



Mountain House High School Student Handbook



1090 S. Central Parkway • Mountain House, CA 95391

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Lammersville Unified School District Mission and Beliefs

Mission:

The mission of the Lammersville Unified School District is to prepare students to become responsible decision makers who, as lifelong learners, are college and career ready and are productive contributors of their local and global community.

Beliefs:

We believe that:

- Every human being is important and has value.
- The freedom and rights enjoyed in society require that individuals take responsibility for their actions
- The family is the critical element in an individual's development.
- Reaching one's potential requires great effort.
- Expectations profoundly influence our own performance and the performance of others.
- Every person is responsible for making the community a better place.
- Honesty and integrity are essential to building trusting relationships.
- People learn best in a safe, healthy environment.
- Meaningful accomplishment enhances the motivation essential for continued success.



2014-2015		
Governing Board		
Mr. David Pombo, Board President	Mr. Matthew Balzarini, Clerk	
Ms. Sharon Lampel	Mr. Shane Nielson	Ms. Micaela Vergara
District Administration		
Kirk Nicholas, Ed. D., Assistant Superintendent		
Khushwinder Gill, Ed.D., Assistant Superintendent of Elementary Education		
Renee Sweeden, Ph. D., Director of Curriculum, Instruction and Assessment		
Julie Corona, Director of Special Education		

Superintendent's Message:

Dear Mountain House High School Students:

Principal's Message



I extend a warm and exciting welcome to all of the students at Mountain House High School, home of the Mighty Mustangs! As the founding classes of Mountain House High School, you all have the unique opportunity to be a part of something special for our community, and for the future of our school. Students entering Mountain House High School during this inaugural year will engage in being a part of the first time anything is done at our school. First dances, first classes, first clubs, first games, first competitions, and first friendships. Let's work this year to not only make this a year to remember, but a year to be first. I look forward to working with each of you to create a safe, challenging, and fun environment that will make us all feel proud to call ourselves MHHS Mustangs. As we work to define our school culture as a place of **respect, responsibility, rigor** and **resilience**, we will develop **relationships** that will sustain us and last through the years. Welcome to the first ever school year at Mountain House High School. GO MUSTANGS!

Sincerely,
Mr. Ben Fobert

Administration

Ben Fobert, Principal

Kevin Simas, Vice Principal

LeVinia Woods, Athletic Director

Associated Student Body (ASB) Government

ASB President's Message:

On behalf of the student body, I'd like to welcome you to Mountain House High School! I'm sure all of you are excited to be one the first to attend MHHS. Like the city we live in, our new high school will be a community. You will find it to be not only a community of friends working together, but also a community that will challenge you, inspire you, and change you. We all have diverse interests and aspirations, but one common goal: to get one step closer to our visions of our future. We will learn a great deal from each other, grow together, and more importantly, focus on our academics. I want this high school to become our second home. It will be a place where we can be ourselves, a place we can feel safe, and a place where we can surround ourselves with friends and family. We are the "Mustangs"! Our mascot represents us in more than just sports; it represents every hard working and dedicated MHHS student. I am confident that we will all succeed and I assure you that I will do everything I possibly can to make this the best high school experience for everyone. Go Mustangs!

Justin Anthony Bustos
ASB President
2014-2015

2014-2015 Student Government

**Justin Bustos,
ASB President**

**Aleisha LaCruise,
ASB Activities Commissioner**

**Abby Mae Dalman,
ASB Secretary**

**Shree Vijayaraj,
ASB Treasurer**

**Marc Santos,
ASB Athletics Commissioner**

**Claudia Melo,
ASB Publicity Commissioner**

**Passa Pungchai,
ASB Academics Commissioner**

**Danielle Mae Estrellado,
ASB Vice President**

**Jacqueline Aguilar,
Sophomore Class President**

**Haotian Ye,
Sophomore Class Vice President**

**Ivie Foster,
Sophomore Class Treasurer**

**Gabrielle Garcia,
Bethany Freshman Representative**

**Aubrie Pache,
Lammersville Freshman Representative**

**Hannah Bittar,
Questa Freshman Representative**

**Taylor Venzor,
Wicklund Freshman Representative**

Mission:

The mission of Mountain House High School is to prepare our diverse student population to succeed in college and careers and to become positively engaged members of their local and global community.

Values:

Mountain House High School's values are guiding principles and provide a vision of what we expect from ourselves, parents, students and community partners. Our district and school strive to model these characteristics in leadership and share ownership and accountability with all constituents.

- **Respect** - Recognizing and holding valuable the unique strengths, talents and gifts of others as well as our own.
- **Responsibility** - Building a lifelong learning community of shared accountability, authentic involvement, mutual ownership and intentional best practices for all.
- **Relationships** - Caring and compassion for the success and concerns of others is "The Mustang Way". We know that true and meaningful learning best occurs in the context of a positive, motivating and engaging environment.
- **Rigor** - Expectations for excellence in an appropriately challenging environment that is engaging, relevant and safe in order to prepare students for college, career and life success.
- **Resilience** - We hold true that all students can learn and thrive when their strengths and talents are maximized and they are given tools necessary to meet any challenge. Our students are encouraged to take risks and stretch their limits with supportive guidance in order to develop lasting life skills and a deep sense of competency.

Philosophy:

All programs at Mountain House High School offer each student the opportunity to develop strengths and capacities in intellectual, physical, emotional, and social domains. Upon graduation, each student is equipped with the academic experience, social knowledge, life skills and strength of character required to achieve success in college and in their life pursuits.

Mountain House High School Contact Information

Administration Office

836-7460 Ben Fobert Principal
Evaluator: __Department

836-7460 Kevin Simas Vice Principal
Evaluator: __Department

836-7460 Dawn Fontenot Office Supervisor

Attendance Office

(Attendance office staff listed here)

Student Service Center

(Counselors listed here)

Departments

ASB/Leadership
Athletics
English
Mathematics
Physical Education
Project Lead the Way
Science
Social Studies
Special Education
Visual and Performing Arts
World Languages

Mountain House High School Bell Schedules

Normal Day Schedule (Monday—Thursday)				
Period				
A	7:00	a.m.	to	8:10 a.m.
1 st	8:15	a.m.	to	9:14 a.m.
2 nd	9:19	a.m.	to	10:18 a.m.
Brunch	10:18	a.m.	to	10:28 a.m.
3 rd	10:33	a.m.	to	11:32 a.m.
4 th	11:37	a.m.	to	12:39 p.m.
Lunch	12:39	p.m.	to	1:14 p.m.
5 th	1:19	p.m.	to	2:28 p.m.
6 th	2:23	p.m.	to	3:22 p.m.
B	3:27	p.m.	to	4:37 p.m.

Collaboration Day Schedule (Early Release Friday)				
Period				
A	No "A" Period on Collaboration Day			
1 st	8:15	a.m.	to	9:01 a.m.
2 nd	9:06	a.m.	to	9:52 a.m.
Brunch	9:52	a.m.	to	10:02 a.m.
3 rd	10:07	a.m.	to	10:53 a.m.
4 th	10:58	a.m.	to	11:44 p.m.
Lunch	11:44	p.m.	to	12:19 p.m.
5 th	12:24	p.m.	to	1:10 p.m.
6 th	1:45	p.m.	to	2:31 p.m.
B	No "B" Period on Collaboration Day			

Finals Bell Schedule				
Semester 1: January 14 th – 16 th				
Semester 2: June 3 rd – June 5 th				
Wednesday				
Period				
A	7:00	a.m.	to	8:45 a.m.
1 st	8:50	a.m.	to	10:35 a.m.
Brunch	10:35	a.m.	to	10:45 a.m.
2 nd	10:50	a.m.	to	12:35 a.m.
Thursday				
Period				
3 rd	8:50	a.m.	to	10:35 a.m.
Brunch	10:35	a.m.	to	10:45 a.m.
4 th	10:50	a.m.	to	12:35 a.m.
Friday				
Period				
B	7:00	a.m.	to	8:45 a.m.
5 th	8:50	a.m.	to	10:35 a.m.
Brunch	10:35	a.m.	to	10:45 a.m.
6 th	10:50	a.m.	to	12:35 a.m.

Academic Integrity Policy

Per Board Policy 5131.9, personal integrity and academic honesty are fundamental components of a student's education. Thus, the Lammersville Unified School District and Mountain House High School are committed to reinforcing the values of our democratic society, teaching citizenship and providing an environment conducive to ethical behavior. We strive to maintain a climate in which honesty, courtesy, consideration, integrity and concern for others are highly valued. Academic dishonesty is an assault upon the basic integrity and meaning of an educational institution. Cheating, plagiarism, and collusion in dishonest activities are serious acts, which erode an institution's educational role and deny the value of education not only for the perpetrators, but also for the entire community. It is expected that Mountain House High School students will understand and subscribe to the idea of academic integrity and will bear individual responsibility for their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent a student's own efforts. A student who tolerates, promotes or engages in academic dishonesty of any kind will be subject to the consequences outlined in the Guidelines for Student Disciplinary Actions. The purpose of this policy is to emphasize that any act of academic dishonesty attempted by any Mountain House High School student is unacceptable and will not be tolerated.

Homework Policy

Per Administrative Regulation 6154(a), Mountain House High School has developed homework policies and procedures. Homework presents an opportunity to extend the teaching/learning time beyond that set by the length of the class period. Homework allows the teacher to introduce new learning outside the school day so that class time can be used for application and extension of knowledge. Homework may also afford the teacher an opportunity to determine if students have a grasp of the subject being taught and. In addition, homework offers students the opportunity to learn new concepts, expand on previously learned material or review and practice previously studied themes. Homework should be viewed as an integral part of the total educational process. While homework, places time and work burdens on teachers and students alike, it is a vital part of classroom learning at Mountain House High School.

For these reasons, Mountain House High School encourages the assignment of homework, expects the work to be done in a timely manner by the students and used by the teachers to advance and/or evaluate students' academic progress.

Homework Guidelines

The following are general guidelines for the assignment, completing, use and evaluation of homework by teachers, students, and parents at Mountain House High School.

1. Homework will be carefully explained so that students understand what teachers require.
2. Teachers will only assign homework that they deem to be necessary and appropriate.
3. Homework assignments should (a) help student master specific skills and to review material covered in class, (b) help students gain maximum benefit from future instruction, (c) give students an opportunity to transfer specific skills or concepts to new situations, or (d) require students to integrate many skills and concepts in order to produce an original response.
4. Parents have the right to inquire about their student's homework and general academic progress.
5. On average, thirty minutes of homework per school night in each academic class should be considered normal.
6. Student's progress on long-term homework assignment should be monitored by means of periodic checks of work completed.

Homework Procedures

1. The teacher should, whenever appropriate, inform students of class and homework expectations.
2. Whenever appropriate, the teacher should give instructions for specific homework assignments to each student.
3. Parents should be contacted, by letter or by phone, when the teacher determines that a student is negligent about homework.
4. Homework may be: (a) checked and recorded by the teacher, (b) checked by the student when the assignment is a classroom activity, or (c) evaluated by the parent as a means of keeping parents informed of student progress.
5. The teacher should maintain a clear and careful record of all homework done by each student.
6. The teacher will provide a specific time daily during which students can meet with the teacher to discuss homework.
7. The school administration supports teacher efforts to communicate homework expectations to students and parents by making space available in the monthly school newsletter; by organizing "Back-to-School" and "Open House," and by involving counselors in working with students who may struggle with their homework assignments.
8. When homework is due on the date a student is absent, it must be turned in the day the student returns to school or on a day agreed to by the teacher and the student.

Attendance Policy

Absences

In keeping with Lammersville Unified School District Board Policy (BP) 5113(a), Mountain House High School believes that regular attendance, punctuality and participation in school are directly linked to student achievement. California Education Code 48205 states that absences from school may only be excused for the following reasons: illness, quarantine, medical/dental appointments, jury duty, attendance at the funeral of an immediate family member, or other justifiable reasons approved in advance by administration. Because family vacations are not considered excused absences, we encourage you to schedule them outside of the regular school year.

Verification of Absences

All absences must be excused by a note or phone call from the parent/guardian as listed on the registration form. **These absences must be cleared within 72 hours (3 school days) of the student's return to campus.** It is the student's responsibility to clear all absences in the proper amount of time and to arrange for all make-up work with teachers. These absences cannot be cleared after 72 hours, at which time they will be documented as unexcused absences. Students and parents may check their attendance via Aeries or by contacting the attendance office.

Mountain House High School is a **closed campus**. Students may not leave campus without checking out. If a student needs to leave school during the day, the parent/guardian must call the Attendance Office **before** the time that the student needs to leave campus. A pass will be written and ready for the student to pick up in the office prior to leaving. If the student becomes ill during the day, he/she needs to check out through the Attendance Office. Classrooms cannot be interrupted to notify a student of an appointment. If a student is expecting an early dismissal, he/she should come to the Attendance Office throughout the day to confirm that it has been arranged. **Leaving campus without prior parental permission or checking out through the office will result in an unexcused absence.**

Only parents or legal guardians can excuse the absence of a student who is younger than 18 years of age. Older brothers, sisters, relatives, or neighbors cannot legally excuse a student's absence. Only a parent/guardian may excuse absences and request an off campus pass. A student who is over the age of 18 may excuse absences or request off campus passes; however, the student must fill out an off campus form and, as a courtesy, the student's parents will be notified of the excusal or release from school by administration.

Per LUSD Administrative Regulation (AR) 5113(c), after a student has had 14 absences verified by a parent in the manner described above, any further absences must be verified by a physician.

Tardiness/Class Cuts

Mountain House High School utilizes a computerized period-by-period attendance system. Students are accountable for punctual attendance in every class and are marked tardy if they are not in their seats when class begins. If, after 30 minutes, a student is not in class, the absence may be considered a class cut and documented as a truancy.

Makeup Work--Excused Absences

A pupil with an excused absence from school 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. The teacher of any class from which a pupil is absent shall determine the tests and assignments that are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed.

Makeup Work--Unexcused Absences

Teachers are not obligated to permit make-up work for unexcused absences. A pupil with an unexcused absence from school under this section may receive a grade of "zero" for assignments in each class for each day of unexcused absence.

Makeup Work--Suspensions

The teacher of any class may require the suspended pupil to complete any assignments and tests missed during the suspension.

Attendance and Grading

According to Administrative Regulation 5121(c), a teacher may assign a failing grade or no credit to any pupil deemed to have excessive unexcused absences from that teacher's class pursuant to Education Code 48260.

Truancy Notification and Consequences

In adherence to Administrative Regulation 5113.1(b) and Education Code 48260, a student will be identified as truant when the student accrues three unexcused absences from school or tardiness in excess of 30 minutes on three occasions or a combination of absences and tardies. In such event, Mountain House High School will notify the parent/guardian that:

- The student is truant.
- The parent/guardian is obligated to compel the student to attend school.
- The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.
- Alternative educational programs are available in the district
- The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy
- The student may be subject to arrest by a probation officer, a peace officer, a school administrator, an attendance supervisor or his/her Designee under Education Code 48264 if found away from home and absent from school without a valid excuse.
- The student may be subject to suspension, restriction or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.
- The parent/guardian should accompany the student to school and attend classes with the student for one day.

