, with a 1.0 GPA or higher in English Language Arts, Math, History, and Science.

All students shall meet the same standards for eighth grade promotion to which all other students are held. Differential standards or modified plans to meet these standards may be established under certain circumstances, in which case these standards or plans shall be clearly stated in the student’s special education Individualized Education Plan (IEP), or students designated as Limited English Proficient (LEP), in which case these standards or plans shall be clearly stated in the student’s cumulative record and specified in writing for each LEP student.

Grade Point Calculation/Valedictorian-Salutatorian (8th grade)

1. Calculation of the 7th & 8th grade point average:
 - a. The following scale will be used for all courses used to calculate the GPA in math, science, language arts, social studies, physical education and any elective courses (which are offered on a daily basis) during the 7th & 8th grade years. Elective courses which use a modified curriculum and grading scale are not to be counted into the GPA. The grade scale is as follows:
 A+ = 4.33 B+ = 3.33 C+ = 2.33 D+ = 1.33
 A = 4.00 B = 3.00 C = 2.00 D = 1.00 F = 0
 A- = 3.67 B- = 2.67 C- = 1.67 D- = 0.67
2. Selection of Valedictorian and Salutatorian (Glenwood, Waverly and Waterloo Schools)
 - a. Any student having a cumulative grade point average of 4.0 based upon 7th grade report cards through the 8th grade third trimester grades, shall be recognized with Valedictorian status. Should no person have a 4.0, the Valedictorian shall be that person(s) with the highest cumulative GPA. Beginning with the class of 2020, the student with the highest GPA will be valedictorian.
 - b. The Salutatorian shall be the person(s) with the highest GPA who does not qualify to be the Valedictorian.
 - c. Students must meet the course and unit requirements for promotion from the 8th grade.
 - d. Parent notification of award status shall be made two weeks prior to graduation.

High School Graduation Requirements/Standards of Proficiency

Students shall receive diplomas of graduation from high school only after completing the prescribed course of study and meeting the standards of proficiency established by the district. The Governing Board has elected to allow Career Technology Education courses to count toward graduation. Other graduation requirements, are also required to receive a diploma.

Prescribed course of study for students in grades 9 – 12 compared to UC/CSU “(a)-(g)” Requirements

| | EC | UC/ CSU | Comp High | Cont High |
|---|----|-----------------|--------------|--------------|
| History/Social Science (a) | 3 | 2 | 3 | 2 |
| English (b) | 3 | 4 | 4 | 3/4 * |
| Mathematics; including Algebra I or equivalent and one additional Math course (c) | 2 | 3 ⁺¹ | 2 | 2 |
| Science; including biological and physical sciences (d) | 2 | 2 [†] | 2 | 2 |
| Foreign language including American sign language (e) | 1 | 2 ⁺¹ | | |
| Visual/Performing Arts (f) | | 1 | 1 | 1 |
| Career Technical Education ‡ | | | | |
| Physical Education | 2 | | 2 | 2 |
| Consumer and Family Studies / Life Management | | | 1 | 1 |
| Elective (g) | | 1 | 11 | 6/7 * |

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

[†] Specifics of courses vary from CSU to UC.

[‡] The Linden Unified School District has adopted a policy that allows Career Technical Education courses to be counted toward graduation. Which “(a)-(g)” requirement applies varies by course.

* Students with a BASIC score or higher on the ELA standardized test will take 3 units of English and 7 units of electives; students with less than a BASIC score on the ELA standardized test will take 4 units of English and 6 units of electives.

At this time Linden Unified School District offers the following Career Technology Education courses that qualify toward the UC/CSU “(a)-(g)” requirements.

- Agricultural Science(g)
- Agricultural Biology(d)
- The Art and History of Floral Design(f)

[BP/AR 6146.1; EC 35186, 37252, 37254, 48412, 48430, 49701, 51225.3, 51225.5, 51228, 51240-51246, 51410-51412, 51420-51427, 60850-60859; 5 CCR 1600-1651]

Remedial Instruction

With the parent/guardian’s consent, the Superintendent or designee may require a student who has been recommended for retention or has been identified as being at risk of retention

to participate in a supplemental instructional program. Such programs shall be offered during the summer, after school, on Saturdays and/or during intersessions. Services shall not be provided during the regular instructional day if it would result in the student being removed from classroom instruction in the core curriculum. [EC 37253.5]

These services shall be provided to students in the following priority order: [EC 37253.5]

1. Students who have been recommended for retention or who have been identified as being at risk of retention pursuant to Education Code 48070.5.
2. Students who have been identified as having a deficiency in mathematics, reading or written expression based on the results of the tests administered under the STAR program.
3. Students who score below grade level on district standard based criteria.

This supplemental instruction program shall be developed in accordance with the requirements of Education Code 37253.5.

☛ Summer School (when offered)

- To receive five (5) credits during summer school a student must attend five (5) hours per day for three (3) weeks, and pass with a C- or better.
- A student may earn ten (10) credits per year in core subjects during Linden Unified School District summer school by attending and passing with a D- or better five (5) hours per day for six (6) weeks. Grades 9 - 12 Summer School is for credit recovery. Students wishing to make-up college prep courses must make prior arrangements with their counselor.

☛ Standards of Proficiency

To receive a high school diploma, district students must achieve at least minimum proficiency in reading comprehension, writing and mathematics. The Board shall adopt proficiency standards in these areas and any others it deems appropriate. All adopted proficiency standards shall correspond with the goals of the course of study required for graduation.

High school proficiency standards shall be developed with the involvement of administrators, teachers, counselors, students and parents/guardians broadly representative of the district's socioeconomic composition. The Superintendent or designee shall present standards so developed for adoption by the Board.

Students shall be assessed periodically to measure mastery of basic skills and shall be provided with additional instruction and opportunities to meet the standards established by the district.

The Superintendent or designee shall ensure that parents/guardians are properly notified of the district proficiency requirements for graduation and will establish procedures for parent/guardian involvement and consultation when a student has not met district standards.

The Board recognizes that the prescribed course of study may not accommodate the needs of some students.

The Superintendent shall provide for the periodic screening of assessment instruments for racial, cultural or sexual bias.

☛ Grade Point Calculation/Valedictorian-Salutatorian (High School)

1. Calculation of high school grade point average:
 - a. All advance placement classes as designated by the University of California or San Joaquin Delta College classes which are approved for University of California or California State University credits shall carry the following value in calculating grade point average:
A = 5 B = 4 C = 3 D = 2 F = 0
 - b. The following scale will be used for all other courses:
A = 4 B = 3 C = 2 D = 1 F = 0
2. Selection of Valedictorian and Salutatorian:
 - a. Any student having a cumulative grade point average of 4.0 or higher shall be recognized with Valedictorian status. Should no person have a 4.0 or higher, the Valedictorian shall be that person(s) with the highest cumulative GPA. Beginning with the class of 2020, the student with the highest GPA will be valedictorian.
 - b. The Salutatorian shall be the person(s) with the highest GPA who does not qualify to be the Valedictorian.
 - c. Students must meet the course and unit requirements for graduation from Linden High School.
 - d. Grades 9, 10, 11, and 12 will be used in compiling grade point average.
 - e. A student must earn his/her final 70 units at Linden High School in order to qualify as Valedictorian or Salutatorian.
 - f. There will be no discrimination in compiling grade point averages as it relates to the student's curriculum type (college prep, business education, career/technical education and training programs and general education).
 - g. No restrictions will be placed on the number of classes the students must be enrolled in during his or her senior year, except for those established by the Board policy.

Note: It is possible for a senior who has completed most of his/her required courses at Linden High School to register at Delta College for courses that are not available at Linden High School and have the units and grades transferred to Linden High School.

For example: A student might be taking Physical Education, History and English at Linden High School and Physics, Photography, Small Diesel Engines, Drafting, Psychology, Economics or comparable courses at Delta or Woodruff. In calculating GPA, these classes will be treated as outlined in Part I, Section 2.

3. Student Service Grades

All students service classes such as Teacher Assistant, Library Assistant, Office Aide, etc. shall be graded Pass/Fail and therefore not be used in computing GPA.

☛ University Admissions

University of California/California State University Admissions

Admission to the California State Universities requires a minimum 15-unit pattern of courses for admission as a

first-time freshman. Each unit is equal to a year of study in a subject area. A GPA of 2.0 (C) or higher is required for regular admission. Admittance is based on an eligibility index that combines multiple items. Transfer students are accepted.

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

Links to University of California/California State University requirements: www.universityofcalifornia.edu/admissions/undergraduate.html, www.calstate.edu/datastore/admissions.shtml, www.csumentor.edu/planning/high_school/, www.ucop.edu/doorways/

Definition of career technical education

A program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. More information is available about Career Technical Education at California Department of Education, www.cde.ca.gov/ci/ct. [EC 48980(1), 51229]

College or Career Counseling

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

SCHOOL RECORDS AND STUDENT ACHIEVEMENT

☰ Pupil Records

Parents, guardians, foster parents, certain caregivers, and students over 18 have the right to review, get copies, and inspect school records within five business days of a written or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained. Student records are provided to schools where student transfers or wants to enroll. In some instances information about your child may be released to District staff, foster agencies, short-term residential treatment programs, after school programs, summer camps, lawyers, law enforcement, state researchers, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, and health. The records are maintained at the school site by the 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(a) sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for twenty-five cents (25¢) per page. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You can challenge the records if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer’s expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You can file a complaint about how your request was handled with the district or with United States Department of Education. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student’s record. [EC 8484.1, 49063, 49060, 49068, 49069, 49069.3, 49070-49079.7, 51101, 56043, 56504; CC 1798.24(t); FERPA; 20 USC 1232(g); 34 CFR Part 99]

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

Student Data from Social Media Websites

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

☰ Regulations Regarding Pupil Achievement

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

Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate or misleading.

Parents/guardians or eligible students may ask Linden School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding their hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW,
Washington, DC 20202-4605

U. S. Department of Education Programs

The following applies only to programs directly funded by the U. S. Department of Education. All instructional materials, including teacher’s manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of the children.