For students who are truant, the following actions will be taken in accordance with Administrative Regulation 5113.1(a-d):

Truancy	Action
First	Recorded written notice by a peace officer Makeup classes outside the regular school day
Second	Makeup classes outside the regular school day Meeting with school administration to discuss truancy mediation resources Referral to the District Attorney and/or a Probation Officer
Third	Classification as habitual truant Referral for mandatory attendance of a School Attendance Review Board hearing Mandatory attendance of a truancy mediation program established by the District Attorney or Probation Officer
Fourth	Referral to County Juvenile Court Notification of Juvenile Court or Probation Officer about each additional truancy

Temporary Disability

Pursuant to Education Code 48206.3, in the event that a student becomes temporarily disabled, upon notification by the parent/guardian, the student will receive individual instruction from Mountain House High School.

Tardy Policy

Mountain House High School considers punctuality an important life and career habit. For this reason, students are expected to arrive to all classes on time. A student who arrives to class after the tardy bell without a pass that is signed by a staff member and that indicates the date and time will be marked tardy by the teacher. Teachers and/or administrators will assign disciplinary consequences according to the Guidelines for Student Disciplinary Actions (see below).

Dress Code

Pursuant to Board Policy 5132, Mountain House High School holds that appropriate dress and grooming contribute to a productive learning environment and are important life and career skills. Students are expected to demonstrate appropriate personal cleanliness and wear clothing that is suitable for the school activities in which they participate.

Clothes must be neat, clean, and appropriate for school, according to the guidelines below. No items shall be worn to school which are distracting to the learning environment, revealing, obscene, vulgar, related to tobacco, drugs or alcohol, or related to any unauthorized group which may provoke others to acts of violence or cause others to be intimidated by fear of violence as determined by school administrators and other school staff. Please refer to Administrative Regulation 5132(a). When dressing for school, students should be aware of the following:

- a. No hairnets, do-rags, wave caps, gang-related hats, bandanas (any color) or any item that depicts gang affiliation. This includes and is not limited to towels, shirts or other items placed on the head. Hats and caps are not to be worn indoors. All hats and caps must be worn facing the front and may not be worn to the back or to the side. Hoods and sunglasses may not be worn in classrooms.
- b. No clothing that has been altered in such a way as to identify students with a gang including and not limited to, sagging/baggy pants, cut off shorts with knee high socks, hanging belts, suspenders off the shoulders, or gang-related initials on belt buckles.
- c. Students must wear their pants on their hips. Administrators may use ties to secure pants at the waist.
- d. No sexually suggestive attire (including playboy items) or extremely short or brief attire. This includes, but is not limited to, low-cut garments, strapless, tube tops or off the shoulder tops. Tops must have two (2) straps no less than one (1) inch in width. No bare midriffs or backs, tank tops or muscle shirts, undershirts, and fishnet tops. Shirts must be worn with both arms through the sleeves - not over one shoulder. Shorts or skirts which are shorter than mid-thigh or fingertip length are not allowed. Leggings or tights are acceptable when worn with pants, shorts or a skirt that are of appropriate length.
- e. Shoes must be worn at all times.
- f. No clothing or other accessories (such as chains, spiked collars, wristbands, jewelry or rings), which present a safety hazard may be worn.

Unauthorized Group-related Conduct/Activity

Education Code 35183 gives site administration the authority to take measures to suppress unauthorized group-related conduct, activity and apparel on and adjacent to all school campuses during all school sponsored events. Such activities are a threat to the safety of others and are strictly prohibited.

Cars and Parking Permits

Any student bringing a car to school and parking on campus must have a valid parking permit. Juniors and Seniors may purchase their parking permits through the Student Store. Questions regarding parking policies may be addressed to an administrator. Students should be aware that they are subject to citation for violation when they fail to display a parking permit.

Closed Campus

Students are NOT allowed to leave campus during the school day. The parking lots are off limits during the school day. For a student to leave campus, a parent/guardian must contact the Attendance Office to arrange for an off-campus pass. It is the student's responsibility to pick up his/her off-campus pass before leaving campus. If a student needs to retrieve an item needed for school, the student must request a parking lot pass in the office.

Visitors on Campus

Adults must have proper authorization in order to visit campus. All visitors must sign in and receive a visitor's pass from the main office. Minors may not visit students on campus during the school day.

MHHS welcomes and encourages parent visits to our campus. As a courtesy to staff, we ask that parents schedule classroom visits with teachers at least 24 hours in advance.

If parents would like to deliver lunch for their child, they may leave the items in the administration office and inform their student via text to pick up the meal after fourth period. Our goal is to preserve the instructional time of all teachers and students by avoiding disruptions to the educational process.

Head Injury/Concussion

EC 49475

(a) If a school district elects to offer an athletic program, the school district shall comply with both of the following:

1. An athlete who is suspected of sustaining a concussion or head injury in an athletic activity shall be immediately removed from the activity for the remainder of the day, and shall not be permitted to return to the activity until he or she is evaluated by a licensed health care provider, trained in the management of concussions, acting within the scope of his or her practice. The athlete shall not be permitted to return to the activity until he or she receives written clearance to return to the activity from that licensed health care provider.
2. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition.

(b) This section does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course required pursuant to subdivision (d) of Section 51220.

Consent to Medical Care

AB499

Existing law allows a minor to consent to specified forms of medical or dental treatment. FC 6922. (a) A minor who is 12 years of age or older and who may have come into contact with an infectious, contagious, or communicable disease may consent to medical care related to the diagnosis or treatment, if the disease or condition is one that is required by law or regulation adopted pursuant to law to be reported to the local health officer, or is a related sexually transmitted disease, as may be determined by the State Public Health Officer.

(a) A minor who is 12 years of age or older may consent to medical care related to the prevention of a sexually transmitted disease

(b) The minor's parents or guardian are not liable for payment for medical care provided pursuant to this section.

Medication Policy

Per Board Policy **5141.21**, school personnel may sometimes need to assist students in taking prescription medication as required by a parent or physician. In such instances, the parent or guardian must provide written notification of the student's need for said prescription during the school day along with a copy of the doctor's note. Arrangements can also be made for students who need to self-administer a prescription medication per a doctor's orders. Parents or guardians must notify school administration of this need in advance and provide documentation in the form of a doctor's note.

Dance Policy

The Lammersville Unified School District and Mountain House High School are committed to providing students wholesome educational, social, athletic and extracurricular activities to support the personal growth and development of students. School dances are an important component of students' high school experience. In regards to school dances, parents and students should be aware of the following policies:

1. Dances are a privilege. All school rules apply.
2. Dance tickets are non-transferrable and will be honored for only the person whose name they are in. The student must be present at the time of purchase.
3. No dance shall start until all assigned chaperones have arrived.
4. Mountain House High School dances are closed to non-students with the exception of the Winter Formal and the Prom. Guest passes must be completed and turned into administration one week prior to the last day of dance ticket sales. Guests may be no older than 20 years old.
5. All students must show their current LHS ID to be admitted to all dances.
6. Admission to a dance will be allowed for only one hour after the dance has started unless the student has made prior arrangements with administration.
7. Appropriate attire will be worn all evening.
8. A student who leaves a dance before it is over will not be readmitted.
9. No "freak" or other sexually suggestive dancing. First offenses will result in a warning. A second offense will result in the student being required to leave the dance. Ticket fees will not be refunded.

10. Students will be allowed to leave 2.5 hours after the start of the dance. Parents will be called if a student needs to leave sooner.

Student ID Policy

ID badges are an aid to security personnel and administrators in identifying students who belong at the school and visitors who are not part of the school community.

ID cards are to be carried by all students on campus between 7:00 a.m. and 3:22 p.m. Students are required to wear their student ID badge visibly, outside their clothing, around their neck on a lanyard or clipped to their shirt collar at all times.

ID badges that are broken or defaced, that have damaged photos, names, or barcodes, or that are unreadable, are invalid and must be replaced.

Students are required to wear their ID badge at school and to carry their ID badge at all school-sponsored functions where only Mountain House High School students are allowed to attend (Winter Formal or Prom, for example). Students are not required to wear ID badges to athletic or other events that are attended by the public.

An ID badge is also required to obtain Chromebooks, borrow library materials, and to gain access to the Library Media Center and to other school functions and activities. Pictures for the card are taken during summer orientation and on a make-up day in the fall.

Students who lose their ID badge must purchase a replacement in the Student Service Center between 7:00am and 3:30pm for \$5, which includes the lanyard. A lanyard may be purchased as a single item for \$2. Students who go to the office proactively for a replacement ID badge before their first period will be required to purchase an ID and lanyard for \$5, but NO additional consequences will be enforced.

Students who are sent by staff to the office for failure to wear their ID badge, or go in after their first class, will be required to purchase a replacement for \$5, and may be subject to disciplinary actions as outlined in the Guidelines for Student Disciplinary Actions.

Contraband-Sniffing Dogs

Dogs trained in detecting contraband may be allowed on campus for the safety of students and staff. All classrooms, lockers, backpacks and vehicles on or within 1000 feet of the campus may be subject to search. Once a dog has alerted, the school has an obligation to investigate if there is a weapon, dangerous or unsafe object present. Students whose backpacks and/or lockers are searched and in which an illegal substance or weapon is discovered will be considered to be in possession of that item

and will face disciplinary action as outlined in the Guidelines for Student Disciplinary Actions. Students who drive a vehicle to school are fully responsible for the contents of that vehicle, even if the vehicle or its contents actually belong to someone else.

School Safety and Security (Cameras On Campus)

Cameras are installed at the school site for safety and security. Information will be shared with the law enforcement agencies for any violations of the law.

Mountain House High School Code of Conduct

Lammersville Unified School District Policy AR 5142(a)

Each Principal or Designee shall establish school rules for the safe and appropriate use of school equipment and materials and for student conduct consistent with law, Board policy, and administrative regulation.

California Code of Regulations (C.C.R.) Title 5, Sec. 300

Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his/her teacher and others in authority; observe good order and propriety of deportment; be diligent in study; be respectful to his/her teachers and others in authority; be kind and courteous to schoolmates and refrain from the use of profane and vulgar language. (Reg. 77, No. 39)

Education Code (E.C.) 48908

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the school.

Right to Safe Schools

According to the California Constitution, Article II, Section 28 (c) – All students and staff of public, primary, elementary, junior high and senior high schools have the inalienable right to attend campuses that are safe, secure and peaceful.

Purpose and Philosophy

In accordance with the California Constitution and Code of Regulations, California Education Code and Lammersville Unified School District Governing Board Policy 0450(a), Mountain House High School will provide students with a safe, secure, and positive educational atmosphere. The purpose and philosophy of the Mountain House High School Code of Conduct is to outline practices, policies, and procedures that will help students to behave as law-abiding, productive citizens of their community both now and in the future. To assure this, Mountain House High School, Lammersville Unified School District and California Education Code policies are in effect during the regular day, as students travel to and from school, and at all school related events and activities.

Mountain House High School is accountable for creating and maintaining safety and we devote considerable resources and attention to developing, modeling and leading a transparent, safe school environment. All community members hold physical, social/emotional and curricular safety as key elements of our school culture.

Physical safety - Everyone is free from physical harm and structures and systems are in place to prevent danger.

Social/Emotional safety - We work diligently to prevent and protect from harassment, bullying, and personal attack. We hold a commitment to peaceful conflict resolution, mutual respect and accountability for all.

Curricular safety - We have an on-going, comprehensive support plan for all as reflected in our Master Counseling Plan and integrated into the total high school learning experience and culture. Our beliefs about school culture and safety consistently shape our definition of "The Mustang Way."

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 SCHOOL ADMINISTRATOR
. . . then, if you wish,
3. discuss matters with the ASSISTANT SUPERINTENDENT
. . . and then, if you wish,
4. request through the Superintendent to
. . . meet with the GOVERNING BOARD

**RIGHTS & RESPONSIBILITIES RELATED TO DISCIPLINE FOR
STUDENTS, PARENTS, CLASSIFIED STAFF, TEACHERS,
ADMINISTRATORS, SCHOOL BOARD MEMBERS, & PARENT
VOLUNTEERS WHERE APPLICABLE**

EACH STUDENT HAS A RIGHT TO . . .

- Be taught the required curriculum in a professional manner.
- Have a positive learning environment maintained in the classroom.
- Be treated respectfully.
- Attend school without harassment by other students.
- Discuss grades, assignments, and discipline with the teacher in private, provided such a discussion is conducted with courtesy and consideration.
- Fair treatment and due process.

EACH STUDENT HAS A RESPONSIBILITY TO . . .

As a part of the Middle School's discipline policy, all students will be informed of their teacher's individual classroom rules and expectations. These will be discussed thoroughly at the beginning of the school year. If students break these classroom rules, each teacher will have the option to handle the situation according to his/her professional judgment, which may include after-school detention. In serious cases and/or repeated offenses, the consequences can include a disciplinary referral to the office.

The Principal/Designee will talk with the pupil about the problem and, if the problem is serious enough, the pupil's parent will be contacted. Occasionally a pupil will be

suspended from school if other means of discipline fail to improve conduct. Most of the students at the Middle Schools rarely have any serious problems, but if they feel that they might have trouble, it is much better to see the Principal/Designee BEFORE problems actually happen, rather than wait until they are in trouble. Additionally:

- Students are responsible to all authorized school employees, and are expected to obey instructions quickly, quietly, and courteously, the first time.
- Students will obey all classroom and school rules.
- Students will treat others with courtesy and respect. This includes keeping hands, feet and objects to oneself. No vulgarity.
- Dishonesty, teasing, or put-downs including but not limited to race, religion, ethnic origin, size, or handicap are not allowed.
- Students will attend school daily unless ill or legally excused.
- Students will come to class prepared to work and will remain until dismissed by the teacher.
- Each student will have a pencil and/or pen, paper and binder as required by the individual teacher.
- Students will remain seated until the bell rings and the teacher dismisses the class.
- Since tardies affect academic pursuits, a student will be considered tardy if he/she is not in his/her seat and prepared to work when the tardy bell rings.
- Students will complete all assignments and meet deadlines.
- No gum, food, candy, or drinks will be allowed in class without prior permission.

EACH PARENT HAS A RIGHT TO . . .

- Be treated respectfully.
- Expect his/her child to attend a school which emphasizes learning and growing in an environment free of detrimental influences.
- Be informed of disciplinary problems and actions.
- Due process for his/her child.
- Visit the school and observe programs when prior arrangements have been made.
- Be provided with a qualified translator when 15% of the students in school speak that language.

EACH PARENT HAS A RESPONSIBILITY TO . . .

- Be aware that he/she is legally obligated to share responsibility with the school for the behavior of his/her child while he/she is in transit or at school.
- Understand and support local school behavior standards.
- Help the child understand, accept, and respect all school rules.
- Cooperate with school officials in carrying out appropriate disciplinary actions and seek out appropriate community agencies for assistance when necessary.
- Bring all issues, problems or concerns happening at school regarding other students to the site administration. DO NOT confront or address issues, problems or concerns with other students, with the student(s) in question, in person or directly.

- Reinforce educational achievement of his/her child and communicate achievements at home to school staff for reinforcement at school.
- Ensure regular and prompt attendance and notify the school in the event of an absence or tardiness.
- Read all communications which come from school and respond when requested.
- Be financially responsible for their children losing school materials/equipment and/or causing damage to school property or personal property of any school employee.
- Send children to school clean, rested, well-nourished, appropriately dressed, and ready to learn.

EACH TEACHER HAS A RIGHT TO . . .

- Assign seats.
- Require detention for up to one hour after school.
- Give grades he/she considers appropriate.
- Require compliance with classroom and school rules.
- Expect students to obey directions.
- Be treated respectfully.
- Expect work to be completed on time.

EACH TEACHER HAS A RESPONSIBILITY TO . . .

- Provide a safe, secure, positive learning environment.
- Review and enforce with students the district discipline policies and school rules.
- Communicate regularly with students, parents, and appropriate school personnel regarding behavior problems and proposed solutions, and/or academic progress, as well as outstanding student achievements.
- Inform parents of rules and policies related to behavior and discipline.
- Exhibit fair, consistent treatment of all students.

EACH ADMINISTRATOR HAS A RIGHT TO . . .

- Be treated respectfully.
- Expect students, parents, and teachers to cooperate with the administration of state laws, district policies, and school rules which govern the operation of the school.
- Expect parents to communicate their concerns, questions, and suggestions first with the teacher and then the school administrator.
- Give consequences for violation of the education code, state and federal laws.
- Investigate violations and question students without parental consent.
- Search and seizure with reasonable suspicion without parental consent.
- Inform law enforcement agencies and ask for assistance/collaboration regarding student violation of state and federal law.
- Request law enforcement agencies to investigate violations, and/or question students without parental consent.

- Release pupil directory information including pupil's name, address, telephone number, date of birth, and email address as per EC 49076

EACH ADMINISTRATOR HAS A RESPONSIBILITY TO . . .

- Create a safe, secure, positive teaching-learning environment by properly exercising authority assigned by the School Board, the Superintendent, and state laws.
- Communicate to parents, staff, and students the state laws, district policies, and school rules which govern behavior expectations.
- Assist students, parents, and staff in seeking solutions to problems.
- Establish procedures for encouraging and recognizing positive behavior.
- Be fair, firm, and consistent in enforcing district policies and school rules, and in decisions affecting students, parents, and teachers.
- Maintain open lines of communication between school and home.

THE SCHOOL BOARD HAS A RIGHT TO . . .

- Be respected as the policy formulating body of the school district.
- Expect students, parents, teachers, and administrators to comply with state laws, and district policies as established by the Governing Board.
- Expect parents to communicate their concerns, questions, and suggestions first with the teacher, then with the administration, the Director of Student Services and finally with the Governing Board.

THE SCHOOL BOARD HAS A RESPONSIBILITY TO . . .

- Establish policies and procedures which create a safe, secure, positive teaching-learning environment at each of the district's schools.
- Assist students, parents, and staff in seeking solutions to problems by directing them to the appropriate administrative office.
- Insure that administrators are fair, firm, and consistent in enforcing district policies and school rules, and in decisions affecting students, parents, and teachers.
- Establish policies and procedures for encouraging and recognizing positive student behavior.
- Establish policies and procedures which maintain open lines of communication between school and home.

Disciplinary Violations and Consequences

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. However, if a student does become involved in a situation in which a suspension, expulsion, or transfer might result, both the student and his/her parents will be given a more detailed description of the due process procedures.

Detention

Students may be assigned detention as a part of the Student Conduct Code. Detention can be assigned by the teacher or site administration. The detention can involve doing school work or community service for the school. Detention may be assigned at lunch, or after school. Parents not wishing children to serve detention at an assigned time must send a signed note or phone the school to indicate that the student will not serve detention at that time and the student will be given an alternate time during which to serve the detention.

Failure to serve a teacher's assigned detention will be considered Defiance of Authority (Education Code 48900) and appropriate consequences will be administered which may include Administrative Detention, On Campus Suspension and/or suspension from school.

Search and Seizure (BP 5145.12)

Board Policy 5145.12 explains district policy and procedures on search and seizure, including the use of Breathalyzers and metal detectors.

The Governing Board recognizes that incidents may occur which jeopardize the health,

safety and welfare of students and staff and which necessitate the search and seizure of students, their property, their lockers and/or vehicles by school officials.

School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The Board urges that discretion, good judgment and common sense be exercised in all cases of search and seizure. When possible, staff may use a metal detector when searching an individual for weapons.

The parent/guardian of a student subjected to an individualized search shall be notified by the district as soon after the search as possible.

Suspension from School

Definition: Suspension means removal of a student from on-going instruction for disciplinary purposes.

Teacher Suspension of a Student

A teacher may suspend, for any of the reasons contained in Section 48900 of the Education Code, any student from his/her class for the day of the suspension and the following day.

1. When a teacher suspends a student for any of the reasons contained in Section 48900, the teacher shall immediately report the suspension to the Principal/Designee for appropriate action.
2. As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent/teacher conference regarding the suspension. A counselor should attend the conference if it is practicable, and a school administrator may attend if either the parent/guardian or teacher so requests.
3. A suspended student shall not be returned to class during the period of suspension without the approval of the teacher of the class and the Principal/Designee.

Principal/Designee Suspension of a Student

The Principal/Designee may suspend and/or place a student on probation for any of the reasons contained in Education Code Section 48900 and/or 48915. The suspension shall be limited to five (5) consecutive school days per offense.

1. Suspension shall be preceded by an informal conference between the student, a certificated school employee and whenever practicable, the teacher or supervisor who referred the student to the Principal/Designee. At the conference the student shall be informed of the reason(s) for the disciplinary action and the evidence against him/her and shall be given the opportunity to present his/her version and

evidence in support of his/her defense. The conference may be omitted if the Principal/Designee determines that an emergency situation exists, in that there is a clear and present danger to the lives, safety or health of students or school personnel. If the pre-suspension conference is not held, then a meeting shall be held as soon as practicable, but not later than two (2) school days from the day the suspension is ordered unless the student is physically unable to attend due to hospitalization, incarceration, etc., in which case the conference will be held as soon as the student is physically able to return to school unless the student waives the right to the conference.

2. At the time of suspension, a school employee shall make a reasonable effort to contact the student's parent/guardian in person or by telephone. A school employee shall also report the suspension of the student to the Director of Student Services.
3. A notice of the suspension shall be mailed by a school employee to the parent/guardian in the primary language of the parent/guardian; if practicable, containing each of the following:
 - a. A statement of the facts leading to the decision to suspend.
 - b. The day and time the student will be allowed to return to school.
 - c. A statement of the parent's or the student's right to have access to the student's record as provided in Education Code 48914.
 - d. A request that the parent/guardian attend a conference with school officials regarding the student's behavior, including notice that State law requires parents or guardians to respond to such request without delay.
4. While parents or guardians are required to respond without delay to a request for a conference regarding their child's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such conference. In addition, the student's readmission shall not be contingent on the attendance of the parents or guardian at such conference.
5. The pupil is in the complete custody and jurisdiction of his/her parents or legal guardian during the entire period of suspension.
6. The pupil is not to loiter on or near any school grounds at any time, or attend any school activities, no matter where such activities may be taking place.
7. The teacher of any class from which a student is suspended may require the suspended student to complete any assignments and tests missed during the suspension. In addition, a suspended student may be allowed to complete all assignments and tests missed during the suspension which can be reasonably provided, and upon satisfactory completion, given full credit therefore. (Education Code 48913.)
8. Completion of Assignments: The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension (Education Code 48913).

Administrative Detention

Administrative Detention will be assigned as specified in the Guidelines for Student Disciplinary Actions (see below). Administrative Detention will be held every Wednesday afternoon from 3:27 to 4:27.

Depending on the infraction committed to warrant assignment to Administrative Detention, students may be assigned to perform campus clean up or other maintenance duties. Practices, after school sports or extracurricular activities will not be accepted as excuses for not attending Administrative Detention. Administrative Detention may be assigned at an administrator's discretion in lieu of suspension.

Loss of School Privileges (LOSP)

Loss of school privileges (LOSP) prohibits performance, competition, or participation in school extracurricular activities. The loss of school privilege will be based on calendar days. Practice and tryouts are permitted at administrator's discretion. If LOSP occurs during the last weeks of school for a senior, it may include restriction from all graduation and senior class activities. Certain severe violations of the school discipline policy will also result in LOSP (see Disciplinary Violations and Consequences).

On Campus Suspension

On Campus Suspension is a classroom learning center where students are required to work independently. On Campus Suspension is used as an administrative placement in lieu of suspension. It is offered one day each week on Thursdays. Students with excessive On Campus Suspension placements are subject to suspension. Students may request to make up work missed due to placement in On Campus Suspension. The teacher shall provide all assignments and tests that the pupil will miss while suspended in On Campus Suspension (Education Code 48911.1).

Saturday School

Saturday School may be assigned to students who are habitually truant or who repeatedly choose to violate school or district policies as set forth in this handbook.

A student assigned to Saturday School must serve the Saturday School on either of the dates assigned (**within two week interval**). Failure to attend Saturday School after assignment will be considered defiance of authority (Education Code 48900) and will result in suspension from school. Continued failure to attend Saturday School will result in a referral to the School Attendance Review Board (S.A.R.B.).

Saturday School is cumulative and is carried over from one school year to the next. A student owing more than 15 hours of Saturday School will be placed on Loss of School Privileges and will not be eligible to participate in any activities beginning the next school year.

Students assigned to Saturday School can only serve their hours:

(a) **By attending regularly scheduled Saturday Schools.** These are held every Saturday from 8:00 a.m. to noon in the cafeteria. Students receive 4 hours credit for attending. **STUDENTS MUST SHOW ID UPON ENTRANCE.**

(b) **By having ten days of Perfect Attendance.** Students who have ten days with no tardies or absences will have 10 hours of Saturday School cleared. It is the student's responsibility to notify the attendance office of having 10 days of perfect attendance. For perfect attendance the student must not have served any time in On Campus Suspension during the 10 days. **To receive Perfect Attendance credit, students must serve one day of Saturday School during those 10 days of Perfect Attendance.**

Failure to serve an assigned Saturday School will be considered Defiance of Authority (Education Code 48900) and appropriate consequences will be administered which may include On Campus Suspension and/or suspension from school. Please note that pre-approved absences, illness verified by a doctor's note, or verified family emergencies are the only acceptable excuses to miss Saturday School.

Appealing a suspension and/or Conditions of Probation

The student or the student's parent/ guardian may appeal the suspension and/or conditions of probation imposed by the Assistant Principal to the Principal of the school. This appeal must occur within ten days of the incident. If the appeal is not resolved at the school site by the Principal, then the student or the student's parent/ guardian may appeal the suspension and/or conditions of probation to the Superintendent or the Superintendent's Designee.

Under the provisions of Education Code 48914, the District has established the following procedures for appealing a suspension taken by the school:

1. The student or student's parent/ guardian may appeal a suspension. The appeal shall be filed within ten (10) days of the time that the suspension and/or other disciplinary action took place. A meeting, if requested, may be held with the Principal for the appeal. The Principal shall make a decision regarding the appeal in a timely manner.
2. If the appeal is not resolved at the school site by the Principal, then the student or the student's parent/guardian may appeal the suspension to the Superintendent or the Superintendent's Designee. The appeal shall be filed within ten (10) school days

of the time that the Principal renders his/her decision. A meeting, if requested, may be held with the Superintendent or the Superintendent's Designee. The procedure shall be as follows:

- a. The Superintendent or Superintendent's Designee shall determine if there was sufficient evidence to find that the alleged violation occurred, and whether the penalty was appropriate for the violation.
- b. The student may designate a representative to be present with him/her at the meeting, but the representative shall not serve as legal counsel unless the district has a legal counsel present to represent the school district.
- c. At the meeting the Superintendent or Superintendent's Designee shall review all written documents in the case; and the student's parents or guardian and/or representative address the Superintendent or Superintendent's Designee on the evidence or the appropriateness of the penalty.
- d. The Superintendent or Superintendent's Designee shall make a decision and inform the parent/s. If the Superintendent or Superintendent's Designee determines that no violation occurred, all record and documentation regarding the disciplinary proceedings and suspension shall be immediately destroyed and no information regarding the meeting shall be placed in the student's permanent record file. If the Superintendent or Superintendent's Designee determines that the penalty imposed was inappropriate for the violation, all records and documentation concerning the suspension and/or other disciplinary action shall be revised to indicate only the facts leading to the penalty imposed by the Superintendent or the Superintendent's Designee.

Student Assistance Program (SAP)

The Student Assistance Program (SAP) is designed for students experiencing behaviors that result in serious barriers to learning. The primary focus areas of concern are: attendance, academics, behavior and health. SAPs are designed to provide an intermediate level of intervention when classroom and school site interventions have not been successful. Parent and student involvement in the SAP intervention process is critical. The goal of SAP is to prevent further loss of classroom time due to behaviors that may lead to suspension and/or expulsion.

Progressive discipline/intervention may include a SAP referral prior to a DART.

Student Success Team (SST)

A Student Success Team (SST) meeting may be held, which is aimed at improving student's academic and behavioral functioning.

Discipline and Attendance Review Team (DART)

Discipline and Attendance Review Team- a DART is utilized at 10 days of suspension. It is used as a means to develop a plan regarding student's discipline and behavior.

Expulsion from Lammersville Public Schools

Expulsion means the removal of a student from the immediate supervision and control, or the general supervision of school personnel for more than five (5) consecutive school days. The expulsion shall remain in effect until the governing board orders the re-admission of the student. At the time of the expulsion, the governing board shall set a date, not later than the last day of the semester following the semester in which the expulsion occurred unless expulsion under 48915 which may include a full year expulsion, when the student may apply for readmission to school.