No student shall be required, as part of any applicable U. S. Department of Education funded program, to submit to a survey, analysis, or evaluation that reveals information concerning:

- a. political affiliations;
- b. mental and psychological problems potentially embarrassing to the student or his family;

- c. sex behavior and attitudes;
- d. illegal, anti-social, self-incriminating and demeaning behavior,
- e. critical appraisals of other individuals with whom respondents have close family relationships;
- f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- g. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an un-emancipated minor, without the prior written consent of the parent. [20 USC 1232(h)]

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. Additionally, this information is available to parents of students at non Title 1 schools upon request. Please direct requests to the site principal or District Office Human Resources department. 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 a student’s name, address, telephone number, date and place 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 student. You may have the district withhold any of this information by submitting a request in writing by September 1, 2015. 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]

STUDENT SERVICES

Student Meal Program

The District’s Food Service Department serves breakfast and lunch daily, and seeks to ensure no child is denied meals. The meal program is self-sufficient so that other student services are not impacted when meals are not paid for. Students may pay for meals on a per-meal basis or parents/guardians may pay for meals in advance online at family.titank12.com or by contacting the Food Service Office at (209) 887-8339. The District will contact you if your account is five dollars (\$5.00) behind. The District may be able to create a repayment plan

or to explain the Free and Reduced meal plan; participation in the plan is confidential. [EC 49510-49520, 49558; 42 USC 1761(a)]

📡 Electronic Network Use Rules Policy

The Linden Unified School District believes staff and students should have open access to local, national and international sources of information. The district, by providing access to electronic services via the Internet, recognizes the potential of such services to support curriculum and student learning. The goal of providing this access is to promote educational excellence by facilitating resource sharing, innovation and communication.

While the Internet offers students and teachers access to a variety of information, the district recognizes misuse and abuse are possible. The district will make every effort to protect students and teachers from these misuses and abuses, but it is the responsibility of each user to continuously guard against inappropriate and illegal interaction with the electronic services. The district is taking all reasonable steps to ensure the Internet is used only for purposes consistent with the curriculum.

Using the electronic services via the Internet is a privilege, not a right. The privilege may be revoked at any time for unacceptable conduct. Unacceptable conduct includes, but is not limited to, the following:

1. Using the Internet for any illegal activity, including violation of copyright or other contracts.
2. Using the Internet for financial or commercial gain.
3. Degrading or disrupting equipment or system performance.
4. Vandalizing the data of other users.
5. Gaining unauthorized access to resources or entities.
6. Invading the privacy of individuals.
7. Using an account owned by another without authorization.
8. Posting personal communications without the author's consent.
9. Posting anonymous messages.
10. Placing of unlawful information on a system.
11. Using abusive or otherwise objectionable language in either public or private messages.
12. Sending of messages that are likely to result in the loss of recipient's work or disrupting systems; for example, a computer virus.
13. Sending "Chain Letters" or "Broadcast" messages to lists or individuals, or other types of communication which would cause congestion of the networks.
14. Using the Internet to send/receive messages and images which are inconsistent with the district's curriculum and conduct guidelines. These include, but are not limited to, racist, sexist, pornographic, dangerous and obscene messages and images.

The Linden Unified School District makes no guarantee of any kind, for the Internet service provided to the student. The district will not be responsible for any damages claimed or suffered by any child or parent/guardian relating to the use of the Internet. This includes the child's exposure to materials a

parent/guardian otherwise would have a right of notice and/or consent to pursuant to state or federal law.

Use of any information obtained via the Internet is at the student's and parents'/guardians' own risk.

The Linden Unified School District believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages. But ultimately, parent(s)/guardian(s) of minors are responsible for setting and con-access; eyeing the standards that their child or ward should follow. To that end, the district supports and respects each family's right to decide whether or not to apply for Internet. Please notify your child's principal if you do not want your child accessing the internet. [BP 6163.4 July 2009]

📡 Student Internet Ethics and Acceptable Use Agreement for San Joaquin County Office of Education Data Processing JPA

I. Introduction

During the past five years access to the Internet has radically changed the way our county and school districts relate to the world. The information super highway has become a reality. From your school, the district office, or from your home, you are able to travel all over the world to gather information. As we continue to travel this electronic highway, rules to keep traveling safe have become even more vital to successfully completing the journey.

The San Joaquin County Office of Education Data Processing JPA Network (IT JPA WAN) and the Internet represent powerful resources which allow you to find information in this world-wide electronic network. You are able to connect to and correspond with businesses, major universities, national libraries, other schools, and other people around the world.

Just as you learn social codes and behaviors which are acceptable at your school, you need to learn the correct procedures and rules for using the network of information services. We require all students to adhere to these guidelines. ***If you break any of these rules, you will not be allowed to continue to use the system.***

At the beginning of each school year, you and your parents, or legal guardians, will be required to sign the Consent and Waiver form in this booklet. This means that you and your parents are aware of the school rules and proper procedures for using the Internet and the IT JPA WAN, and the consequences which would result if these rules are broken. This signed statement becomes your permission slip to take trips on the information highway.

II. The Internet

The Internet is a global technology network made up of many smaller contributing networks to support the open exchange of information among many different kinds of institutions all over the world. This system gives immediate access to information. It's like being able to open any book in any library from your computer. You can look at (and print out) articles, documents, and pictures, and review current

facts about news, weather, and sports that you may use in your classes.

III. IT JPA WAN

The IT JPA WAN is one of the hundreds of thousands of networks that make up the Internet. The DP JPA Department of Information Technology has connected most of the district offices and many of schools sites to the Internet through direct high speed connections within the IT JPA WAN. Access through the Internet will typically occur in the school site libraries and at other locations such as student computer centers and classrooms. The IT JPA WAN provides information sharing and communication with other districts and school sites possible. This network supports activities which have educational value for administration, teachers, students, and parents.

IV. Getting Started

Before you begin to use the IT JPA WAN and its connection to the Internet, it is important to your teachers, parents, and school administrators that you understand the many consequences of the new computer connections that you wish to make. It is important that you understand that your use of this powerful educational tool is a privilege. It can provide you with countless hours of exploration and use, but like a driver's license, it is a privilege that can be taken from you for breaking the rules. The Internet does include some material that is not suited for students. All minors using these resources will receive training in appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness and proper response. The intent of San Joaquin County Office of Education Department of Information Technology JPA (DP JPA) is for students to use connections to the Internet only for purposes consistent with the school district's approved curriculum. Anyone who uses the network illegally or improperly will lose the privilege of using it. Additionally, you cannot use the IT JPA WAN for commercial, political, or for profitable services. This document will detail for you what is the proper way to use this communication tool.

V. Who is watching?

The Internet and IT JPA WAN are "public places." You must always remember that you are sharing this space with many others users. Potentially, millions of individuals at the same time may be interacting across the network. Your actions can be monitored by others on the network. If you use a particular service on the network chances are that someone knows the connections that you are making, knows about the computer shareware that you have borrowed, and knows what you looked at while you were in the system. Because these connections are granted to you as part of the larger scope of educational materials, the DP JPA reserves the right to monitor all traffic on the network. We do this to make sure that the network continues to function properly for all of its users.

VI. School Conduct Codes

Your school or district office has a behavior code and

student handbook for all students that detail appropriate school behavior, outline rights, and set expectations for students. Because the IT JPA WAN is used as part of a school activity, the school's code of conduct applies to network activities as well. Therefore, the network use policy is an extension of the school's behavior code. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, and any tampering with hardware or software. These rules also apply to the electronic use of harassing and abusive or obscene language, and the sending or receiving of obscene images (sexting). You may not use the network to annoy, harass, cyberbully, or offend other people.

"Harassing" means to engage in a knowing and willful course of conduct directed at another which seriously alarms, annoys, or harasses another, and which serves no legitimate purpose. In addition, "harassment" shall also mean to subject another to unwelcome sexual advances, request for sexual favors and other verbal, visual or physical conduct of a sexual nature as set forth in California Education Code section 212.5

Other types of damage and information loss to a computer system are viruses and worms. If you are responsible for a computer becoming infected with viruses or worms, you could be held liable.

VII. Moral and Ethical Issues

The moral and ethical issues involving the use of world-wide information systems deal with the appropriate access to information, the type of information accessed, and the behavior of the user. DP JPA wants to provide you with a stimulating educational environment, but at the same time, we want to protect you from information that is not appropriate for students to use.

The DP JPA wants you to use this valuable educational tool, but at the same time we cannot condone the use of inappropriate information on the Internet. We simply acknowledge the fact that these materials exist and then do everything we can to actively avoid them. We cannot weed out all of the materials that are unacceptable for academic purposes, but it should be clearly understood by all students that access to such material in any form is strictly forbidden. The network is designed to achieve and support instructional goals, and any information that does not support classroom learning is to be avoided.

Although the actual percentage of unacceptable materials is small, it is a cause for concern for students, parents, and teachers. If a student stumbles onto the information while doing legitimate research, he should contact your teacher or the person responsible for technology at your school.

VIII. Electronic Libraries

Guidelines for access to information have already been established in the Library Bill of rights of 1980. These principles can be applied to the Internet. This document states that "attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights; however, school librarians are required to devise collections that are 'consistent with the philosophy, goals, and objectives of the

school district.” This means that students have the right to information, but the school has the right to restrict any information that does not apply to the approved curriculum.

It is not farfetched to consider the Internet as a vast digital library. After all, the electronic-database and information-search tools it uses are rapidly becoming part of school media centers and libraries, and many public libraries are beginning to offer some type of network access as part of their services.

The IT JPA WAN provides just such a connection to establish direct access to the appropriate materials that support curricular concerns.

IX. Using the Resources and Transmitting Messages

It may seem that there is no limit to the resources on the Internet, but the IT JPA WAN has a limited capacity to handle traffic. This means the more users there are on the network, the more congested the network becomes. If there are too many users at any given time, the traffic on the network grinds to a crawl, just like a traffic jam on a freeway. Some users may be cut off altogether. Although the network may slow down, normally it will continue to function. The following list will help avoid gridlock on the Internet and the IT JPA WAN, and it provides guidelines for the proper creation and transmission of documents and messages:

- Do not tie up the network with idle activities
- Do not play games with others on the network or on the Internet. Play games on your own time and on your own equipment.
- Do not download huge files from places half a globe away. Take only the information you want and need. The best thing to do is get into the Internet, get what you need, and get out. Remember, there are many students who need to use this system.
- Do not send lengthy materials or mail; be brief.
- Do not send messages to large audiences when a small audience is appropriate.
- Do not send documents with spelling errors and make sure that your message is easy to read and understand.
- Do not use vague or inaccurate titles or descriptions for your documents.
- Do not send messages in poor humor or taste.
- Do not fail to cite references for any facts you represent.
- Do not attack Internet correspondents; persuade them with facts. Don't forget, they are human beings.
- Do not post messages to unknown groups.
- Do not use e-mail for commercial purposes.

X. Electronic Field Trips

The Internet and IT JPA WAN offer many opportunities for “electronic field trips” to distant locations. The DP JPA considers all connections to remote locations as field trips. Therefore, the rules that apply to student conduct on field trips apply to these electronic field trips as well. It is important that you realize you are acting as an ambassador for your school. Just as parental/guardian permission slips are required before

you may take field trips, your parents, or legal guardians, have to give you permission for electronic field trips by signing the attached contract.

XI. Expected Behavior

You are expected to use the network to pursue intellectual activities, seek resources, access libraries and find international friends. We want you to explore this new “space” and discover what is available there. We want you to learn new things and share that newfound knowledge with your friends, parents, and teachers.

When you are using the computer network and communicating with others in remote or even close locations, keep the following in mind: (1) You cannot see them; (2) You cannot tell how old they are or even what sex they are; (3) They can tell you anything, and you cannot always be sure what they are telling you is true; and (4) Absolute privacy cannot be guaranteed in a network environment. So, you need to think carefully about what you say and how you say it.

For your own safety and for the safety of others, remember to exercise caution when you are communicating with people in the outside world. Do not give out your home phone number or your address to anyone. They do not need to have that information. If you feel there is a problem or if you feel uncomfortable with the information someone is giving you, tell your teacher or school site technology coordinator immediately.

By the same token, you may not harass other users. You do not want to run the risk of breaking the law by bothering other people. If a user on the network asks that you no longer send him/her e-mail or in any other way contact him/her, you are obliged to stop all contact immediately. You may feel you have the right of freedom of expression, but others have the right to be free from harassment.

XII. Legal Issues

A. The Law

The State of California passed a computer crime bill in December 1979. The bill added section 502 to the Penal Codes making it a felony to intentionally and without permission access any data, computer, computer system or network for the purpose of: (1) devising any scheme or artifice to defraud, deceive or extort or (2) wrongfully obtaining money, property, or data.

It is also a felony to knowingly and without permission access, add, alter, delete, damage, or destroy any computer, computer system, computer software, computer program, or data. Penalties include fines up to \$10,000 and/or imprisonment in the state prison for up to 16 months or in the county jail for two or three years, or a fine of \$5,000 and/or imprisonment in the county jail for up to one year. Anyone committing acts of this kind will face police charges and disciplinary action by the school. The person will be punished to the full extent of the law.

Some examples of offenses are removing another user's accounts, changing other user's passwords, using an unauthorized account, damaging any files, altering the system,

or using the system to make money illegally. You may not cause damage to any school or district property. This includes the network system.

B. Plagiarism

The dictionary defines plagiarism as “taking ideas or writings from another person and offering them as your own.” The student who leads readers to believe that what they are reading is the student’s original work when it is not is guilty of plagiarism. Credit should always be given to the person who created the article or idea.

Be careful when you are using the Internet. Cutting and pasting ideas into your own document is very easy to do. So, be sure that you give credit to the author. That way your teacher will know which ideas are yours, and you won’t be guilty of plagiarism.

C. Copyright

Copyright is another issue altogether. According to the Copyright Act of 1976, “Fair Use” means that you may freely use any information that you legally find on the Internet as long as you do so only for scholarly purposes. You may not plagiarize or sell what you find. Suppose, for example, that you find a copy of Microsoft Works on the Internet. Could you legally copy it? The answer is NO. This is copyrighted software. You have to purchase software packages before you use them legally. Suppose you find an article about the use of Microsoft Works on the Internet. Can you legally copy it? The answer is yes, as long as you give credit to the author and do not sell the article for profit.

XIII. DP JPA Policy

The DP JPA declares unethical and unacceptable behavior just cause for taking disciplinary action, revoking networking privileges, and/or initiating legal action for any activity through which an individual:

- Uses the IT JPA WAN for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle.
- Uses the IT JPA WAN for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts.
- Uses the IT JPA WAN to access harmful matter.

Penal Code section 313 defines “harmful matter” as “matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest, and is matter which, taken as a whole, depicts or describes in a patently offensive way sexual conduct and which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.”

- Intentionally disrupts network traffic or crashes the network and connected systems.

- Degrades or disrupts equipment or system performance.
- Uses IT JPA WAN or equipment for commercial or financial gain or fraud.
- Steals data, equipment, or intellectual property.
- Gains or seeks to gain unauthorized access to resources or entities.
- Forges electronic mail messages, or uses an account owned by another user.
- Invades the privacy of individuals.
- Posts anonymous messages.
- Creates, distributes, or purposely activates a computer virus or worm.
- Uses IT JPA WAN to send or request racist, inflammatory, or sexist messages
- Sends or requests messages or documents that are inconsistent with school or district policies, guidelines, or codes of conduct.
- Possesses any data which might be considered a violation of these rules in paper, magnetic (disk), or any other form.

A. Consequences of Violations

Possible consequences of violations include, but are not limited, to:

- Suspension of Internet access
- Revocation of Internet access
- Suspension of IT JPA WAN privileges
- Revocation of IT JPA WAN privileges
- Suspension of computer access
- Revocation of computer access
- School suspension
- School expulsion
- Legal action and prosecution by the authorities

B. Remedies and Recourses

If you are accused of any of the violations, you have all of the rights and privileges that you would have if you were accused of school vandalism, fighting, and so forth.

The district, school site, and DP JPA have the right to restrict or terminate network and Internet access at any time for any reason. The district and DP JPA have the right to monitor network activity in any form that it sees fit to maintain the integrity of the network.

📄 School Accountability Report Card

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

📄 Services to Disabled Pupils

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or

accommodations, tell or write the school. Your child will be evaluated to determine whether he/she is eligible for free special or modified instruction or services.

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

Disabled students for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the local director of special education for specific information. In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. [EC 56040, et seq.; § 504; 34 CFR 104.32] The District official listed below is responsible for handling requests for services under Section 504 and may be reached at the following address and telephone:

Director of Special Education
7007 Pezzi Road, Stockton, CA 95215
(209) 931-2192

● Psychological Testing

Parents have the right to receive information on all psychological testing recommended for their child.

● 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 as woodshop or sewing. The Uniform Complaint Procedure can be used regarding pupil fee compliance. A complaint may be filed with the school principal, and may be filed anonymously.

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

HEALTH SERVICES

● Immunizations

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

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

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

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

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

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

● Physical Examinations

For each child enrolling in the District for the first time in 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:

San Joaquin County Health Department
1601 E. Hazelton, Stockton, CA 95205
(209) 468-3830

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 have difficulty eating, stop smiling, 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]

Impetigo

Impetigo is an extremely contagious skin disease which appears 4-10 days after exposure. The skin is marked by pus-filled blisters that rupture and crust over. Infected persons must avoid contact with anyone until the sores are completely healed.

Head Lice

Head Lice is an infection which appears about two weeks after exposure. Small nits are attached to the hair shaft less

than 1/4 inch from the scalp. Itching is severe. Lice are transmitted by sharing hats, coats, combs, or contact with bedding, linens, upholstery, or any item with live lice. To treat for head lice the hair and scalp of all family members should be shampooed and then combed thoroughly. Contact a pharmacist for the specific type of shampoo recommended. Students must be nit-free prior to returning to school.

Exclusion from School

Children may be excluded from school for filthy or vicious habits or when suffering from a contagious or infectious disease. The parent will receive written notification stating the reason for the proposed exclusion and that the parent may appeal the exclusion to the governing board. The parent may inspect all documents related to the exclusion and may challenge the evidence or question any witnesses. The parent may present evidence on the child's behalf, including witnesses, and can designate representatives to be present at the meeting with the governing board. The exclusion from school is subject to periodic review. [EC 48213]

Administration of 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]

Students on Medication

Parents are to notify the principal if their child is on continuing medication. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the principal may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. [EC 49480]

Anaphylaxis

Anaphylaxis is a rapid, severe allergic response triggered

by insect stings, foods, medications, latex materials, exercise, or in rare cases by unknown causes. This is a life-threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to insure the student's health and safety at school. Therefore, the Linden Unified School District has adopted a policy for standing orders to provide life-saving epinephrine to students who are in need of such treatment.

Please contact our School Nurse, Patty Atkins, with any questions (209) 887-3608.

● **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]

Early Defibrillation Program for Sudden Cardiac Arrest

The Linden Unified School District provides an organized response of its staff in the event of a Sudden Cardiac Arrest (SCA) and most all staff is trained in Cardiopulmonary Resuscitation (CPR), and emergency defibrillation by the use of an Automated External Defibrillator (AED). The goal of the early defibrillation program is to participate actively in the Chain of Survival, illustrated below, by providing early defibrillation to any victim of SCA on om property, within three minutes of witnessed collapse or discovery of the victim.

AED Locations

Linden Unified School District has AED's at the following locations:

- Linden High School – 1) attendance office 2) multi-purpose room foyer 3) West gym 4) press box at Lion Stadium
- Pride High School – 1 located in the Administrative Office
- Glenwood Elementary / Waterloo Middle School / Waverly Elementary – each site has 1 located in their multi-purpose rooms

For more information on LUSD AED Program refer to LUSD BP/AR 5141; HSC 1797.196

● **Sun Protection**

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

● **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]

● **Medical and Hospital Insurance for Students**

The district DOES NOT provide insurance on individual students. However, you may purchase accident insurance

through the district for medical and hospital services covering your child. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of attendance during a regular school day of the district; or while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities. The school district assumes no liability for accidents to pupils at school. [EC 32221.5, 49472]

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

Enrollment in a Health Care Plan

All children enrolling in kindergarten, first grade, or transferring into the district and their families must be enrolled in a health care plan. There are several options for getting a health plan; through an insurance agent, or low cost provider such as Medi-Cal and Covered California at (800) 300-1506 or online at www.coveredca.com. [EC 49452.9; PPACA]

● **Drug, Alcohol, Tobacco, and Steroid Use Prevention**

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises or as a part of any District activity is strictly prohibited. "Tobacco product" is defined as (i) any product made or derived from tobacco or nicotine that is intended for human consumption, regardless of how consumed; (ii) an electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device (commonly known as "e-cigarettes"); or (iii) any component, part or accessory of a tobacco product. Except for members of the military, possession of tobacco by those under 21 is illegal and can lead to a \$75 fine or 30 hours of community service. It is illegal to possess synthetic marijuana. 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 forty (40) hours of community service, ten (10) hours of drug education, sixty (60) hours of counseling. [EC 48900; HSC 11357, 11357.5]

STUDENT BEHAVIOR AND SAFETY

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.