Authority to Expel

The governing board may expel students for any of the reasons contained in Education Code 48900 and/or 48915. Such action, except for single acts of a serious nature, is usually reserved for application where there is a history of misconduct and where other forms of discipline, including suspension, have failed. The Principal is required to recommend expulsion for the following acts (Education Code 48915):

1. 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 expulsion is inappropriate, due to the particular circumstance:
 - a. Causing serious physical injury to another person, except in self-defense.
 - b. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
 - c. 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 possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - d. Robbery or extortion.
 - e. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
2. Upon recommendation by the principal, Superintendent of schools or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:
 - a. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - b. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
 - 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:

- d. 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 written permission to possess the firearm from a certified 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.
 - e. Brandishing a knife at another person.
 - f. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
 - g. Committing or attempting to commit a sexual assault as defined in subdivision (n) or Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
3. The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
- a. Is appropriately prepared to accommodate pupils who exhibit discipline problems.
 - b. Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
 - c. Is not housed at the school site attended by the pupil at the time of suspension.
4. Upon recommendation by the principal, Superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds, violated subdivision (f), (g), (h), (i), (j), (k), (l), (m), or (o) of Section 48900, or Section 48900.2 or 48900.3, and either of the following:
- a. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - b. That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

Grounds for Suspension and Expulsion from Mountain House High School

A pupil shall not be suspended from school or recommended for expulsion unless the Superintendent or the Principal or Principal Designee of the school in which the pupil is enrolled determines that the pupil has:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other

- dangerous object unless, in the case of possession of any such object, 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 any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
 - (d) Unlawfully offered, arranged or negotiated to sell any 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 any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.
 - (e) Committed robbery or extortion.
 - (f) Caused or attempted to cause damage to school property or private property.
 - (g) Stolen or attempted to steal school property or private property.
 - (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clover cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her prescription products.
 - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
 - (k) 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.
 - (l) Knowingly received stolen school property or private property.
 - (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
 - (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 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 witness in a school disciplinary proceeding for the purpose 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 as defined in subdivision (b) of Section 245.6 of the Penal Code.
 - (r) Engaged in an act of bullying, including but not limited to, bullying committed by

means of an electronic act, as defined in subdivisions (f) and (g) of section 32261, directed specifically toward a pupil or school personnel.

- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to 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 school activity or 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).

Grounds for suspension and/or expulsion also include Education Code Sections:

48900.1

- a. The governing board of each school district may adopt a policy authorizing teachers to require the parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) or (k) of Section 48900, to attend a portion of a school day in the classroom of his or her child or ward. The policy shall take into account reasonable factors that may prevent compliance with a notice to attend. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended.
- b. The policy shall be adopted pursuant to the procedures set forth in Sections 35291 and 35291.5. Parents and guardians shall be notified of this policy prior to its implementation. A teacher shall apply any policy adopted pursuant to this section uniformly to all pupils within the classroom. The adopted policy shall include the procedures that the district will follow to accomplish the following:
 1. Ensure that parents or guardians who attend school for the purposes of this section meet with the school administrator or his or her Designee after completing the classroom visitation and before leaving the school site.
 2. Contact parents or guardians who do not respond to the request to attend school pursuant to this section.
- c. If a teacher imposes the procedure pursuant to subdivision (a), the Principal shall send a written notice to the parent or guardian stating that attendance by the parent or guardian is pursuant to law. This section shall apply only to a parent or guardian who is actually living with the pupil.

- d. A parent or guardian who has received a written notice pursuant to subdivision (c) shall attend class as specified in the written notice. The notice may specify that the attendance of the parent or guardian be on the day the pupil is scheduled to return to class, or within a reasonable period of time thereafter, as established by the policy of the board adopted pursuant to subdivision (a).

48900.2 In addition to the reasons specified in section 48900, a pupil may be suspended from school or recommended for expulsion if the Superintendent or the Principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

48900.3 In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the Superintendent or the Principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of section 233.

48900.5

- a. Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the Principal or Superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.
- b. Other means of correction include, but are not limited to, the following:
 - 1. A conference between school personnel, the pupil's parent or guardian, and the pupil.
 - 2. Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
 - 3. Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
 - 4. Referral for a comprehensive psychosocial or psychoeducational assessment,

including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a).

5. Enrollment in a program for teaching prosocial behavior or anger management.
6. Participation in a restorative justice program.
7. A positive behavior support approach with tiered interventions that occur during the school day on campus.
8. After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
9. Any of the alternatives described in Section 48900.6.

48900.7 (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and **48900.4**, a pupil may be suspended from school or recommended for expulsion if the Superintendent or the Principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

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

48903

- a. Except as provided in subdivision (g) of Section 48911 and in Section 48912, the total number of days for which a pupil may be suspended from school shall not exceed 20 school days in any school year, unless for purposes of adjustment, a pupil enrolls in or is transferred to another regular school, an opportunity school or class, or a continuation education school or class, in which case the total number of school days for which the pupil may be suspended shall not exceed 30 days in any school year.
- b. For the purposes of this section, a school district may count suspensions that occur while a pupil is enrolled in another school district toward the maximum number of days for which a pupil may be suspended in any school year.

48911.1

- a. A pupil suspended from a school for any of the reasons enumerated in Sections 48900 and 48900.2 may be assigned, by the Principal or the Principal's Designee, to a supervised suspension classroom for the entire period of suspension if the pupil poses no imminent danger or threat to the campus, pupils, or staff, or if an action to expel the pupil has not been initiated.
- b. Pupils assigned to a supervised suspension classroom shall be separated from other pupils at the school site for the period of suspension in a separate classroom, building, or site for pupils under suspension.
- c. School districts may continue to claim apportionments for each pupil assigned to and attending a supervised suspension classroom provided as follows:
 1. The supervised suspension classroom is staffed as otherwise provided by law.
 2. Each pupil has access to appropriate counseling services.
 3. The supervised suspension classroom promotes completion of schoolwork and tests missed by the pupil during the suspension.
 4. Each pupil is responsible for contacting his or her teacher or teachers to receive assignments to be completed while the pupil is assigned to the supervised suspension classroom. The teacher shall provide all assignments and tests that the pupil will miss while suspended. If no classroom work is assigned, the person supervising the suspension classroom shall assign schoolwork.
- d. At the time a pupil is assigned to a supervised suspension classroom, a school employee shall notify, in person or by telephone, the pupil's parent or guardian. Whenever a pupil is assigned to a supervised suspension classroom for longer than one class period, a school employee shall notify, in writing, the pupil's parent or guardian.
- e. This section does not place any limitation on a school district's ability to transfer a pupil to an opportunity school or class or a continuation education school or class.
- f. Apportionments claimed by a school district for pupils assigned to supervised suspension shall be used specifically to mitigate the cost of implementing this 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 of school grounds:

1. Possessing, selling, or otherwise furnishing a firearm.
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.
5. Possession of an explosive.

CONFLICT RESOLUTION POLICY BP 5138

The Lammersville Unified School District believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent a conflict, each school within the Lammersville Unified School District will incorporate conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment.

The Lammersville Unified School District will provide training to develop the knowledge, attitudes, and skills that students will need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. Lammersville Unified School District will adopt a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or at a school-sponsored activity, and during lunch period, whether on or off the campus.

The Student Conduct Code includes but is not limited to:

- a. Students are to resolve their disputes without resorting to violence.
- b. Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems peacefully.
- c. Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence
- d. Students needing help in resolving a disagreement, or students observing conflict may go to the office to contact an adult, or to set up an appointment with peer mediators.
- e. Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult peer mediators. Staff and mediators will keep the discussions confidential.
- f. Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

Lammersville USD Board Policy
Uniform Complaint Procedures
BP 1312.3 Community Relations

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or 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 state financial assistance. (5 CCR 4610)

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5148 - Child Care and Development)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6200 - Adult Education)

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be

investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4).

(cf. 1312.4 - Williams Uniform Complaint Procedures)

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy.

Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32289 School safety plan, uniform complaint procedure
35186 Williams uniform complaint procedure
41500-41513 Categorical education block grants
48985 Notices in language other than English
49060-49079 Student records
49490-49590 Child nutrition programs
52160-52178 Bilingual education programs
52300-52490 Career-technical education
52500-52616.24 Adult schools
52800-52870 School-based coordinated programs
54000-54028 Economic impact aid programs
54100-54145 Miller-Unruh Basic Reading Act
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56867 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process

PENAL CODE

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

6301-6577 Title I basic programs
6601-6777 Title II preparing and recruiting high quality teachers and principals
6801-6871 Title III language instruction for limited English proficient and
immigrant students
7101-7184 Safe and Drug-Free Schools and Communities Act
7201-7283g Title V promoting informed parental choice and innovative programs
7301-7372 Title V rural and low-income school programs

52075 LCAP

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education: <http://www.cde.ca.gov>
U.S. Department of Education, Office for Civil Rights:
<http://www.ed.gov/about/offices/list/ocr/index.html>

Policy LAMMERSVILLE UNIFIED SCHOOL DISTRICT
Adopted 03/19/2014 Mountain House, California

Homework in Lammersville UNIFIED SCHOOL DISTRICT

Homework

The Governing Board believes that homework serves many purposes. Research supports that homework is an essential part of a student's academic achievement. Through their homework, students can reinforce academic skills taught in school, learn how to conduct research effectively, develop ideas creatively and become life-long learners.

The Board believes that homework is the responsibility of the student. It is the student's job to develop regular study habits and to do most assignments independently. The Board encourages teachers at all grade levels to use the parent as a contributing resource and to structure homework assignments so as to involve the parent to help oversee homework without diminishing the student's sense of responsibility. To be effective, homework assignments should not place an undue burden on students and families. Homework should reinforce learning objectives and state standards.

REQUEST FOR OFFICIAL TRANSCRIPTS &/OR COPIES OF RECORDS

The District has provided forms for parents' requests for official transcripts. A copy of the form is available at the LUSD and at school offices.

LAMMERSVILLE UNIFIED SCHOOL DISTRICT NOTICE TO PARENTS AND GUARDIANS

As required by law (Education Code Section 49063) you are hereby notified that you have a right to permit or to refuse to permit your student to engage in the school activities listed below. NOTE: Complete policies and excerpts from the Education Code are available in the office of each school.

1. **Sex education courses, venereal disease education or family life education and AIDS education** in which reproductive organs and their functions are described, illustrated or discussed. If such a course is planned at some future time, you will be notified of your rights to inspect and review pertinent written or audio-visual materials prior to the holding of the course (written consent is not required but objection shall be honored for your child). A

student shall be excused from attending that part of any instruction in health, family life education, and sex education courses which conflict with the religious training, beliefs, or personal moral conviction of the parent or guardian of the student, if the parent or guardian requests such exemption in writing. (Ed. Code 51240, 51550, 51201.5, 51820, 51553, 51555).

2. **Immunization for communicable disease** control may be consent to in writing by a parent for a licensed physician to administer an immunizing agent. Immunizations shall not be required for admission to district schools or programs if an affidavit signed by a parent or guardian states that such immunization is contrary to his/her beliefs. (Health and Safety Code, Section 3385; Ed. Code 49403)
3. **Administration of medication** prescribed by a physician for a child during the school day may be done by a nurse, or other designated school personnel if the school district receives a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement. (Ed. Code 49423)
4. **Any mental examination or physical examination** may not be given to a child whose parent has filed an objection. However, the child may be sent home, if for good reason, he is believed to be suffering from a recognized contagious or infectious disease. (Ed. Code 49451)
5. **Evaluation of vision** of a child, including tests for visual acuity and color vision by the school nurse, or teacher if authorized, upon first enrollment and at least every third year thereafter. The vision evaluation or any hearing examination or scoliosis screening may be waived upon presentation of an appropriate certificate from a physician or optometrist and upon written parental request. (Ed. Code 49451, 49452, 49452.5)
6. **Medical and hospital services** for pupils injured at school or school sponsored events or while being transported may be insured at district or parent expense. (Ed. Code 49472)
7. **Corporal punishment.** Lammersville Schools has a policy not to utilize corporal punishment as a disciplinary measure. (Ed. Code 49000, 49001)
8. **Education Code Sections 49065-49078 - Student Records:** Parents have the right to review any records, relating directly to the child, that the school may have on file; i.e., attendance, achievement, conduct, test scores, et al. The principal or designee of each school is responsible for supervision of maintenance of such records. The Certificated staff and Health Department personnel have similar access to such records. Reproduction of records for parents to be charged at rate of 10 cents per page.
9. **Directory information.** The following items are considered directory information: A student's name, home address, date and place of birth, major field of study, participation in activities and sports officially recognized by Lammersville Public Schools, dates of attendance at school, degrees and awards received, and the most recent previous public or private school

attended. The weight and height of members of officially recognized athletic teams are also considered directory information. Upon receipt of a written request, direction information may be released to the following official organizations:

1. parent-teacher organizations;
 2. employers and prospective employers of the student;
 3. representatives of the news media.
10. **Education for Handicapped Children**: Lammersville Unified School District will provide a free appropriate public education to all handicapped children between the ages of 3 years and 21 years. The school district will arrange for free evaluation services for any child who is suspected of having a handicap and of needing special education and related services. The Director of Special Education coordinates education for the handicapped.
11. **Section 504**: Lammersville School District will identify, evaluate and provide a free, appropriate public education to students who are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973. The Director of Student Services is the compliance officer.
12. **Confidential Reporting**: Students reporting any weapons seen on a school campus or at a school-sponsored event will have the right of confidential reporting to the extent permitted by law.
13. **Confidential Medical Services**: School authorities may excuse any student, grades 7-12, from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)
14. **Suspension and Expulsion/Due Process**: District regulations concerning student discipline and due process is available in school handbooks and upon request at the Principal's office in any district school. (Education Code 35291)
15. **Home/Hospital** instruction is available for students with temporary disabilities.
16. **Excuse From School**: Notwithstanding Section 48200, a pupil shall be excused from school for justifiable personal reasons, including but not limited to, an appearance in court, observation of a holiday or ceremony of his or her religion, attendance at religious retreats, or an employment conference, when the pupil's absence has been 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. A pupil shall also be excused from school when he or she is the custodial parent of a child who is ill or has a medical appointment during school hours.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence which can be reasonably provided and, upon satisfactory completion, shall be given full credit therefore. The teacher of any class from which a pupil is absent shall determine, pursuant to the regulations of the governing board of the school district, what assignments the pupil shall make up and in what period of time the pupil shall complete those assignments. The tests and assignments shall be reasonably

equivalent to, but not necessarily identical to, the tests and assignments which the pupil missed during the absence.

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

- e. Absences pursuant to this section shall be deemed to be absences in computing average daily attendance and shall not generate state apportionment payments, except as otherwise provided by Article 1 (commencing with Section 46000) of Chapter 1 of Part 26, including, but not limited to, an absence for the purpose of attending the funeral services of a member of a pupil's immediate family. (Amend. Stats. 1994, Ch. 134)
17. **Early Release Days** are staff training and work days. Early Release Days are on Fridays in all schools in Lammersville. On Early Release Days students will be released at 1:30pm. Minimum Days are for parent teacher conferencing. Your student's school will notify you through school handbooks or newsletters on upcoming minimum days.
18. **Release of Information:** Student record information will be released upon request to a judge or probation officer for conducting a truancy mediation program or for presenting evidence at a truancy petition.
19. **Management Plan for Asbestos:** The district's complete updated management plan for materials containing asbestos in school building shall be available for inspection in district and school offices. (40 CRF 763.93)
20. **Professional Qualifications:** Parents have the right to request information on the professional qualifications of their child's teacher and paraprofessional. (Section 1111 P.L. 107-110)

AUTHORIZATION FOR RELEASE OF PUPIL INFORMATION

This school does not release information or records concerning your child to non-educational organizations or individuals without your consent. The release of certain information would benefit your child such as information on athletic or academic awards, or other such information for press releases. If your child is eligible for a work permit, such information as age, scholastic records and school staff employment recommendations may be of use to an employer or potential employer. Federal Law includes the release of student directory information to military recruiters.

Your consent is required for the release of such information. Such consent may be revoked by you at any time by notifying the principal of your child's school in writing. You may receive a copy of the information released by submitting your request in writing to the school office.

CONSENT TO RELEASE PUPIL INFORMATION

Information concerning my child's participation in school events and information concerning any scholastic or athletic awards that my child may receive may be released to the news media upon their request. If my child is eligible for a work permit, information such as age, scholastic records and school staff recommendations may be released to an employer or potential employer. Directory information may be released to federal, state and local agencies, military recruiters, and non-profit youth organizations.

PERMISSION FOR STUDENT NAME ON SCHOOL/DISTRICT WEB PAGES AND OTHER SOCIAL MEDIA

Web pages are published on the Internet and are, therefore, available world-wide to anyone browsing the Internet. Student information on District Web Pages:

- 1) For K-8 students—only first names can be used with written permission of parent.
- 2) For 9-12 students—both first and last names can be used with written permission of parent.

Guidelines for Student Disciplinary Actions

Definitions:

1. A Controlled substance means any drug or alcoholic substance listed in the Health and Safety Code.
2. A Day means calendar days (with beginning date set by administrator) except for suspensions. Days for suspensions are weekdays that students would normally be expected to attend if they had not received a suspension.
3. An Expulsion means removal from school of attendance and placement in an alternative setting, possibly outside of Pleasanton. The severity of the violation determines the duration of the expulsion.
4. Harassment means to torment, annoy, or intimidate another person that causes physical or mental anxiety or creates a hostile environment.
5. An 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 the replica is a firearm (Education Code 48900 (m)).
6. A Knife means a dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a folding blade that locks into place, a razor with an unguarded blade or a weapon with a blade longer than 3.5 inches. Education Code 48915 (g).
KNIVES OF ANY KIND ARE NOT ALLOWED ON CAMPUS.
7. A Serious physical injury means serious impairment of physical condition including loss of consciousness, bone fracture, loss or impairment of any body part, a wound requiring stitches, or a serious disfigurement per Penal Code 243(5).
8. On-Campus suspension means removal of a student from one or more classes during the regular school day and assignment to the On-Campus Suspension room. In On-Campus Suspension, a staff member will provide a structured, quiet academic environment for students who violated school rules to work on regular class assignments.
9. Home Suspension means temporary removal from school for a maximum of 5 days per incident/20 days per school year except in cases of expulsion or special education students.
10. Terroristic Act includes, but is not limited to bomb threats, threats of mass violent acts or other threats intended to cause widespread fear or panic.

Discipline Matrix

The following is a listing of expected student conduct, as well as inappropriate student behaviors, and the guidelines for disciplinary actions. The application of the disciplinary action is at the discretion of the Principal or Designee, depending on the individual circumstances and the student's disciplinary history.

In the event of extreme or repeated offenses, any misconduct may result in loss of school privileges (LOSP), On-Campus Suspension (OCS), exclusion from school and/or extracurricular activities, Saturday School, suspension, notification of law enforcement agencies, and/or recommendation for expulsion.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
1. Agitation: EC-48900 (a) Inciting Violence- Subject but not limited to: Threats, verbal, written or physical, possession or creation of slam books, participation in birthday punches or other such inappropriate hitting or touching, pictures, poems or stories depicting bodily injury towards students or staff.	Conference with student; Parent/guardian contact, Detention, Administrative Detention or 1-5 day suspension.	Administrative Detention or 1-5 day suspension.	2-5 day suspension.	Five (5) day suspension and recommendation for expulsion, police contact.
2. Continuing to Engage in Combat: EC-48900 (a) A student who continues to engage in combat and causes, attempts to cause, or threatens to cause harm after being directed to stop and/or being separated by school personnel.	5 day suspension and possible recommendation for expulsion.	5 day suspension and recommendation for expulsion.	5 day suspension and recommendation for expulsion.	5 day suspension and recommendation for expulsion.
3. Fighting: EC-48900 (a)	1-5 day suspension;	2-5 day suspension;	3-5 day suspension	5 day suspension

Mutual combat in which both parties have contributed to the situation by verbal and/or physical action; or when a fight has been provoked by one person. Physical injury to another student.	possible recommendation for expulsion and possible police contact.	possible recommendation for expulsion and possible police contact.	and possible recommendation for expulsion and police contact.	and possible recommendation for expulsion and police contact.
4. Hazing, Initiation and/or Intimidation: EC-48900 (a) Participating in or conspiring to engage in harassing acts that injure, degrade, or disgrace.	1-5 day suspension and possible recommendation for expulsion.	1-5 day suspension and possible recommendation for expulsion.	1-5 day suspension and possible recommendation for expulsion.	1-5 day suspension and possible recommendation for expulsion.
5. Physical Injury: EC-48900 (a) Attempts to injure or threats of force or injury to school personnel, their family or their property.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.
6. Third Party Engaging in Combat: EC-48900 (a) A third party student who attempts or threatens to cause harm to one or all of the students involved in Combat (fight).	Five (5) day suspension and possible recommendation for expulsion.	Five (5) day suspension and possible recommendation for expulsion.	Five (5) day suspension and possible recommendation for expulsion.	Five (5) day suspension and recommendation for expulsion.
7. Threats of Violence Expression of an intention to harm: EC-48900 (a)	Counsel student, Parent conference, Administrative detention, or 1-5 day suspension and/or possible recommendation for expulsion.	Counsel student, Parent conference, Administrative detention, or 1-5 day suspension and/or possible recommendation for expulsion.	Counsel student, Parent conference, Administrative detention, or 1-5 day suspension and/or possible recommendation for expulsion.	Counsel student, Parent conference, Administrative detention, or 1-5 day suspension and/or possible

				recommendation for expulsion.
8. Unprovoked Attack : EC-48900 (a) Use of physical violence without provocation.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.
9. Unauthorized Group Related: EC-48900 (a) Violence/Physical Injury to a Student. When a student causes, attempts to cause, or threatens to cause physical injury to another student as a part of any unauthorized group activity, the following shall result in:	<ul style="list-style-type: none"> • Parent/guardian contact. • A five (5) day suspension and recommendation for an expulsion for a minimum of nine (9) weeks. • A requirement that the student must apply for readmission to school after he/she has served the minimum expulsion period. • A recommendation for a rehabilitation program that is subject to review at the time of application for readmission. The plan shall include, but is not limited to: 1) community service; 2) a minimum of nine (9) weeks of counseling; 3) prohibited from violating any one of the subsections (a) through (q) contained in Education Code 48900 associated with school attendance; 4) prohibited from participating in unauthorized group -related activities; 5) prohibited from flying colors or displaying unauthorized group paraphernalia. • A recommendation for an extension of the suspension to the Discipline Review Board Hearing. 			
10. Running to fights or crowding around a fight or falsely reporting a fight	First Offense	Second Offense	Third Offense	Maximum
Intentionally running to, moving toward, or gathering around fights or falsely reporting fights that impede the ability of supervisors to control the situation and maintain a safe school. (EC 48900 k)	Warning; parent contact, and/or 1-2 day In-House suspension and/or 1-2 day suspension	Parent contact; 1-2 day, In-House suspension and/or 1-3 day suspension	Parent contact; 3-5 day suspension	Parent contact; 3-5 day suspension and possible recommendation for expulsion
11. Inappropriate Symbols Wearing or carrying any apparel, jewelry, accessory or notebook with crude or vulgar	Student sent home to change clothes or provided with alternative	Parent/guardian conference , In-House suspension or 1-5 days	1-5 day suspension.	Five (5) day suspension

lettering, printing pictures, symbols that depict drugs, tobacco, alcoholic beverages, or are sexually suggestive (EC 48900 k)	clothing. Confiscation of jewelry, accessory notebook, etc.	suspension .		
12. Out of Class Without an acceptable hall pass. (EC 48900 k)	Parent Contact; Student is truant and assigned Admin Detention	Parent Contact; Student is truant and assigned Admin Detention	Parent Contact; 1-2 days home suspension.	Parent Contact; 2-5 day suspension from school.
13. Violation of Suspension	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
Physically present on the school campus at any time, in the immediate vicinity of school premises, or at a school - sponsored activity while suspended from school. <i>NOTE: Per Penal Code 626.2: "No student can be on campus during suspension."</i> (EC 48900 k)	1-5 day Suspension; Trespass letter sent to parents.	3-5 day suspension	3-5 day suspension	1-5 day suspension and recommendation for expulsion.

Subsection (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any such 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.

1. Possession of Any Firearm, Knife,	Five (5) day suspension, recommendation for expulsion and police notification. The Principal may determine and report to the
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Explosive, or other Dangerous Object: EC-48900 (b) Possession, use or sale of any firearm, knife, explosive or other dangerous object of no reasonable use to the pupil.	Governing Board, that suspension and/or expulsion is inappropriate due to the particular circumstances in the incident and has met with the parent/guardian explaining such. Known possession of a firearm at school or at school activities off school grounds verified by a school employee is a required recommendation for expulsion (E.C. Sections 48915, 48915.7).
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	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
2. Stink Bombs/Pepper_Spray: EC-48900 (b) Discharge of, sale of, possession of.	1-5 day suspension.	3-5 day suspension.	Five (5) day suspension. Possible recommendation for expulsion.	Five (5) day suspension; recommendation for expulsion.

Subsection (c) **Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any 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.**

NOTE: Students are prohibited from using any drugs or consuming any alcohol or being under the influence of any drugs or alcohol or intoxicant of any kind while on school property, during school-sponsored activities and under school jurisdiction. Possession of drugs and/or alcohol or intoxicant of any kind, either actual or constructive, by students on school property, during school-sponsored activities, or under school jurisdiction is also expressly prohibited. Possession of drugs, alcohol or intoxicant of any kind includes, but is not limited to, actual physical possession or control of such substances, possession of such substances in a student's car, locker, desk, backpack or other container or being in close proximity to such substances with the intent to use or possess such substances.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
1. Alcohol: EC-48900 (c) Unlawfully furnished, possessed, used, or been under the influence of alcohol. Unlawfully sold an	A minimum five (5) day suspension. Social Probation I, possible recommendation	Five (5) day suspension, Social Probation II and recommendation for	Five (5) day suspension and recommendation for expulsion.	Five (5) day suspension and recommendation for expulsion.

alcoholic beverage.	tion for expulsion and police notification.	expulsion.		
<p>2. Drugs: EC-48900 (c)</p> <p>A. Unlawfully possessed, used, or been under the influence of any controlled substance as defined in Section 11503 of the Health and Safety Code</p> <p>B. Unlawfully offered, arranged, or negotiated to sell or furnish any controlled substance (drugs), alcoholic beverage or intoxicant of any kind. If this occurs on campus, or at a school activity, student may be charged with 48915c3.</p>	A minimum five (5) day suspension, Social Probation #1 and possible recommendation for expulsion; police notification.	A minimum five (5) day suspension, Social Probation #2 and recommendation for expulsion; police notification.	Five (5) day suspension and recommendation for expulsion.	Five (5) day suspension and recommendation for expulsion.

<p>Conditions of Probation #1 (Failure to complete any of the conditions of probation, including mandatory counseling, will result in referring the student to the District Disciplinary Review Board for appropriate action.)</p>	<p>The conditions of probation shall include a minimum of nine (9) weeks restriction from all social and extra-curricular activities. The five day suspension is counted toward the nine weeks of restriction from social and extra-curricular activities. The nine weeks of social and extra-curricular activities are counted only during regular school calendar weeks and include counting Winter and Spring break. The student will not be permitted to participate, practice, or play in any extra/co-curricular activity. Students can participate, practice, and play during the summer break. The student's probationary period shall extend from one school year to the next when needed to complete the prescribed amount of community service and social restriction. For example, if a student violated the Drug Code during the last week of school, he/she would be required to complete the social restriction the following regular school year. Counseling will also be a condition of the student's probation.</p>
<p>Conditions of Probation #2</p>	<p>The conditions of probation shall include a minimum of eighteen (18) weeks restriction from all social and extra-curricular activities. The five</p>

(Failure to complete any of the conditions of probation, including mandatory counseling, will result in referring the student to the District Disciplinary Review Board for appropriate action.)	day suspension is counted toward the eighteen weeks of restriction from social and extra-curricular activities. The eighteen weeks of social and extra-curricular activities are counted only during regular school calendar weeks and include counting Winter and Spring break. The student will not be permitted to participate, practice, or play in any extra/co-curricular activity. Students can participate, practice, and play during the summer break. The student's probationary periods shall extend from one school year to the next when needed to complete the prescribed amount of community service and social restriction. The student will be recommended to a substance abuse treatment program.
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NOTE: Violations for drugs, alcohol and drug paraphernalia are cumulative throughout a student's school career. If a second offense occurs less than 12 months from the first offense, expulsion may be recommended.

NOTE: Failure to complete ALL conditions of Probation will result in reinstating the expulsion or a referral for a possible expulsion.

NOTE: Violations for drugs, alcohol and drug paraphernalia are cumulative throughout a student's school career.

Subsection (d) Unlawfully offered, arranged, or negotiated to sell any 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 any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

EC-48900 (d) Represented Drug/Alcohol/Intoxicant Sales	Five (5) day suspension from school and recommendation for expulsion.
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Subsection (e) Committed or attempted to commit robbery or extortion.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
Extortion: EC-48900 (e) Acquisition of property from	Five (5) day suspension and recommendation for expulsion; police contact.	Five (5) day suspension and recommendation for expulsion; police contact.	Five (5) day suspension and recommendation for expulsion; police contact.	Five (5) day suspension and recommendation for expulsion; police contact.

another person by using threatening or forceful behavior.				
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Subsection (f) Caused or attempted to cause damage to school property or private property.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
Property Damage: EC-48900 (f) Cause or attempt to cause damage to school or private property including graffiti.	Alternative Intervention as per EC 48900.5, Restitution and detention, Administrative Detention, or 1-5 day suspension and possible recommendation for expulsion; police contact.	1-5 day suspension, restitution; possible police contact; possible recommendation for expulsion.	3-5 day suspension, restitution; possible police contact; possible recommendation for expulsion.	5 day suspension and recommendation for expulsion, restitution and police notification.