☛ 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 and Grooming

The following guidelines shall apply to all regular school activities:

1. Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol.
2. Shoes must be worn at all times. Sandals must have heel straps (K-8). Flip-flops or backless shoes or sandals are not acceptable if safety or participation in school activities is affected (9-12).
3. Clothing and apparel must provide adequate coverage includes the following standards:
 - a) Clothing conceals undergarments and conceals midriff.
 - b) Clothing covers buttocks. Shorts have a minimum of a three inch inseam. Skirts must reach mid-thigh.
 - c) No strapless tops or halter-tops are allowed. Off the shoulder tops are only allowed when worn with another shirt underneath that conceals undergarments. No scooped or low cut necklines allowed unless worn with another shirt underneath that conceals undergarments and does not leave the person's chest excessively exposed.
 - d) No tank tops allowed with large armholes. Tank tops may not show bra or rib cage area.
 - e) No spandex shorts may be worn unless worn underneath another pair of shorts or a skirt. When wearing spandex pants, students must wear a top which covers the buttocks.
 - f) Any apparel which advertises or contains pictures/language referencing drugs, alcohol, tobacco, firearms, profanity, vulgarity, or is sexually suggestive or which could incite violence or a disruption on campus is prohibited while on school grounds or at any school related activity.
4. Gym shorts must be worn for high school P.E. Coaches and teachers (at all levels) may impose more stringent dress requirements to accommodate the needs of certain sports.

No grade of a student participating in a physical education class shall be adversely affected due to the fact that the student does not wear standardized physical education apparel where the

failure to wear such apparel arises from circumstances beyond the student's control. [EC 49066]

5. Hair shall be cleaned and neatly groomed.
6. Clothing should not suggest gang membership or activity as determined by the site administrator. Clothing must fit properly and may be no larger than one size bigger. (For example, baggy clothing suggesting gang membership is not allowed.) Also see BP 5136 and AR 5136.
7. Make-up shall be used in moderation and applied at home.
8. Parent/guardian will be notified of the above offenses, as appropriate.
9. The principal, staff, students and parents/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities/spirit days, etc. [AR 5132]

☛ Cellphones, Pagers, Electronic Signaling Devices

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

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Possession of Cellular Phones and Other Personal Electronic Signaling Devices

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes.

The physician's documentation of the health related purpose shall be presented to the principal and shall be maintained on file in the main office at the school site.

Students may possess or use personal electronic signaling devices, including but not limited to pagers, beepers and cellular/digital telephones.

Permitted devices shall:

1. Be turned off during class time and at any other time directed by a district employee
 2. Not disrupt the educational program or school activity
- Student cell phones, including, but not limited to, text messages and digital photos, may be searched by the District, under limited circumstances, in accordance with the limitations imposed by state and federal law. Specifically, school officials may not search students' cell phones, including the accessing and reading of their text messages and digital photos, unless those officials (1) have a reasonable suspicion, based on objective and articulable facts, that the search will provide

evidence that the particular student was violating either the law or a school rule; and (2) the scope of the search is reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the infraction.

The district is not responsible for lost or stolen personal electronic signaling devices, pagers, beepers and cellular/digital telephones. [BP 5131.2; EC 48901.5]

Rules, regulations and consequences

In accordance with Linden Unified School District’s Board Policy 5131.2, please be advised of the following rules/regulations and consequences for Possession/Use of Cellular Phones and Other Mobile communications Devices while on campus.

Elementary (K–8) Schools

Cell phone use during school hours will be limited to before and after school only. Phones are available in the main office for students to use as needed in emergency situations during the rest of the day. Cell phones are to be turned off while students are expected to be in class.

High School

Cell phone use during school hours will be limited to before and after school, during passing periods, lunch and break. Cell phones are to be turned off while students are expected to be in class.

All Sites

Cell phones shall not cause a disruption on campus.

The following consequences will occur for not adhering to the district’s cell phone policy:

1st offense – confiscation and parent/guardian contact (as deemed appropriate by the site administration). Student may pick up phone from site administration at the end of the school day.

2nd offense – confiscation, parent/guardian contact, and detention (of an age appropriate length). Phone will be released to parent/guardian only at the end of the school day.

3rd offense – confiscation, parent/guardian contact and suspension. Phone will be released to parent/guardian only at the end of the school day.

Additional regulations/discipline related to possession/Use of Cellular Phones and Other Mobile Communications Devices:

No student is allowed to take pictures of any other person on campus or at a school related activity without the permission of the person being photographed. Pictures shall not be vulgar, sexually suggestive, inappropriate, or promote violence and/or gang activity.

The Board desires to prevent cyberbullying by establishing a positive, collaborative school climate and clear rules for student conduct. “Cyberbullying” includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device.

Students shall be encouraged to save and print any

messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Any student who engages in cyberbullying using district-owned equipment, on school premises, or off-campus in a manner that impacts a school activity or school attendance shall be subject to discipline in accordance with district policies and regulations.

Students also may be subject to discipline for any off-campus conduct during nonschool hours, which poses a threat or danger to the safety of students, staff or district property, or substantially disrupts the educational program of the district or any other district in accordance with law, Board policy, or administrative regulation. [BP 5131.2]

Leaving School at Lunch Time

The Linden Unified School Board has established a closed campus policy at all sites. Students may not leave campus at any time during the school day. This is for the security of the campus and to protect your student’s health, safety, and welfare. Please cooperate by not requesting permission for your student to leave campus during the school day. [EC 44808.5]

Visiting Other Campuses

Unauthorized visits by students to any other school campus within the district or in another school district are strictly prohibited.

Campus Supervision

Teachers and/or campus monitors are on duty to supervise the school grounds before school opens, during recesses and passing periods and during lunch. Students should not arrive at school earlier than supervision begins and should go home promptly when dismissed, unless they are participating in the Extended Day program or other school-sponsored activities. Consult the school for specific times of adult supervision.

Video Surveillance

The District is committed to providing a safe environment for its students, staff, and community. It is also important to protect District property from damage or theft. To promote a safe environment for its students, staff and community, the District uses closed circuit television camera surveillance systems. The cameras also protect District property. Places where there is a reasonable expectation of privacy will not be monitored. Videotapes may be used as evidence.

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]

☰ **Disaster Preparedness Plan**

The Disaster Preparedness Plan describes actions to be taken by students, teachers, and administrators in the event of a man-made or natural disaster. The plan is reviewed annually by district staff and updated as needed. Students take part in regularly scheduled drills including the evacuation of buildings. In the case of a severe earthquake or other disaster, students will be kept at school until a parent or other authorized adult specified on the student's emergency card arrives and signs the student out.

☰ **Bicycle Helmets Required**

The Youth Bicycle Helmet Law is enforced in Linden. Bike helmets are required for any student bicycling to or from school who is under the age of 18.

DISCIPLINE

☰ **Discipline Philosophy**

All societies have rules. ALL STUDENTS ARE EXPECTED TO OBEY ALL CLASSROOM AND SCHOOL RULES DURING OR WHILE GOING TO OR COMING FROM SCHOOL ACTIVITIES WHICH INCLUDE COUNTY AND EXTRA-CURRICULAR EVENTS. Our aim is to improve the learning environment through positive reinforcement of good behavior and consistently applied consequences for inappropriate behavior.

Students and teachers are entitled to an environment in which maximum learning and teaching can take place. In order to guide students in becoming responsible, self-disciplined individuals free to pursue academic studies, an appropriate amount of external discipline might be necessary.

It is important that each individual develop sound social judgment and be allowed frequent opportunities to exercise this judgment and the self-discipline which must accompany it.

With the cooperation of parents, parent volunteers, students, and school personnel, we can maintain schools where teachers teach and students learn.

We suggest that you retain this brochure as a reference and for periodic reminders to your child.

The primary mission of Linden Unified School District is to provide opportunity for all students to attain academic excellence. Staff and administration believe students have the right to learn in the best possible atmosphere so that they will become responsible citizens, life-long learners, productive employees in our ever-changing world, and self-actualized individuals.

In order to accomplish this mission, school will be an orderly and safe place. Student, staff, and parent rights will be protected. Their concerns, ideas, and feelings will be valued and considered in making decisions.

Because freedom and responsibilities are mutual and inseparable, students and staff will:

- Respect the rights and beliefs of others.

- Do our best to meet our own and our families' needs.
- Respect and obey the laws.
- Respect the property of others, both private and public.
- Share with others our appreciation of the benefits and obligations of freedom.
- Participate constructively in the nation's political life.
- Help freedom survive by assuming personal responsibility for its preservation.
- Respect the rights and meet the responsibilities on which our liberty rests and our democracy depends.

☰ **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**

A student in any of grades 4 to 12, inclusive, may be suspended or recommended for expulsion if the student has caused, attempted to cause, threatened to cause, or participated in an act of hate violence. Acts of hate violence shall include acts which by force or threat of force are done to willfully injure, intimidate, interfere with, oppress, or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him or her by the United States Constitution, the California Constitution, and federal or state law, because of the other person's actual or perceived race,

color, religion, ancestry, national origin, disability, gender, or sexual orientation. [PC 422.6(a)]

Acts of hate violence shall also include any act which defaces, damages or destroys the real or personal property of any other person for the purpose of intimidation or interfering with the free exercise of any right or privilege secured to the other person by the United States Constitution, the California Constitution, and federal or state law, because of the other person's actual or perceived race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. [PC 422.6(b)]

No student shall be disciplined under this section based upon speech alone, except upon a showing that the speech itself threatened violence against a specific person or group of persons and that the student had the apparent ability to carry out the threat. [EC 48900.3]

☛ Hazing

Students are prohibited from engaging in hazing. As used in this article, "hazing" includes any method of initiation or preinitiation into a student organization or sport or any pastime or amusement engaged in with respect to such an organization or sport which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions. Hazing is prohibited at all times. [PC 245.6]

☛ Harassment/Intimidation/Threats

Students in any of grades 4 to 12, inclusive, may be suspended or recommended for expulsion for harassing or intimidating other students. A student is subject to discipline if it is determined that he or she intentionally engaged in harassment, threats, or intimidation, directed toward a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.