Subsection (g) Stolen or attempted to steal school property or private property.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
Theft: EC-48900 (g) The taking of school or personal property without permission.	Alternative Intervention as per EC 48900.5 Possible Citation/Arrest by T. P.D.	2-5 day suspension, restitution, and recommendation for expulsion; Possible Citation/Arrest by T. P.D.	3-5 day suspension and possible recommendation for expulsion, restitution and police notification.	5 day suspension and recommendation for expulsion, restitution and police notification.

Subsection (h) Possessed or used tobacco, or any 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 use or possession by a pupil of his or her own prescription products.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
Tobacco: EC-48900 (h) Possession or use of tobacco.	Alternative Intervention as per 48900.5, possible restitution and detention, Administrative Detention,	One (1) day suspension, restitution, recommendation for expulsion; police contact.	Three (3) suspension, restitution, recommendation for expulsion; police contact.	Five (5) day suspension.

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

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
1. Vulgarity/ Profanity / Obscene Acts: EC-48900 (i)	Detention, Administrative Detention or suspension.	1-5 day suspension.	2-5 day suspension.	3-5 day suspension and possible recommendation for expulsion.
2. Pornography/Vulgarity/ Profanity/Obscene Acts Possession of or displaying of pornography, language or gestures that are not publicly acceptable. (EC 48900 i)	Alternative Intervention as per EC 48900.5	In-House suspension; placed in Pro-Social Behavior Program	1-5 day suspension	
3. Verbal Abuse Students use of abusive language, profanity, or vulgarity (EC 48900 i)	Parent Contact; Alternative Intervention as per EC48900.5	1-5 day suspension and possible recommendation for expulsion.	Five (5) day suspension and possible recommendation for expulsion.	

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

	<u>First Offense</u>	<u>Second Offense</u>	<u>Maximum</u>
Drug Paraphernalia: EC-48900 (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.	Parent conference; Alternative Intervention as per EC 48900.5; Possible six week substance abuse counseling program.	1-5 day suspension and possible recommendation for expulsion.	Minimum five (5) day suspension and recommendation for expulsion.

Subsection (k) 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.

NOTE: Students may be suspended from school when they have willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
1. Bicycles: EC-48900 (k) Bicycles shall be walked while on campus. Bikes must be locked with a secure mechanism. Helmets must be worn while riding bikes to and from school.	Warning.	Parent contact, Warning.	Suspend riding/parking on campus for five school days Warning.	Suspend riding/parking on campus from five (5) to twenty (20) school days.
2. Computer Usage: EC-48900 (k) Any use of computers in violation of the District Acceptable Use Agreement such as accessing	Administrative Detention, or 1-5 day suspension and possible recommendation for expulsion.	Administrative Detention, or 1-5 day suspension and possible recommendation for expulsion.	1-5 day suspension and possible recommendation for expulsion.	3-5 day suspension and possible recommendation for expulsion.

inappropriate web sites, music, pictures, and/or sending or receiving emails, etc. that are offensive threatening, or otherwise inappropriate.				
3. Detention: EC-48900 (k) Failure to serve detention without valid written excuse. Failure to serve administrative detention or violation of administrative detention rules and regulations.	Administrative Detention or 1 day suspension. 1 day suspension.	Administrative Detention or 1 day suspension. 1 day suspension.	Administrative Detention, or 1-5 day suspension. 1-2 day suspension.	1-5 day suspension. 1-3 day suspension.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
4. Defiance of Authority: EC-48900 (k) A. Refusal and/or repeated failure to follow school rules and regulations and/or severe disruption of school activities. B. Refusal to take direction from a staff member or other responsible adult, including substitutes. C. Extreme defiance of authority and/or verbal abuse towards an adult. D. Unauthorized	Alternative Intervention as per EC 48900.5 , Detention, Administrative Detention	Administrative decision which could include one of the following: warning, Parent Conf. Administrative detention, In-House suspension, or 1-5 day Suspension or teacher suspension	Administrative decision which could include one of the following: warning, Parent Conf. Administrative detention, Saturday School, In-House suspension, or 1-5 day Suspension or teacher suspension	Administrative decision which could include one of the following: warning, Parent Conf. Administrative detention, Saturday School, In-House suspension, or 1-5 day Suspension or teacher suspension and possible recommendation for expulsion.

presence on a school campus.				
5. Disruptive and/or Safety Items: EC-48900 (k) Including but not limited to: rubber bands, matches, balloons, squirt guns, toy guns, electronic devices, laser lights, sunglasses in class, felt marking devices, cap guns, poppers, correction fluid, marking devices, aerosol cans, glass bottles, lighters, hats, radios, tape recorders, noise making devices, skateboards, roller blades, dice, gum, shoe skates, sports gloves, scooters, etc.	Unit confiscated by school personnel, warning, possible detention, and parent may have to pick up item. Parent Conference; Alternative Intervention as per EC 48900.5	Unit confiscated, possible detention, and parent must pick up item. 1-5 day suspension, restitution, and possible recommendation for expulsion.	Confiscation and parent must pick up item, Administrative Detention or 1-5 day suspension. See: "Defiance of Authority." 3-5day suspension, restitution, and possible recommendation for expulsion.	Confiscation and parent must pick up item. See: "Defiance of Authority." Five (5)day suspension, restitution, and recommendation for expulsion.
6. Dress Code: EC-48900 (k)	Warning/change	Change clothes,	Change clothes;	1-5 day

Parents are responsible for sending their child to school dressed in a fashion which does not distract from the instructional process. Students are expected to dress within the guidelines outlined in the Student Handbook.*	clothes.	parent contact, Administrative detention.	Administrative Detention, and/or 1-5 day suspension from school.	suspension and possible recommendation for expulsion.
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***Note: UGAP clothing is prohibited at all times.**

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
7. Electronic Devices: EC-48900 (k) Radios, cameras, IPods, MP3 players, laser pointers, CD players, and tape recorders, but not limited to, are NOT allowed on campus unless authorized by the school administration. Students are allowed to have cell phones while on campus. However, they must be turned off and out of sight. Students are not to check voicemail, text messages, or turn on phone during the school day.	Unit confiscated by school personnel and returned to the owner via the Principal/Designee at the close of the school day.	Unit confiscated; Parents must contact the Principal/Designee's office.	Unit confiscated; 1-3 day suspension and Parent to contact the Principal/Designee.	1-5 day suspension from school.

8. Explosives: EC-48900 (k) Maliciously informing any other person that a bomb or other explosive has been or will be placed, knowing that such information is false.	Five (5) day suspension and recommendation for expulsion. In addition, the principal/designee shall report the incident to the police department for appropriate legal action. (Per Penal Code 148.1: "Any person who maliciously informs any other person that a bomb or other explosive has been or will be placed in any public or private place, knowing that such information is false, is guilty of a felony and may be incarcerated in a state prison or the county jail for up to one year.")
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9. Fire Alarms: EC-48900 (k) Tampering with a fire alarm or giving false alarms.	Five (5) day suspension and recommendation for expulsion. In addition, the principal/designee shall report the incident to the police department for appropriate legal action. Per Penal Code 148.4: "Any person who tampers with a fire alarm or gives false alarms, is guilty of a misdemeanor punishable by up to one year in the county jail and/or a \$1,000.00 fine."
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	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
10. Forgery: EC-48900 (k)	Parent Contact; Alternative Intervention as per EC 48900.5	1 day In-House suspension or 1-5 day suspension	1-5 day Suspension and possible recommendation for expulsion.	5 day suspension, recommendation for expulsion.
11. Food Fight: EC-48900 (k)	1-5 day suspension, Social Probation (9 weeks).	Five (5) day suspension, Social Probation (9 weeks) possible recommendation for expulsion.	Five (5) day suspension; recommendation for expulsion.	Five (5) day suspension, recommendation for expulsion.
12. Food Throwing, littering, cafeteria misbehavior: EC-48900 (k)	1-5 day detention and campus/cafeateria clean-up.	Administrative Detention and campus/cafeateria clean-up, and possible 1-5 day suspension.	2-5 day suspension.	3-5 day suspension and possible recommendation for expulsion.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
13. Unauthorized Groups EC-48900 (k) Wearing or carrying any apparel, jewelry, accessory, notebook, drawing, or making gestures that symbolize unauthorized group membership.	Referral to administration. Sent home to change or given clothes to change into. Confiscate items. Parent/Guard	Parent/guardian conference. 1-5 day suspension	Parent/guardian contact. A minimum 5 day suspension. Contact with law enforcement agency. Possible recommendation for expulsion.	<u>Fourth Offense</u> Parent/guardian contact. A minimum 5 day suspension and recommendation for expulsion. Contact with law enforcement agency.

	ian contact. Documented Counseling with a “No Unauthorized Group Contract” and Law Enforcement contact.			
14. Gambling: EC-48900 (k) The playing of a game of chance for stakes.	Detention, Administrative Detention or 1 day suspension.	1-5 day suspension.	2-5 day suspension.	3-5 day suspension.
15. Impedance of Directives: EC-48900 (k) A student, who obstructs, delays, impedes or fails to follow the directives of school personnel engaged in the performance of their duties.	Warning Parent Contact; Alternative Intervention as per EC 48900.5, possible contact Sheriff.	Warning; In-House suspension; 1-5 day suspension, and possible recommendation for expulsion	1-5 day suspension and possible recommendation for expulsion.	1-5 day suspension and recommendation for expulsion.
16. Inappropriate Displays of Affection: EC-48900 (k) Physical, verbal, or written contact between students that is not appropriate for public places.	Warning, parent contact or administrative detention and possible suspension.	Parent contact or administrative detention and possible suspension.	Parent contact, 1-3 day suspension.	Parent contact, 3-5 day suspension.
17. Leaving campus without permission: EC-48900 (k)	Administrative Detention and/or suspension.	Administrative Detention and/or suspension.	Administrative Detention and/or suspension.	1-5 day suspension.
18. Loitering: EC-48900 (k) Loitering in or about restrooms and/or locker room, doorways or anywhere else on	Administrative Detention.	Administrative Detention, Administrative Detention or 1-5 day suspension.	1-5 day suspension.	2-5 day suspension.

campus.				
19. Loitering on or around other school campuses: EC-48900 (k)	Warning/detention, Administrative Detention, or 1-5 day suspension.	Administrative Detention or 1-5 day suspension.	1-5 day suspension.	1-5 day suspension.
20. Misbehavior during assemblies, rallies, dances: EC-48900 (k)	Removal from activity; detention, Administrative Detention or 1-5 day suspension.	Removal from activity, Administrative Detention, or 1-5 day suspension.	Social and Activity Probation (9 weeks), 2-5 day suspension.	Social and Activity Probation (9 weeks), 3-5 day suspension.
21. Out of class without an acceptable hall pass during class time: EC-48900 (k)	Administrative Detention; 1-5 days detention. Alternative Intervention as per EC 48900.5	Administrative Detention or 1 day suspension.	Administrative Detention or 1-2 days suspension.	Possible referral to SARB Social Probation, and Administrative Detention, or 1-5 days suspension.

NOTE: Students are allowed to have cell phones while on campus. However they must be turned off and appropriately out of sight. Students are not to check voicemail, text message, or turn on phones during the school day. With school personnel's permission, students may use the cell phones or other electronic devices for education purpose only.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
22. Roughhousing, wrestling, chasing, running in the halls, etc.: EC-48900 (k)	Detention, Administrative Detention, or possible 1 day suspension.	Detention, Administrative Detention or possible 1-5 day suspension.	1-5 day suspension.	3-5 day suspension, possible recommendation for expulsion.
23. Tardies: EC-48900 (k) Over 30 minutes.	Letter home, Administrative Detention.	Letter home, Administrative Detention.	Letter home, Administrative Detention.	Letter home, Administrative Detention; DART meeting, and/or referral to SARB, or 1-5 day suspension.
24. Truancies or cutting classes for	Administrative Detention,	Administrative Detention,	Administrative Detention,	Administrative Detention,

more than 30 minutes: EC-48900 (k)	parent notification and/or suspension.	parent notification, 9 weeks Social Probation and/or suspension.	parent notification, possible referral to SARB, 9 weeks Social Probation and/or suspension.	parent notification, 9 weeks Social Probation, referral to SARB and/or suspension.
25. Violation of Suspension: EC-48900 (k) Physically present on the school campus at any time, in the immediate vicinity of school premises, or at a school - sponsored activity while suspended from school. NOTE: Per Penal Code 626.2: "No student can be on campus during suspension."	1-5 day Suspension.	2 -5 day suspension.	3-5 day suspension.	3 -5 day suspension and recommendation for expulsion.

26. Videotaping fights: EC-48900 (k) or other violations of school rules. A student who photographs, videotapes, records, reproduces, posts or possesses images of violations of school rules.	Unit confiscated by school personnel and parent must contact principal/designee; warning, or Support Room, or 1-5 days suspension, or Possible recommendation for expulsion.
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	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
27. Computer Usage: Any unauthorized and without permission personal/disruptive use of computers such as playing games, listening to music, sending or receiving emails, posting	Parent Contact; Alternative intervention as per 48900.5. Computer privileges revoked as	Possible 1-2 days In-House suspension and loss of privileges for the remainder	1-5 day suspension from school; possible expulsion and loss of privilege for remainder of school year.

messages to message boards or message centers, or downloading files or programs. (EC 48900 k)	per LUSD User Agreement policy.	of the quarter.		
28. Inappropriate Displays of affection	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
Physical, verbal, or written contact between students that is not appropriate for public places (EC 48900 k)	Parent contact; Alternative interventions as per EC 48900.5	Parent contact, assign All-Day In-House.	Parent contact, 1-3 day suspension.	Parent contact, 3-5 day suspension.

29. Unauthorized presence on a school campus (EC 48900 k)	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
	Warning Parent Contact; Trespass letter home. Alternative intervention as per EC 48900.5	Warning Parent Contact Or 1-3 day suspension	Report to School Resource Officer, 1-5 day suspension.	Report to School Resource Officer, 3-5 day suspension, or possible expulsion
30. Videotaping fights or other violations of school rules	First Offense	Second Offense	Third Offense	
A student who photographs, videotapes, records, reproduces or posts images of violation of school rules. (EC 48900 k)	Parent Contact; Alternative intervention as per EC 48900.5; Unit confiscated by school personnel and returned to parent.	Parent Contact; Unit confiscated; In-House suspension.	Parent Contact; Unit confiscated; 1-5 day suspension; possible recommendation for expulsion.	