In addition to the above, no student will be allowed to state, write, or imply any act of violence against the school, its students, staff, or property. Such threats will be considered as serious and acted upon quickly. Penalties for such acts will include all forms of student discipline up to and including expulsion. [EC 48900.4]

☛ Definition of Suspension

Suspension is the removal of a student from ongoing instruction for adjustment purposes. Suspension also prohibits the student from attending or participating in school activities on any school campus for the duration of the suspension.

☛ Definition of Expulsion

The maximum penalty for any infraction of school rules is expulsion. A student who is expelled may not attend any school

or alternative instructional program with the Linden Unified School District for the duration of the expulsion. In some cases, the expulsion order may be suspended and the student allowed to return to a school in the district but not necessarily the school from which the student was expelled. An expelled student must notify any other school district in which he or she wishes to enroll about the expulsion order.

☛ Grounds for Suspension or Expulsion

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

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) 1. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

2. Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) “Electronic act” means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- (i) A message, text, sound, video, or image
- (ii) A post on a social network Internet Web site, including, but not limited to: (I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1); (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated; (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (iii) An act of cyber sexual bullying. (I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. (II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts

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

- (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities. [EC 35291, 48900, 48910]

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

● **Mandatory Suspension / Expulsion**

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

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

4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

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

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

● **Student Search**

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

Drug Sniffing Dogs

In an effort to keep the schools free from drugs, the District may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or District policy. The trained dogs may sniff the air around lockers, desks, bags, items, or vehicles on District property or at District-sponsored events. They are not allowed to sniff any pupils. The above inspections can be unannounced and may be made at the discretion of the Superintendent or designee. [BP 5137, August 2009]

● **Suspension of Special Education Students**

Special education students are subject to suspension for the same violations as regular education students.

● **Suspension – Procedural Safeguards, Limitations**

A student may be suspended or expelled for acts related to school activities or attendance that occur at any time, including but not limited to, any of the following:

- While on school grounds.
- While going to or coming from school.
- During the lunch period, whether on or off the campus.

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

☛ Suspension from Class

A teacher may suspend a student from class for any of the acts listed in Grounds for Suspension for the day of the infraction and the following day. The teacher must tell the student why he or she is being suspended and give the student an opportunity to explain his or her version of the situation. [EC 48910]

Classroom Suspension Procedures

- The suspension from class will be immediately reported to the principal or designee.
- The teacher will send the student to the principal/designee for appropriate action. If the student is to remain on campus, he or she will be under appropriate supervision.
- As soon as possible, the teacher will ask the parent to attend a conference regarding the suspension. Whenever practicable, a school counselor will attend the conference. A school administrator will attend the conference upon teacher or parent/guardian request.
- The student will not return to the class without the concurrence of the teacher and the principal.

☛ Suspension from School

Prior to suspension, a conference will be held to inform the student of the reason for disciplinary action and the evidence against him/her. The student will be given the opportunity to present his/her version and evidence in his/her defense. In the event of an emergency, the student may be suspended without this conference.

☛ Reporting Suspensions to Law Enforcement

Prior to suspension, the principal will notify the police for acts such as assault with a deadly weapon, serious incidents of assault/battery, possession of illegal contraband, drug paraphernalia, extortion, robbery, hazing or threats to intimidate or harm a staff member. [EC 48902]

Suspension Notification and Responsibilities: When a student is suspended, staff will make a reasonable effort to contact the student's parent in person or by telephone. Written notice of the suspension will be mailed to the parent that includes:

- A statement of the facts leading to the decision to suspend.
- The date and time when the student will be allowed to return to school.
- The right to request a meeting with the superintendent or designee and to have access to the student's records.
- A request for the parent to attend a conference with school officials regarding the student's behavior, including a notice that state law requires parents to respond to such a request without delay. No penalties will be imposed on a student if the parent fails to confer with school officials. [EC 48911]

The student may not be on any campus during the period of suspension, except in the case of in-school suspension. The responsibility of arranging for classwork or homework lies

with the student and parent. The suspended student should subject a request for assignments via the principal's designee. The teacher may require a student to complete assignments, make up tests missed, and may give the student full credit when these are completed. [EC 48911, 48913]

☛ Suspension Appeal

The student and parent have the right to meet with the superintendent's designee to appeal a suspension from the school. The superintendent's designee will schedule within three school days of the time the request is received. A review of the suspension must include a determination that there was sufficient evidence to find that the alleged violation occurred and that the penalty imposed was appropriate for the violation. [EC 48914]

The student may bring a representative to the meeting but the representative may not act as legal counsel for the student unless the district is also represented by legal counsel.

☛ Suspension by the Board of Education

The Board may suspend a student from school for any of the acts listed in Grounds for Suspension for any number of school days within the limits prescribed. [EC 48912]

☛ Expulsion as the Maximum Consequence

It is the policy of the district that expulsion will be imposed when other means of correction have failed, or when keeping the student in school would be detrimental to the general welfare of the school, the students, or the employees. The decision to expel a student depends upon the seriousness of the offense, the history of infractions of school rules and regulations, and consideration of the safety and welfare of the student, other students, and the staff.

Should an expelled student want to enroll in another school district, the parents must inform the receiving district of the student's status regarding the expulsion [EC 48915(b), 48915(e), 48915.1(b)]

☛ Records of Suspension or Expulsion

Every suspension and expulsion will be specifically identified by the offense committed in all official records of the student. The record of a student suspended or expelled is available to that student's teachers for a period of three years. All suspensions will be reported to the superintendent. [EC 48900.8, 48911(e), 49079]

☛ Student Conduct To and From School

Students are accountable for their conduct to and from school as well as during school hours and school-sponsored events. Behavioral expectations are defined in this handbook as well as school handbooks. Students may be assigned the same consequences for misbehavior occurring to and from school, at bus stops, and on other school campuses as they would receive for infractions which occur on the home school campus.

Students are held accountable for their behavior during non-school hours which affects their attendance or the school attendance of other students.

🔊 Interview/Removal by Police

Representatives of law enforcement agencies are allowed to interview students at school without parent notification. The student may request the presence of the principal or other certificated person during the interview. Police officers have the authority to remove students from the school premises. If a school official releases your child from school to a peace officer for the purpose of being interviewed or removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [EC 48906; PC 11165.6; WIC 305; Attorney General's Opinion No. 58-58 & No. 71-28]

🔊 Prohibitions Related to Gangs

Any apparel, (including but not limited to shoes, jackets and shirts), jewelry, accessories (including but not limited to scarves, bandannas, shoelaces, hats, and hair adornment), school materials (including, but not limited to notebooks, folders, pencils and book covers) or manner of grooming, which by virtue of its color, arrangement, trademark, (including, but not limited to old English lettering, nicknames or street names) or any other attribute denoting membership or promoting membership in a gang is prohibited. This section shall be enforced by the principal.

Gang-related conduct on any school campus or during any school-sponsored event is a threat to the safety of others and is prohibited. Gang-related conduct includes, but is not limited to, symbols, graffiti, apparel, colors, hazing, initiations, or hand signals commonly associated with gangs. Students who engage in gang-related activity are subject to discipline including suspension or expulsion from school. [EC 35183]

Due Process

Students facing major disciplinary action (such as suspension, expulsion or transfer to another school) have a right to a fair hearing. The process requires that procedures be established to guarantee that penalties which deny access to educational opportunity are administered for good and just cause.

Due process procedures entitle students to 1) oral or written notification of the charges; 2) explanation of the evidence; 3) opportunity to present his/her side of the story; and 4) a right to appeal decisions resulting in major disciplinary action to the next higher authority.

The procedures are designed to ensure that corrective action, if any, is taken only after a thorough examination of the facts. The nature of the corrective action must be reasonably related to the nature and circumstances of the violations.

It is hoped that students will never place themselves in a situation requiring the protection of due process. If, however, a student does become involved in a situation in which a suspension, expulsion, or transfer might result, both the student and his/her parents/guardians will be given a more detailed description of the due process procedures.

DISCRIMINATION, PROTECTIONS, COMPLAINTS AND PROCEDURES

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.

🔊 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 LBGQT students. Resources about bullying, intimidation, and violence are found through the District and online at www.cde.ca.gov, www.cde.ca.gov/lr/ss/se/bullyres.asp, www.cde.ca.gov/lr/ss/se/bullyfaq.asp, www.cde.ca.gov/lr/ss/vp/ssresources.asp, www.californiahealthykids.org

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer below for assistance. [EC 200, 220, 234, 234.1, 234.5, 51101; PC 422, 422.55; 5 CCR 4900; BP 5131, 5131.2, 5145.3]

🔊 Nondiscrimination / Harassment Policy

The Governing Board desires to ensure equal opportunities for all students in admission and access to the district's educational programs, guidance and counseling programs, athletic programs, testing procedures, and other activities. District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age, or sexual orientation.

The Board prohibits discrimination, intimidation, or harassment of any student by any employee, student, or other person in the district. Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that 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 purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in the delivery of services, including, but not limited to, instruction, guidance, and supervision.

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination or harassment in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in harassment or prohibited discrimination shall be subject to disciplinary action, up to and including dismissal.

Grievance Procedures

The Board hereby designates the following position as Coordinator for Nondiscrimination to handle complaints regarding discrimination and harassment and inquiries regarding the district's nondiscrimination policies:

District Superintendent
18527 East Main Street, Linden, CA 95236
(209) 887-3894

Any student who feels that he/she has been subjected to discrimination or harassment should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of discrimination or harassment should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of discrimination or harassment, the Coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination or harassment, and the resources that are available to students who feel that they have been the victim of discrimination or harassment. The district's policy may also be posted on the district website or any other location that is easily accessible to students. [BP 5145.3, September 15, 2010; EC 200-262.4, 48900.3, 48900.4, 48904, 48907, 48950, 49020-49023, 51500, 51501, 60044; CC 1714.1; PC 422.55, 422.6; 20 USC 1681-1688, 42 USC 2000d-2000e-17, 2000h-2-2000h-6; 34 CFR 100.3, 104.7, 106.8, 106.9]

Sexual Harassment Policy

The Governing Board is committed to maintaining an

educational environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees, or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in district complaint processes.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and 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
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

Complaint Process

Any student who feels that he/she is being or has been sexually harassed by a school employee, another student, or a non-employee on school grounds or at a school-related activity (e.g., a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Disciplinary Actions

Any student who engages in sexual harassment of anyone 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.

Confidentiality and Record-Keeping

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

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 December 2009; EC 200-262.4, 48900, 48900.2, 48904, 48980; CC 51.9, 1714.1; GC 12950.1;

☛ Child Abuse Reporting

The following information, taken from Penal Code sections 273a, 273d, and 11165.6 will assist parents or guardians in reaching the decisions whether to file a complaint of suspected child abuse.

Child abuse is physical injury inflicted by other than accidental means on a child by another person. It also means the sexual abuse of a child. It also means willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody. It also means unlawful corporal punishment or injury resulting in a traumatic condition. Child abuse also means neglect of a child or abuse in out-of-home care.

Child abuse does not mean a mutual affray or fight between minors. It also does not include an injury caused by the actions of a peace officer using reasonable and necessary force. In addition, child abuse does not include injury caused by any force that is reasonable and necessary by a person employed by or engaged in a public school:

- To stop a disturbance threatening physical injury to people or damage to property;
- For purposes of self-defense; or
- To obtain possession of weapons or other dangerous objects within control of a pupil. [EC 44807, 49001]

The parent or guardian of a pupil has the right to file a complaint against a school district employee or other person that they suspect has engaged in abuse of a child at a school site. To ensure that an appropriate investigation takes place, the parent or guardian must file a verbal or written complaint with the local child protective agency, school district or county office of education. For further information contact the District Superintendent, Linden Unified School District, 887-3894.

As defined in the Child Abuse Neglect Reporting Act of 1987, a child protective agency is:

- A police or sheriff's department
- A county welfare department/child protective services.

The local child protective agency shall investigate the complaint. *All employees of LUSD are considered mandated reporters and are required by law to report cases of suspected child abuse.*

☛ 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:

Rick Hall, Superintendent
18527 East Main Street, Linden, CA 95236
(209) 887-3894

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, ROP programs and centers, child development, Consolidated Categorical 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, nutrition services, special education, homeless or foster youth education options, course content, physical education, discrimination, harassment, intimidation, bullying, pupil lactation accommodations, pupil fees, Civil Rights Guarantees that receive state or federal financial assistance, Williams Settlement issues, school safety plan, safe place to learn, School Safety and Violence Prevention Act, and other areas designated by the District. [EC 200, 201, 220, 234, 260 et seq., 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51210, 51223, 51225.2, 51228.3, 52075, 52334.7, 56500.2, 56501; PC 422.55; 5 CCR 4600- 4687; CC 51-53; GC 11135, 12900; 20 USC 1400 et seq.; EOA; Title VI, Title IX; § 504; IDEA; 42 USC 2000d, 2000e, 2000h; 34 CFR 106.9]

District's Uniform Complaint Process

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

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

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

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

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

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

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

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

Parents should use the District Uniform Complaint Procedure with modifications as necessary, to identify and

resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students; or staff, teacher vacancies or misassignments. [EC 35186]

Williams Settlement complaint procedure

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

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

Complaints Regarding Discrimination and the Education of Handicapped Students

The district is committed to equal opportunity for all individuals in education. The district programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, lack of English skills, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The district shall promote programs which ensure that these discriminatory practices are eliminated in all district activities. [EC 56501]

You have certain rights under the law, including Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act

(IDEA, formerly known as EHA). The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive Federal funds. [EC 260, et seq., above cited federal statues] If you wish further details in this regard, or wish to file a complaint, please contact:

Director of Special Education
7007 Pezzi Road, Stockton, CA 95215
(209) 931-2192

TRANSPORTATION POLICIES

Eligibility for Transportation

1. Reasonable effort shall be made to pick up children at designated bus stops, except where the road is impassable or dangerous.
2. No bus will be routed on canal banks or other dangerous roads.

Bus Regulations

Riding a School Bus is a Privilege – Not a Right

Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for pupil to be denied transportation in accordance with regulations of the governing board of the district. A bus driver shall not require any pupil to leave the bus en route between home and school or other destinations.

Bus Rules

1. Students must follow directions of bus driver, and may be assigned to seats (any student may be moved at any time to any seat by the bus driver).
2. Students who cross the road to enter or leave a bus, must cross in front of the bus and shall not cross until the red lights are on and after direction of the driver. Elementary and high school students (grades K-12) must be escorted by the driver.
3. Students may only board the bus after direction from the bus driver. Any student who desires to leave or board a bus at a stop other than his or her designated stop must have a note from his or her parents. The note must have an authorized signature (principal, vice-principal, etc.) before being given to the bus driver.
4. Students must be at their bus stop on time. Arrival five (5) minutes before the scheduled bus time is a good rule. Busses will not wait for anyone.
5. Students who ride the bus to an out of district game or field trip must return to the school with the bus or with their parents. Parents who wish to take their children home must sign a release form for the bus driver prior to departure.
6. Students must sit quietly on the bus, especially at railroad crossings.
7. Profane language and gestures are not allowed.
8. Students will not change seats at any time without the bus

driver's permission. Students must remain seated while the bus is in motion.

9. Students shall not throw any objects on, out of, or at the bus.
10. There will be no eating, drinking or chewing gum on the bus.
11. There will be no smoking, no lighting matches or lighters on the bus.
12. Students are responsible for the seats that are assigned to them. A student cutting seats, scratching paint, or destroying any bus property will be liable for all repair expenses and may be suspended from school and/or denied bus transportation.
13. Tampering with bus equipment and controls is not permitted.
14. No glass containers, animals, reptiles, insects, etc. are allowed. Any unsafe or distracting items shall not be carried aboard a bus unless approved by the bus driver.
15. Students may be suspended immediately from bus transportation, without prior notification to parents, for serious violations that endanger others or the safe passage of a bus.
16. Any student who has been denied transportation on his or her bus shall also be denied transportation on all other buses.
17. Students may be videotaped while on board a bus and the tapes may be used for disciplinary action.
18. At the driver's discretion, for safety purposes, electronic devices such as, but not limited to, iPod, iPad, cell phones, portable game players, etc. may not be allowed during school transportation. Teachers may make other arrangements with the transportation department for field trips.
19. If students are changing pick off/drop off destination, a waiver needs to be on file in transportation. These waivers can be picked up at each school site, Transportation Department, District Office or at www.lindenud.com. Waivers need to be filled out annually.
20. An adult or older sibling should be meeting the bus at each stop for Kindergarten, 1st and 2nd grade students.

Bus Drivers are responsible for the conduct of children on busses, and, therefore, have the authority to reprimand, cite, or refuse transportation to any students for disorderly conduct. Students are expected to adhere to the posted bus rules. Violations of these bus rules will result in a bus citation being issued. Reasonable effort shall be made to pick up children at designated bus stops, except where the road is impassable or dangerous. No bus will be routed on canal banks or other dangerous roads.

Transportation Discipline

Bus Drivers are responsible for the conduct of children on busses, and, therefore, have the authority to reprimand, cite, or refuse transportation to any students for disorderly conduct. Students are expected to adhere to the posted bus rules. Violations of these bus rules will result in a bus citation being issued.

Minimum Penalties for Citation

| | K-8 | 9-12 |
|---------------------|----------------------|----------------------|
| <u>1st Citation</u> | Written Warning | 1-day Bus Suspension |
| <u>2nd Citation</u> | 1-day Bus Suspension | 3-day Bus Suspension |

K-8

9-12

| | | |
|---------------------|---|---|
| <u>3rd Citation</u> | 3-day Bus Suspension | 10-day Bus Suspension |
| <u>4th Citation</u> | 10-day Bus Suspension | Bus Suspension for Remainder of School Year |
| <u>5th Citation</u> | Bus Suspension for Remainder of School Year | |

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. [FERPA, 34 CFR Section 99.7(b)]

MISCELLANEOUS

Personal Property Loss

Students and parents should understand that the District does not carry insurance against the loss or damage to personal property such as bicycles, cameras, automobiles, sporting equipment, skateboards, musical instruments, cellphones, i-Pods, and all electronic devices. The District does take reasonable care to provide for the safekeeping of students' personal property, but thefts and damage do occur and it is appropriate to file claims under individual homeowners' or renters' policies in those instances.

Thanks for Not Smoking!

The Linden Unified School District is tobacco free. All tobacco, including smoking, is prohibited at all times on district property. This includes outdoor areas. Thank you for your cooperation. [BP 3513.3]

Child Custody

Schools in the Linden Unified School District follow child custody decisions made by the courts. Principals cannot modify a judge's ruling regarding the custody of a child. If a child custody arrangement has changed, a parent or guardian must provide legal documents to the school stating this. Thank you for your cooperation!

Foggy Days

On foggy mornings, parents are advised to listen to the following radio and television stations starting at 6:00 a.m. for bulletins regarding bus delays:

| <u>Radio</u> | <u>Television</u> |
|-------------------------|-------------------------|
| KYCC 90.1 FM | KCRA CANAL 3 |
| KWIN 97.7 FM | KXTV CANAL 10 |
| KATM 103.3 FM | KOVR CANAL 13 |
| KSTN 1420 AM | |
| KSTN 107.3 FM (español) | KUVS CANAL 19 (español) |

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 providing parents the name of all pesticide products expected to be applied at school facilities this school year. The identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds. The school's Integrated Pest Management Plan (IPM) is updated by July 31st each year. The IMP, pesticide names and active ingredients, and application dates are posted on the school and/or district website at www.lindenUSD.com.