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

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
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Theft: EC-48900 (l) The taking of or knowingly receiving stolen school or private property without permission.	1-5 day suspension, restitution, and possible police contact.	2-5 day suspension, restitution, recommendation for expulsion, and possible police contact.	3-5 day suspension, restitution, recommendation for expulsion, and possible police contact.	Five (5) day suspension, restitution, recommendation for expulsion, and possible police contact.
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Subsection (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.**

Look-Alike Guns: EC-48900 (m) Possession of a look-alike gun.	Possible 1-5 day suspension and possible recommendation for expulsion. (E.C. 48900(m)).
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Subsection (n) **Committed or attempted to commit a sexual assault as defined in Sections 261, 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.**

Sexual Assault: EC-48900 (n)	Parent conference, five (5) day suspension and recommendation for expulsion. Report to a law reinforcement agency.
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Subsection (o) **Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.**

Witness Intimidation: EC-48900 (o)	Administrative decision may include the following: Parent conference, Support Room or suspension from school for 1-5 days and recommendation for expulsion.
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Subsection (p) **Unlawfully offered, arranged a sell, negotiated a sell, or sold the prescription of drug Soma.**

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
Drug Soma: EC-48900 (p) Unlawfully offered, arranged a sale, negotiated a sale, or sold the prescription of drug Soma.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.

Subsection (q)

Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or reinitiating into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which 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.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
Hazing and Harassment EC-48900 (q).	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.

Subsection (r)

Engaged in an act of bullying, including but not limited to, bullying committed by means of an electronic act as defined in subdivisions (f) and (g) of section 32261, directed specifically toward a pupil or school personnel. As defined by 322.61, "Bullying" means one or more acts by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4. An "electronic act" means the transmission of a communication, including, but not necessarily limited to, a message, text, sound or image, or a post on a social network Internet Web site, by means of an electronic device, including,

but not necessarily limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
Bullying: EC-48900 (r) Please refer to LUSD Board Policy 5131.2	Warning, detention, Administrative Detention, or 1-5 day suspension; possible recommendation for expulsion, police contact. Harassment agreement with students involved.	1-5 day suspension, possible recommendation for expulsion, police contact.	2-5 day suspension, possible recommendation for expulsion, police contact.	5 day suspension, possible recommendation for expulsion, police contact.

Education Code 48900.2 Sexual Harassment: A substantiated charge against a student shall subject that student to student disciplinary action, up to and including suspension or expulsion.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
I. Sexual Harassment Penal Code 212.5 Education Code 48900.2	Warning, detention, Administrative Detention, or 1-5 day suspension; possible recommendation for expulsion, police contact and/or Child Protective Service Referral.	1-5 day suspension, possible recommendation for expulsion, police contact and/or CPS referral.	1-5 day suspension, possible recommendation for expulsion, police contact and/or CPS referral.	1-5 day suspension, possible recommendation for expulsion, police contact and/or CPS referral.

Education Code 48900.3, and 48900.4 & Penal Code 422.6

Hate Violence/Hate Bias Incident/Bullying/Harassment: A substantiated charge against a student shall subject that student to student disciplinary action, up to and including suspension or expulsion.

Hate Violence/ Hate Bias/Bullying/ Harassment	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
Harassment or slurs included but not limited to ethnicity, religion, or any handicapping condition.	Parent contact, administrative detention or suspension from school for 1-5 days and possible recommendation for expulsion.	3-5 day suspension and possible recommendation for expulsion.	3-5 day suspension and possible recommendation for expulsion.	Five (5) day suspension and possible recommendation for expulsion.

Education Code 48900.7 Terroristic Threats

(a) In addition to the reasons specified in Sections **48900**, **48900.2**, **48900.3**, and **48900.4**, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

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

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
48900.7: Terroristic Threats	Administrative decision which would include one of the following: Parent conference, and/ or suspension from school for 1-5 days and possible recommendation for expulsion.	3-5 day suspension and possible recommendation for expulsion.	3-5 day suspension and possible recommendation for expulsion.	Five (5) day suspension and possible recommendation for expulsion.

Lammersville USD

Board Policy

Bullying

BP 5131.2

Students

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 6020 - Parent Involvement)

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of

bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

(cf. 5137 - Positive School Climate)

(cf. 6164.2 - Guidance/Counseling Services)

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

(cf. 6163.4 - Student Use of Technology)

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint

of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.
(cf. 1312.3 - Uniform Complaint Procedures)

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

PENAL CODE

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Addressing the Conditions of Children: Focus on Bullying, Governance Brief,
December 2012

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy
Brief, April 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten
Through Grade Twelve, 2008

Bullying at School, 2003

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS
PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

CSBA: <http://www.csba.org>

California Cybersafety for Children: <http://www.cybersafety.ca.gov>

California Department of Education, Safe Schools Office:
<http://www.cde.ca.gov/lr/ss>

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

National School Boards Association: <http://www.nsba.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Office for Civil Rights:
<http://www.ed.gov/about/offices/list/ocr>

Policy LAMMERSVILLE UNIFIED SCHOOL DISTRICT

approved: November 6, 2013 Mountain House, California

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PARENT NOTICE OF RIGHTS AND RESPONSIBILITIES

State law requires that parents be notified of their rights and responsibilities in certain matters pertaining to their children's education.

1. **Absence for Religious Exercises and Instruction:** Pupils may be excused, with written permission from a parent or guardian, in order to participate in religious exercises or

receive moral and religious instruction away from school property. Every pupil so excused must attend at least the minimum school day. (Ed. Code, § 46014)

2. **Comprehensive Sexual Health Education and HIV/AIDS Prevention Education:** Parents may request in writing that their child not receive comprehensive sexual health education or HIV/AIDS prevention education. Parents may inspect the written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education. Parents have a right to request that the District provide them with a copy of Education Code section 51938.

Every child's parent will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction as to the date of such instruction and whether the instruction will be taught by District personnel or by outside consultants. If outside consultants are used, the name of the organization of each guest speaker will be identified. Parents have a right to request that the District provide them with a copy of Education Code sections 51933 and 51934.

3. **Excuse From Instruction in Health:** Upon written request of a parent, a pupil may be excused from any part of instruction in health which conflicts with the parent(s)' religious training or beliefs (including personal moral convictions). (Ed. Code, § 51240)
4. **Administration of Medication:** Medication prescribed by a physician for a child may be administered during the school day by a registered nurse or other designated school personnel, or self-administered by the child if the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent consents in writing and provides detailed written instructions from a physician. Forms for administering medication may be obtained from the school secretary. (Ed. Code, §§ 49423, 49423.1, 49423.5, 49480)
5. **Students on Medication:** Parents are to notify the principal if their child is on a continuing medication regimen. 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 or school nurse 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. (Ed. Code, § 49480)
6. **Immunizations:** The District shall exclude from school any pupil who has not been immunized properly. Pursuant to Health & Safety Code section 120325, a parent or guardian may consent in writing for a physician, surgeon, or health care practitioner acting under the direction of a supervising physician and surgeon to administer an immunizing agent to a pupil at school. (Ed. Code, §§ 48216, 48853.5(d)(7)(B), 48980(a), 49403, Health & Safety Code, §§ 120325, 120335, 120341)
7. **Physical Exams and Testing:** The District is required to conduct certain physical examinations and vision, hearing and scoliosis testing of students unless the parent has a current written objection on file. However, the child may be sent home if he or she is

believed to be suffering from a recognized contagious or infectious disease. (Ed. Code, §§ 49451, 49452, 49452.5 and 49455, Health & Safety Code, § 124085)

8. **Confidential Medical Services:** For students in grades 7 through 12, the District may release a student for the purpose of obtaining confidential medical services without obtaining the consent of the student's parent or guardian. (Ed. Code, § 46010.1)
9. **Medical Coverage for Injuries:** Medical and hospital services for pupils injured at school or school-sponsored events, or while being transported, may be insured at parent's expense. No pupil shall be compelled to accept such services without his or her consent or, if the pupil is a minor, without the consent of a parent or guardian. (Ed. Code, § 49472) *[NOTE: If the District provides and pays for the insurance, this should be noted.]*
10. **Medical and Hospital Services Not Provided:** The District does not provide medical and hospital services for students injured while participating in athletic activities. However, all members of school athletic teams must have accidental injury insurance that covers medical and hospital expenses. (Ed. Code, §§ 32221.5, 49471) *[NOTE: This notification is required only if the first sentence is a true statement in your District.]*
11. **Services for Students with Exceptional Needs or a Disability:** State and federal law requires that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Students classified as individuals with exceptional needs 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. (Ed. Code, § 56040 et seq.) In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. §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:

Julie Corona, Director of Special Education
111 S. De Anza Blvd.
Mountain House, CA 95391
(209) 836-7460

12. **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. (Ed. Code, §§ 48205, 48980(j))

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 one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during 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, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Elections Code.
 - (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

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

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

"Immediate family," as used in this section refers to mother, father, grandmother, grandfather, or a grandchild of the pupil or of the spouse of the pupil, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the pupil, or any relative living in the immediate household of the pupil. (Ed. Code, § 48205)

13. **Equal Opportunity:** Equal opportunities for both sexes in all educational programs and activities run by the District is a commitment made by the District to all students. (Title IX of the Education Amendments of 1972.) Inquiries on all matters, including complaints, regarding the implementation of Title IX in the District may be referred to the District official listed below at the following address and telephone:

Khushwinder Gill, Ed. D, Assistant Superintendent
111 S. De Anza Blvd.
Mountain House, CA 95391
(209) 836-7460

14. **Complaints (Special Education):** Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. To file a complaint, write a description of the manner in which the parent believes special education programs for handicapped do not comply with state or federal law or regulations and file with the District official listed below at the following address and telephone:

Khushwinder Gill, Ed. D, Assistant Superintendent
111 S. De Anza Blvd.
Mountain House, CA 95391
(209) 836-7460

(Cal. Code Regs., tit. 5, § 4630)

15. **Release of Student Information:** The District does not release information or records concerning a child to noneducational organizations or individuals without parent consent except by court order, receipt of a lawfully issued subpoena, or when otherwise allowed by law. The following categories of directory information may be made available to various persons, agencies or institutions unless the parent or guardian notifies the District in writing not to release such information:

Name, address, telephone, date of birth, e-mail address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous educational institution attended. (Ed. Code, §§ 49060 et seq., 49073, 20 U.S.C. § 1232g, 34 C.F.R. § 99.7) In accordance with state and federal law, the District may also make available photographs, videos, and class rosters.

Directory information will not be released regarding a pupil identified as a homeless child or youth unless a parent, or pupil accorded parental rights, has provided written consent that directory information may be released. (Ed. Code, § 49073(c), 20 U.S.C. § 1232g, 42 U.S.C. § 11434a(2))

[NOTE: Notice of this item is required to be in the home language of the student, insofar as is practicable.]

16. **Inspection of Student Records:** State law requires that the District notify parents of the following rights which pertain to student records. (Ed. Code, §§ 49063, 49069, 34 C.F.R. § 99.7)

a. A parent or guardian has the right to inspect and review student records relating directly to his or her child during school hours or obtain a copy of such records within five (5) business days of his/her request.

b. Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at his/her child's school. The principal of each school is ultimately responsible for maintenance of student records.

c. A parent with legal custody has a right to challenge information contained in his/her child's records. Any determination to expunge a student's record is made after a review of said record(s) by site administrators and certificated staff. Following an

inspection and review of student records, the parent may challenge the content of the student's record. The right to challenge becomes the sole right of the student when the student becomes eighteen (18) years of age.

The parent may file a written request with the Superintendent of the District to remove any information recorded in the written records concerning the child which is alleged to be:

- (1) Inaccurate.
- (2) An unsubstantiated personal conclusion or inference.
- (3) A conclusion or inference outside of the observer's area of competence.
- (4) Not based on the personal observation of a named person with the time and place of the observation.
- (5) Misleading.
- (6) In violation of the privacy or other rights of the pupil.

Within thirty (30) days, the Superintendent shall meet with the parent/guardian and the certificated employee who recorded the information, if any, and if the person is still employed with the District, and sustain or deny the allegations. If the allegations are sustained, the Superintendent shall order the correction, removal or destruction of the information. If the Superintendent denies the allegations, the parent may appeal the decision to the Governing Board within thirty (30) days. The Board shall determine whether or not to sustain or deny the allegations. If the Board sustains the allegations, it shall order the Superintendent to immediately correct, remove or destroy the information from the written records of the student. (Ed. Code, § 49070)

If the final decision of the Board is unfavorable to the parents, or if the parent accepts an unfavorable decision by the District Superintendent, the parent shall have the right to submit a written statement of objections to the information. This statement shall become a part of the student's school record until such time as the information objected to is removed.

Both the Superintendent and the Board have the option of appointing a hearing panel in accordance with Education Code sections 49070-49071 to assist in the decision making. The decision as to whether a hearing panel is to be used shall be made at the discretion of the Superintendent or the Board and not of the challenging party.

d. A Student Records Log is maintained for each student. The Student Records Log lists persons, agencies or organizations requesting and/or receiving information from the records to the extent required by law. Student Record Logs are located at each school and are open to inspection by parents or guardians. (Ed. Code, § 49064)

e. School officials and employees having a legitimate educational interest, as well as persons identified in Education Code sections 49076 and 49076.5 and in the Family Educational Rights and Privacy Act, may access student records without first obtaining parental consent. "School officials and employees" are persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and District-employed law enforcement personnel), a Board member, a person or company with whom the District has contracted to perform a special service (such as an attorney, auditor, medical consultant, or therapist), or a parent or student whose access to student records is legally authorized. A "legitimate educational interest" is one held by a school official or employee whose duties and responsibilities create a reasonable need for access. (Ed. Code, §§ 49063(d), 49076, 49076.5, 20 U.S.C. § 1232g)

f. Parents and guardians have the right to authorize the release of student records

to themselves. Only parents and guardians with legal custody can authorize the release of student records to others.

g. Parents and guardians will be charged _____ (____) cents per page for the reproduction of student records.

h. Parents have a right to file a complaint with the U.S. Department of Education for alleged violations of parent rights related to student records. (20 U.S.C. § 1232g(g))

i. Parents may obtain a copy of the District's complete student records policy by contacting the Superintendent.