The Linden School District expects to use the following pesticides at its campuses during the upcoming year:

| <u>Pesticide Name</u> | <u>Active Ingredient(s)</u> |
|------------------------------------|--|
| Round-Up, UltraMAX | Isopropylamine salt of glyphosate (Herbicide) |
| Wilco Gopher Getter. | Diphacinone (Subterranean rodenticide) |
| Malathion | Malathion (Occasional tree spray for aphids, etc.) |
| Fly Jinx Insect Spray. | Resmethrin (aerosol cans) |
| Wasp, Bee & Hornet Killer. | Tetramethrin & 3-Phenoxybenzyl (Aerosol cans) |
| Avert Roach Spray | Abamectin B-1 (Spray in cracks by Terminix) |
| Drax Ant Bait | Orthoboric Acid (Spray by Terminix) |

Parents and guardians may register with the school or district if they wish to receive notification of pesticide applications at a particular school or facility. Notice of an application and written notice of unlisted pesticide use will be given 72 hours in advance. For an emergency application, 72 hours notice will be the goal. Each area of the school where pesticide is being used will be identified by a posted warning 24 hours before (or upon application, if an emergency) through 72 hours after use.

Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, www.cdpr.ca.gov. [EC 17610.1, 17612, 48980; FAC 13184]

Board Policy Information

Board Policy and Administrative Regulations are considered public information and are available to anyone upon request. If you are interested in receiving a copy of any Board Policy or Administrative regulation, please contact the District Office. Request for Information forms can also be completed at any site and forwarded to the District Office.

LINDEN UNIFIED SCHOOL DISTRICT

CONSECUENCIAS DE VIOLACIONES OF STUDENT DISCIPLINE PROCEDURES CONSECUENCIAS DE VIOLACIONES DE PROCEDIMIENTOS DE DISCIPLINA AL ESTUDIANTE

The following are recommended consequences for infractions. School Administration reserves the right to amend the consequences if necessary due to the severity of the infraction.

Las siguientes son recomendaciones de consecuencias de infracciones, la Administración de la Escuela se reserva el derecho de enmendar las consecuencias si es necesario de acuerdo con la severidad de la infracción.

D = DETENTION
W = WARNING
SUS = SUSPENSION
R = RESTITUTION
SR = SHERIFF REFERRAL

AR = AGENCY REFERRAL
SAT = SATURDAY SCHOOL
* = DEPENDING UPON SEVERITY
CHPR = CALIFORNIA HIGHWAY PATROL
PC = PARENT CONTACT/CONFERENCE

C = ITEMS MAY BE CONFISCATED
SARB = SCHOOL ATTENDANCE REVIEW BOARD
RE = EXPULSION RECOMMENDED TO BOARD OF EDUCATION
SPRE = SUSPENSION PENDING RECOMMENDATION FOR EXPULSION

| OFFENSE | GRADES GRADOS | FIRST OFFENSE PRIMERA OFENSA | SECOND OFFENSE SEGUNDA OFENSA | THIRD OR MORE OFFENSES OFENSAS ADICIONALES | OFENSA |
|--|------------------|--|--|--|--|
| 1 . POSSESSION OF FIREARM | K-8 9-12 | SPRE SPRE | SPRE SPRE | SPRE SPRE | 1 . POSESION DE ARMA DE FUEGO |
| 2 . KNIFE BRANDISHING | K-8 9-12 | SPRE SPRE | SPRE SPRE | SPRE SPRE | 2 . BLANDIR CUCHILLOS |
| 3 . SALE OF CONTROLLED SUBSTANCE | K-8 9-12 | SPRE SPRE | SPRE SPRE | SPRE SPRE | 3 . VENTA DE SUBSTANCIAS |
| 4 . SEXUAL ASSAULT | K-8 9-12 | SPRE SPRE | SPRE SPRE | SPRE SPRE | 4 . ACOSO SEXUAL |
| 5 . ASSAULT/BATTERY | K-8 9-12 | 5 SUS + PC + SR + RE* 5 SUS + PC + SR + RE* | 5 SUS + PC + SR + RE 5 SUS + PC + SR + RE | 5 SUS + RE + SR + RE 5 SUS + RE + SR + RE | 5 . ACOSO/PELEA |
| 6 . FIGHTING | K-8 9-12 | 1-5 SUS + PC + RE* 1-5 SUS + PC + RE* | 1-5 SUS + PC + RE* 5 SUS + PC + RE* | 3-5 SUS PC + RE* 5 SUS + RE* | 6 . PELEAS |
| 7 . POSSESSION KNIFE/ DANGEROUS OBJECTS | K-8 9-12 | 5 SUS + PC + RE + C 5 SUS + PC + RE + C | SPRE + C SPRE + C | SPRE + C SPRE + C | 7 . POSESION DE CUCHILLO/ OBJETOS PELIGROSOS |
| 8 . POSSESSION OR USE OF CONTROLLED SUBSTANCES | K-8 9-12 | 5 SUS + PC + SR + C + RE* 5 SUS + PC + SR + C + RE* | 5 SUS + PC + SR + RE + C 5 SUS + PC + SR + RE + C | SUS PENDING RE + SR + RE + C SUS PENDING RE + C | 8 . POSESION O USO DE SUBSTANCIAS CONTROLADAS |
| 9 . ALCOHOL | K-8 9-12 | 5 SUS + PC + C 5 SUS + PC + C | 5 SUS + PC + C 5 SUS + PC + SR + RE | SUS PENDING RE + SR + RE + C SUS PENDING RE + C | 9 . ALCOHOL |
| 10 . EXTORTION/ROBBERY | K-8 9-12 | 1-5 SUS* + PC + R + RE* 1-5 SUS + PC + SR + RE* | 1-5 SUS + PC + R + RE* 5 SUS + PC + SR + RE* | 1-5 SUS + PC + SR + R + RE* SUS PENDING RE | 10 . EXTORSION/ROBO |
| 11 . DAMAGE TO SCHOOL PROPERTY/PERSONAL PROPERTY/THEFT | K-8 9-12 | W up to 1-5 SUS* + R 1-5 SUS* + PC + R | D up to 1-5 SUS + PC + SR 5 SUS + PC + R + SR | 1-5 SUS + PC + SR + RE + R 5 SUS + PC + SR + RE + R | 11 . DANOS A LA PROPIEDAD ESCOLAR/PERSONAL |
| 12 . RECEIVE STOLEN PROPERTY/THEFT | K-8 9-12 | W up to 1-5 SUS* + R 1-5 SUS + PC + SR | D up to 1-5 SUS + PC + R 5 SUS + PC + SR | 1-5 SUS + PC + SR + RE + R 5 SUS + PC + SR + RE | 12 . RECIBIR OBJETOS ROBADOS/ROBOS |
| 13 . TOBACCO | K-8 9-12 | W + PC + C 1 SUS + PC + C | 1 SUS + PC + C 3 SUS + PC + C | 1-5 SUS + PC + C 5 SUS + PC + C | 13 . TOBACO |
| 14 . BULLYING | K-8 9-12 | W up to 1-5 SUS* D up to 1-5 SUS* + PC | D up to 1-5 SUS* + PC 1-5 SUS + PC | 1-5 SUS + PC 5 SUS + PC + RE* | 14 . INTIMIDACION |
| 15 . VULGARITY/PROFANITY/ OFFENSIVE/SOCIAL BEHAVIOR | K-8 9-12 | W up to 1-5 SUS* D up to 1-5 SUS* + PC | D up to 1-5 SUS + PC 1-5 SUS + PC | 1-5 SUS + PC 5 SUS + PC + RE* | 15 . OFENSAS PROFANAS VULGARES Y COMPORTAMIENTO SOCIAL |

| | | | | | | | |
|------|--|-------------|--|--|--|------|--|
| 16 . | RACIAL, ETHNIC, OR GENDER SLUR | K-8 9-12 | W up to 1-5 SUS* D up to 1-5 SUS* + PC | D up to 1-5 SUS + PC 1-5 SUS + PC | 1-5 SUS + PC 5 SUS + PC + RE* | 16 . | OFENSAS RACIALES ETNICAS O DE GENERO |
| 17 . | SEXUAL HARASSMENT/ | 4-12 | D up to 1-5 SUS* + PC | 1-5 SUS + PC | 5 SUS + PC + RE* | 17 . | ACOSO SEXUAL/ACOSO |
| 18 . | HATE VIOLENCE/HAZING | 4-12 | 1-5 SUS + PC + SR + RE* | 5 SUS + PC + SR + RE* | 5 SUS + PC + RE* | 18 . | VIOLENCIA POR ODIO O RITOS DE INICIACION |
| 19 . | POSSESSION/DRUG PARAPHERNALIA | K-8 9-12 | 1-5 SUS + PC + C 1-5 SUS + PC + C | 1-5 SUS + PC + C + + RE* 1-5 SUS + PC + C + + RE* | 1-5 SUS + PC + C 1-5 SUS + PC + C | 19 . | POSESION DE DROGAS |
| 20 . | DISRUPTIVE BEHAVIOR | K-8 9-12 | W up to 1-5 day SUS D up to 1-5 SUS* + PC | D up to 1-5 SUS + PC 1-5 SUS + PC | 1-5 SUS + PC 5 SUS + PC + RE* | 20 . | MAL COMPORTAMIENTO |
| 21 . | DEFIANCE OF AUTHORITY | K-8 9-12 | W up to 1-5 day SUS D up to 1-5 SUS* + PC | D up to 1-5 SUS* + PC 1-5 SUS + PC | 1-5 SUS + PC 5 SUS + PC + RE* | 21 . | DESAFIAR A LA AUTORIDAD |
| 22 . | ENCOURAGING/PROMOTING CONFLICT/VIOLENCE | K-8 9-12 | W up to 1 SUS D up to 1-5 SUS* + PC | D up to 1-5 SUS* + PC 1-5 SUS + PC | 1-5 SUS + PC 5 SUS + PC + RE* | 22 . | FOMENTAR/PROMOVER VIOLENCIA |
| 23 . | GANG SYMBOLS/ APPAREL SIGNS/ GRAFFITI | K-8 9-12 | W up to 1-5 SUS* + PC + C D up to 1-5 SUS* + PC + C | D up to 1-5 SUS* + PC + C 1-5 SUS + PC + C | 1-5 SUS + PC + C 5 SUS + PC + C + RE* | 23 . | SIMBOLOS PANDILLEROS/ APARIENCIA/SIMBOLOS DE GRAFITI |
| 24 . | FALSE FIRE ALARM/ FIRES | K-8 9-12 | W up to 1-5 SUS + AR + SR + PC 5 SUS + PC + SR + RE* | 5 SUS + PC + AR + RE* 5 SUS + PC + RE* | 5 SUS + PC + RE* 5 SUS + PC + RE* | 24 . | ALARMA DE INCENDIOS/INCENDIOS |
| 25 . | POSSESSION OF IMITATION FIREARM | K-8 9-12 | D up to 1-5 SUS* PC + C + RE* 1-5 SUS + PC + C + RE* | 1-5 SUS + PC + C + RE* 2-5 SUS + PC + C | 2-5 SUS + PC + C + RE* 2-5 SUS + PC + C | 25 . | POSESION DE DUPLICADO DE ARMA DE FUEGO |
| 26 . | GAMBLING | K-8 9-12 | W W | D + PC D + PC | 1-5 SUS + PC 1-5 SUS + PC | 26 . | APOSTAR |
| 27 . | FORGERY/ DISHONESTY/ PLAGERISM/ CHEATING | K-8 9-12 | W D up to 1-5 SUS* + PC | D + PC 1-5 SUS + PC | 1-5 SUS + PC 5 SUS + PC + RE* | 27 . | FALSIFICAR/ DESHONESTIDAD /PLAGERISM/ ESTAFANDO |
| 28 . | LOUD RADIOS/STEREOS (INCLUDING CAR STEREOS) | K-8 9-12 | W + C W | D + PC 2 D + PC | 1-5 SUS + PC 1-5 SUS + PC | 28 . | VOLUMEN ALTO DE RADIOS ESTEREOS/ CARROS |
| 29 . | VEHICLE/DRIVING VIOLATIONS PER LHS STUDENT/PARENT HANDBOOK | K-8 9-12 | NOT APPLICABLE D up to 1-5 SUS + PC | 1-5 SUS + PC + CHPR | 5 SUS + PC + CHPR + RE* | 29 . | VIOLACIONES VEHICULARES/ MANEJO |
| 30 . | DRESS CODE VIOLATIONS | K-8 9-12 | W + PC + C W + PC + C | D + PC + C D + PC + C | D + PC + C + POSSIBLE SUS D + PC + C + POSSIBLE SUS | 30 . | VIOLACIONES DEL CODIGO DE VESTIR |
| 31 . | FULL DAY TRUANCY | K-8 9-12 | D + PC SAT + PC | D + PC SAT + AR + PC | SARB SAT + AR + SARB | 31 . | FALTAR A CLASES UN DIA COMPLETO |
| 32 . | LEAVING CLASS/ CAMPUS WITHOUT AUTHORIZATION | K-8 9-12 | W + PC D up to 1 SUS + PC | D + PC 1 SUS + PC | 1-5 SUS + PC 2 SUS + PC | 32 . | SALIR DE LA ESCUELA O CLASE SIN AUTORIZACION |
| 33 . | BEEPERS/OTHER ELECTRONIC SIGNALING DEVICES | K-8 9-12 | W + C W + C | D + PC + C D + PC + C | 1-5 SUS + PC + C 1-5 SUS + PC + C | 33 . | BEEPERS Y OTROS APARATOS ELECTRONICOS |
| 34 . | VIOLATION OF CLOSED CAMPUS | 9-12 | 1-5 SUS + PC | 1-5 SUS + PC | 5 SUS + PC + RE* | 34 . | VIOLACION DEL AREA ESCOLAR CERRADA |
| 35 . | MISBEHAVIOR ON SCHOOL BUS | K-8 | ----- (SEE PAGE 38 OF THIS HANDBOOK) ----- ----- (VEA LA PAGINA 38-39 DE ESTE MANUAL) ----- | | | 35 . | MAL COMPORTAMIENTO EN EL AUTOBUS ESCOLAR |

D = DETENCION
 W = ADVERTENCIA
 SUS = SUSPENSION
 R = RESTITUCION
 SAT = ESCUELA EL SABADO
 AR = AGENCIA DE REFERENCIA
 * = DEPENDE DE LA SEVERIDAD
 PC = SE COMUNICAN CON LOS PADRES
 SR = REFERIDO AL DEPTO. DE SHERIFF
 C = OBJETOS QUE PUEDE SER CONFISCADOS
 SARB = REVISION DE ASISTENCIA O LA MESA DIRECTIVA
 RE = EXPULSION RECOMENDADA A LA MESA DIRECTIVA
 CHPR = CALIFORNIA HIGHWAY PATROL (PATRULLA DE CARRETERAS)
 SPRE = SPSPENSION PENDIENTE RECOMENDACION PARA EXPULSION

ACCEPTABLE USE POLICY AND COMPUTER USE AGREEMENT

The Linden Unified School District and the San Joaquin County Office of Education Data Processing Joint Powers Authority, hereinafter referred to as the “district”, authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district’s discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Policy and Computer Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Policy and Computer Use Agreement as an indication that they have read and understand the agreement.

Definitions

District technology includes, but is not limited to, computers, the district’s computer network including servers and wireless computer networking technology (W-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smart phones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Student Obligations and Responsibilities

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals (“cyberbullying”)
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers)
6. Install unauthorized software
7. “Hack” into the system to manipulate data of the district or other users
8. Engage in or promote any practice that is unethical or violates any law or policy, administrative regulation, or district practice

Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to,

ACCEPTABLE USE POLICY AND COMPUTER USE AGREEMENT (cont)

record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable policies, administrative regulations, and this Acceptable Use Policy and Computer Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

Consequences for Violation

Violations of the law, policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, policy, or this agreement may be reported to law enforcement agencies as appropriate.

Student Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Policy and Computer Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

STUDENT NAME (please print): _____ STUDENT ID: _____

SCHOOL: _____ GRADE: _____

STUDENT'S SIGNATURE: _____ DATE: _____

Parent or Legal Guardian Acknowledgment

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

PARENT/GUARDIAN NAME (please print): _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

ACKNOWLEDGMENT OF RECEIPT OF NOTIFICATION OF RIGHTS AND RESPONSIBILITIES

Education Code Section 48982 requires parents or guardians to SIGN and RETURN this acknowledgment to the school.

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'S NAME: _____

PARENT/GUARDIAN
SIGNATURE: _____ DATE: _____

or

EMPLOYEE'S NAME: _____

SIGNATURE: _____ DATE: _____

AUTHORIZATION TO RELEASE STUDENT INFORMATION

STUDENT'S
LEGAL NAME: _____ DOB: _____

As the parent/legal guardian of the above named student, I hereby authorize Linden Unified School District schools to furnish and exchange with the Human Services Agency, student's name, date of birth, address, enrollment dates, attendance, school site, and graduation status. This authorization includes oral information.

This authorization shall become effective immediately and shall remain in effect for one school year, 7/01/2018 – 6/30/2019.

PARENT/LEGAL GUARDIAN'S
NAME (please print): _____

PARENT/LEGAL GUARDIAN
SIGNATURE: _____ DATE: _____

THE STUDENT'S NO-BULLYING PLEDGE

As a student in the Linden Unified School District;

- I will pledge to be part of the solution.
- I will set the example of a caring individual.
- I will eliminate bullying/taunting from my own behavior.
- I will not let my words or actions hurt others.
- I will encourage others to do the same.
- I will eliminate profanity towards others from my language.
- I will do my part to make my community a safe place by being more sensitive to others.
- If others won't be part of the solution — **I will!**

STUDENT'S NAME: _____

SCHOOL: _____ GRADE: _____

STUDENT'S SIGNATURE: _____ DATE: _____

POSSESSION / USE OF CELLULAR PHONES AND OTHER MOBILE COMMUNICATIONS DEVICES

I have read and understand the Linden Unified School District's rules and regulations related to Possession/Use of Cellular Phones and Other Mobile Communications Devices (*see page 14*). Cell phone use is limited to before and after school. The following consequences will occur for not adhering to the district's cell phone policy:

1st offense – confiscation and parent/guardian contact (*as deemed appropriate by the site administration*). Student may pick up phone from site administration at the end of the school day.

2nd offense – confiscation, parent/guardian contact, and detention (*of an age appropriate length*). Phone will be released to parent/guardian only at the end of the school day.

3rd offense – confiscation, parent/guardian contact and suspension. Phone will be released to parent/guardian only at the end of the school day.

STUDENT'S NAME: _____

STUDENT'S SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN
SIGNATURE: _____ DATE: _____

ACKNOWLEDGMENT OF RECEIPT OF BUS RULES 2018-19

I have read, understand, and agree to the bus rules in this booklet (*see page 36*). I have explained them to my child(ren). We are fully aware of what is expected and will abide by the rules and policies.

STUDENT'S NAME: _____

PARENT/GUARDIAN
SIGNATURE: _____ DATE: _____

PHOTOGRAPHS, FILMS, SLIDES, INTERNET, VIDEO AND AUDIO TAPE RECORDINGS RELEASE

Linden Unified School District requests permission to reproduce, through audio or visual means, activities related to this student's educational program. If you do not want your student's image in any audio/visual projects this school year, other than the yearbook, please mark the box below, fill out the information, and sign the appropriate line. Examples include class video projects, media interviews, and school site/district promotional material.

I **DO NOT** wish for my student's image to be reproduced through audio or visual means.

STUDENT'S NAME: _____

SCHOOL: _____ GRADE: _____

PARENT/GUARDIAN
SIGNATURE: _____ DATE: _____

RELEASE OF DIRECTORY INFORMATION

Your child's Directory Information will be released to educational institutions (colleges and universities), public and private non-profit organizations, and the military UNLESS you choose to "opt-out". If you do not want Directory Information released to any of the organizations below, you must indicate which ones by placing an "X" in the box, and sign the form.

Colleges and Universities Military Recruiters Public and private non-profit organizations

DO NOT RELEASE the above information

STUDENT'S NAME: _____

PARENT/GUARDIAN
SIGNATURE: _____ DATE: _____