17. **Family Educational Rights and Privacy Act:** In addition, parents have certain rights regarding student information and records which are guaranteed under federal law. A handout notifying parents of these rights is attached.
18. **Student Discipline:** District and School rules pertaining to student discipline are available to parents or guardians of district students in the school office. (Ed. Code, § 35291) [*NOTE: The following language may be used to address off campus technology misuse; such language is optional and may be deleted:*] Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic device may be disciplined for bullying, engaging in unlawful harassment, or making threats against students, staff, or district property even if such misconduct occurred off-campus and during nonschool hours. (Ed. Code, §48900(r))
19. **Dissection of Animals:** If a student has a moral objection to dissecting (or otherwise harming or destroying) animals, or any part of an animal, the pupil must notify the teacher regarding such objection, and the objection must be substantiated with a note from the pupil's parent or guardian. If the pupil chooses to refrain from participating in such a project or test, and if the teacher believes that an adequate alternative education project or test is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project or test for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information or experience required by the course of study. (Ed. Code, §§ 32255-32255.6)
20. **Temporary Disability:** A temporary disability which makes it impossible or inadvisable for a student to attend class may entitle the student to receive individualized instruction. It is the responsibility of the pupil's parent or guardian to notify the school district in which the pupil is deemed to reside of the pupil's need for individualized instruction. A student with a temporary disability who is in a hospital or other residential health facility, other than a state hospital, which is located outside the student's school district of residence shall be deemed to comply with the residency requirements of the school district in which the hospital is located. (Ed. Code, §§ 48206.3, 48207, 48208, 48980(b))
21. **Student Residency:** A student may be enrolled in the District if (1) the student's parent, legal guardian or other person having control and charge of the student resides in the District (Ed. Code, §48200); (2) the District has approved interdistrict attendance (Ed. Code, § 46600; (3) the student is placed in a regularly established children's institution,

licensed foster home, or family home; (4) the student is a foster child who remains in his or her school of origin pursuant to Education Code Section 48853.5(d) and (e); (5) the student is emancipated and lives within the District; (6) the student lives in the home of an adult who has submitted a caregiver affidavit; or (7) the student resides in a state hospital within the District. (Ed. Code, § 48204) The law allows, but does not require, a district to accept a student for enrollment where at least one parent or legal guardian of the student is physically employed within the district's boundaries for a minimum of 10 hours during the school week. (Ed. Code, §48204).

22. **Attendance Options:** All districts must inform parents at the beginning of the school year how to enroll in a school within the district that is different than the one assigned. Students who attend schools other than those assigned by the district are referred to as “transfer students” throughout this notification. There is one process for choosing a school within the district which the parent lives (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). (Ed. Code, § 48980(h)) *[NOTE: The following language is optional:]* There is also a process under the Open Enrollment Act for students enrolled in “low-achieving schools,” as identified annually by the State Superintendent of Public Instruction. (Ed. Code, § 48350 et seq.)

Attached is a copy of the District's Policy of Interdistrict and Intradistrict Transfers. Parents interested in interdistrict or intradistrict transfers should contact:

Khushwinder Gill, Ed. D, Assistant Superintendent
111 S. De Anza Blvd.
Mountain House, CA 95391
(209) 836-7460

The general requirements and limitations of each process are described as follows:

a. Choosing a School Within the District in Which Parent Lives: Education Code section 35160.5(b) requires the school board of each district to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The law limits choice within a school district as follows:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be “random and unbiased,” which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district

can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.

- A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions.
- If a transfer is denied, a parent does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents to appeal a decision.

b. Choosing a School Outside District in Which Parent Lives: Parents have three different options for choosing a school outside the district in which they live. The three options are:

i. Districts of Choice (Ed. Code, §§ 48300–48315): The law allows, but does not require, each school district to become a “district of choice”—that is, a district that accepts transfer students from outside the district under the terms of the referenced Education Code sections. The school board of a district that decides to become a “district of choice” must determine the number of students it is willing to accept in this category each year and make sure that the students are selected through a “random, unbiased process,” which prohibits student enrollment and district communications about enrollment from being based upon actual or perceived academic or athletic performance, or any other personal characteristic. If the number of transfer applications exceeds the number of students the school board is willing to accept, transfer approval must be determined by a random public drawing held at a regular board meeting. If the district chooses not to become a “district of choice,” a parent may not request a transfer under these provisions. Other provisions of the “district of choice” option include:

- Either the district to or from which a student would transfer may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. The district a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
- No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.
- Siblings of students already attending school in the “district of choice” must be given transfer priority.
- A parent may request transportation assistance within the boundaries of the “district of choice.” The district is required to provide transportation only to the extent it already does so.

ii. Other Interdistrict Transfers (Ed. Code, §§ 46600–46611): 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. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. The law on interdistrict transfers also provides for the following:

- Once a pupil is enrolled in a school pursuant to an interdistrict transfer agreement, the pupil must be allowed to continue to attend the school in which he or she is enrolled without reapplying, unless revocation of the interdistrict transfer is a term and condition of the agreement between the districts; however, a district must not rescind existing transfer permits for pupils entering grade 11 or 12 in the subsequent school year.

- Upon request, a pupil determined to be the victim of an act of bullying by a pupil of the district of residence must be given priority for interdistrict attendance under any existing interdistrict attendance agreement or additional consideration for the creation of an interdistrict attendance agreement. (Ed. Code, §§ 46600(b), 48900(r))

- If either district denies a transfer request, a parent 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.

iii. “Allen Bill” Transfers (Ed. Code, § 48204(b)): The law allows, but does not require, each school district to adopt a policy whereby the student may be considered a resident of the school district in which his/her parents (or legal guardian(s)) physically work for a minimum of 10 hours during the school week if that is different from the school district in which the student resides. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of Education Code section 48204(b) include:

- Either the district in which the parent (or legal guardian) lives or the district in which the parent (or legal guardian) physically works may prohibit the student’s transfer if it is determined that there would be a negative impact on the district’s desegregation plan.

- The district in which the parent (or legal guardian) physically works may reject a transfer if it determines that the cost of educating the student would be more than the amount of state funds the district would receive for educating the student.

- There are set limits (based on total enrollment) on the net numbers 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 the specific reasons for denying the transfer.

[NOTE: The following language is optional, but may be used regardless of whether the District has a school on the Open Enrollment List:]

- c. Applying to Attend a School under the Open Enrollment Act: The Open Enrollment Act allows the parent of a pupil enrolled in a “low-achieving school” to submit an application for the pupil to transfer to another public school served by the school district of residence or another school district. (Ed. Code, § 48350 et seq.) The parent must submit an application requesting a transfer to the school district in which the parent does not reside, but in which the parent intends to enroll the pupil. With some exceptions, the application must be submitted prior to January 1 of the school year before the school year for which the pupil is requesting a transfer. Both of the school districts from which and to which the parent has applied to transfer may prohibit or limit pupil transfers in accordance with the Open Enrollment Act. Additionally, the school district in which the parent does not reside, but in which the parent intends to enroll the pupil may adopt specific, written standards for acceptance and rejection of applications pursuant to the Open Enrollment Act. (Ed. Code, § 48356)
23. **Sexual Harassment Policy:** Each student will receive a written copy of the district policy on sexual harassment. The purpose of this policy is to provide notification of the prohibition against sexual harassment as a form of sexual discrimination and to provide notification of available remedies. A copy of the District's policy on sexual harassment is attached. (Ed. Code, §§ 231.5, 48980(g))
24. **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:
- Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
 - Recognize that the best learning takes place when the student learns because of the student's desire to learn.
 - Maintain a learning situation maximizing student self-motivation and encouraging the student in his or her own time to follow his or her own interests. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation by the student's teachers of choices of learning projects.
 - 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 parent information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. (Ed. Code, § 58501)

25. **Nutrition Program:** The State Department of Education has established a statewide program to provide nutritious meals and milk at school for pupils, and to provide free meals to the neediest children. In some instances, nominal cash payments may be required. (Ed. Code, § 49510 et seq.)

26. **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;
- g. religious practices, affiliations, or beliefs of the student or student's parent; or
- h. 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 unemancipated minor, without the prior written consent of the parent.

(20 U.S.C. § 1232h)

[NOTE: If applicable, include the following; otherwise, delete:]

In compliance with this section, attached to this Notice are the following documents:

- A schedule of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information;
- A schedule of any survey containing one or more of the items referenced as (a)-(h) in the foregoing paragraph regarding "U.S. Department of Education Programs."

- A schedule of any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled in advance, and not necessary to protect the immediate health and safety of any student. (20 U.S.C. § 1232h)

27. **Fingerprint Programs:** With the written consent of the parent or guardian, kindergarten or newly enrolled students may be fingerprinted. The fingerprint document may not be retained by the District but must be delivered to the parent or guardian. A fee shall be charged to the parent or guardian to reimburse the District for its actual cost. (Ed. Code, §§ 32390, 48980(f)) *[NOTE: This paragraph applies only to districts electing to provide a fingerprinting program pursuant to Ed. Code § 32390.]*

28. **Uniform Complaint Procedures:**

Complaints Alleging Discrimination, Harassment, Intimidation, and Bullying:

State and federal law prohibit discrimination in education programs and activities. The District is primarily responsible for compliance with federal and state laws and regulations. (Cal. Code Regs., tit. 5, § 4620.)

Under state law, all pupils have the right to attend classes on school campuses that are safe, secure, and peaceful. (Ed. Code, § 32261.) State law requires school districts to afford all pupils equal rights and opportunities in education, regardless of their actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), nationality (includes citizenship, country of origin and national origin), race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. (Ed. Code, §§ 210-214, 220 et seq., 234 et seq., 66260–66269, Cal. Code Regs., tit. 5, § 4900 et seq., 20 U.S.C. § 1681 et seq., 29 U.S.C. § 794, 42 U.S.C. § 2000d et seq., 42 U.S.C. § 12101 et seq., 34 C.F.R. § 106.9) The District prohibits discrimination, harassment, intimidation, bullying, and retaliation in all acts related to school activity or attendance. In addition to being the subject of a complaint, a pupil engaging in an act of bullying as defined by Education Code section 48900(r) may be suspended from school or recommended for expulsion.

The District has a written complaint procedure which may be used in cases where individuals or a group have suffered discrimination, harassment, intimidation, or bullying. (Cal. Code Regs., tit. 5, §§ 4610, 4630, 4650, Ed. Code, § 234 et seq., 48900(r).)

a. Any individual, public agency or organization has the right to file a written complaint alleging that he/she has personally suffered unlawful discrimination or that an individual or specific class of individuals has been subjected to unlawful discrimination. (Cal. Code Regs., tit. 5, § 4630(b)(1))

b. Copies of the District's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)

c. Complaints must usually be filed with the (director/district superintendent/designee of the District). In the following cases, however, complaints may be filed directly with the State Superintendent of Public Instruction: (Cal. Code Regs., tit. 5, §§ 4630(a), 4650)

(1) Complaints alleging that the District failed to comply with the complaint

procedures described herein.

(2) Complaints alleging facts which indicate that complainant will suffer an immediate loss of some benefit such as employment or education.

(3) Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at the District level.

(4) Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.

(5) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.

(6) The District refuses to respond to the State Superintendent's request for information regarding a complaint originally filed with the District.

d. Discrimination complaints must be filed within six (6) months of the date the alleged discrimination occurred, or within six (6) months of the date the complainant first obtained knowledge of the facts of the alleged discrimination. Within that six (6) month period, complainant may file a written request with the State Superintendent of Public Instruction for an extension of up to ninety (90) days. Extensions will not be automatically granted, but may be granted for good cause. (Cal. Code Regs., tit. 5, § 4630(b))

Complaints Other Than Discrimination, Harassment, Intimidation, and Bullying:

The District has a written complaint procedure which may be used in cases where any individual, public agency or organization alleges violations of state or federal law, other than those relating to discrimination, harassment, intimidation, and bullying.

a. Written complaints may be made regarding:

- (1) Adult Basic Education
- (2) Consolidated Categorical Aid Programs
- (3) Migrant Education
- (4) Vocational Education
- (5) Child Care and Development
- (6) Child Nutrition
- (7) Special Education
- (8) "Williams Complaints"
- (9) Pupil Fees

(Cal. Code Regs., tit. 5, §§ 4610(b), 4630, Ed. Code, §§ 35186, 49013)

b. Complaints must usually be filed with the administrator/superintendent of the District. However, complaints may be filed directly with the State Superintendent of Public Instruction in the following cases:

- (1) Complaints alleging that the District failed to comply with the complaint procedures described herein.
- (2) Complaints regarding Child Development and Child Nutrition programs not administered by the District.
- (3) Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at District level.
- (4) Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.
- (5) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.

- (6) Complaints relating to Special Education, but only if:
 - (a) District unlawfully refuses to provide a free appropriate public education to handicapped students; or
 - (b) District refuses to comply with due process procedures or fails to implement due process hearing order; or
 - (c) Children may be in immediate physical danger, or their health, safety or welfare is threatened; or
 - (d) A handicapped pupil is not receiving the services specified in his/her Individual Educational Program (IEP); or
 - (e) The complaint involves a violation of federal law.
- (7) The District refuses to respond to the State Superintendent's request for information regarding a complaint originally filed with the District.

(Cal. Code Regs., tit. 5, §§ 4630, 4650)

Williams Complaints: Complaints, including anonymous complaints, may be made and addressed on a shortened time line for the following areas: (Ed. Code, § 35186)

- (1) Insufficient textbooks and instructional materials;
- (2) Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils;
- (3) Teacher vacancy or misassignment; or
- (4) The provision of intensive instruction and services for pupils who have not passed the high school exit exam by the end of grade 12. A complainant not satisfied with the resolution of a Williams Complaint has further rights under Education Code Section 35186.

Pupil Fees Complaints: A complaint of noncompliance with Education Code section 49010 et seq. may be filed with the school principal under the Uniform Complaint Procedures. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

- (1) A complainant not satisfied with the decision of the school may appeal to the California Department of Education and will receive a written appeal decision within 60 days of the department's receipt of the appeal.
- (2) If the school finds merit in a complaint, or the California Department of Education finds merit in an appeal, the school must provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

Responsible Official: The District official responsible for processing complaints is listed below at the following address:

Khushwinder Gill, Ed. D., Assistant Superintendent
111 S. De Anza Blvd.
Mountain House, CA 95391
(209) 836-7460

Appeals:

- a. Except for Williams Complaints, if a complaint is denied, in full or in part, by the District, the complainant may appeal to the California Department of Education. (Ed. Code, § 262.3(a), Cal. Code Regs.,

tit. 5, § 4632)

- (1) Appeals must be filed within fifteen (15) days of receiving the District decision. Complainant may, within that fifteen (15) day period, file a written request for an extension. Extensions will not be automatically granted, but may be granted for good cause.
- (2) Appeals must be in writing.
- (3) Appeals must specify the reason(s) for appealing the District decision.
- (4) Appeals must include a copy of the original complaint and a copy of the District decision.
 - b. If a complaint is denied, in full or in part, by the Department of Education, the complainant may request reconsideration by the State Superintendent of Public Instruction. (Cal. Code Regs., tit. 5, § 4665)
 - (1) Reconsideration must be requested within thirty-five (35) days of receiving the Department of Education report.
 - (2) The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

Civil Law Remedies:

In addition to the above-described complaint procedure, or upon completion of that procedure, complainants may have civil law remedies. These civil law remedies can include, but are not limited to, injunctions and restraining orders. These civil law remedies are granted by a court of law and may be used, in part, to prevent the District from acting in an unlawful manner. Delay in pursuing civil law remedies before a court of law may result in loss of rights to those remedies. Any questions regarding civil law remedies should be directed to an attorney. (Ed. Code, § 262.3(b), Cal. Code Regs., tit. 5, § 4622)

29. **Pupil-Free Staff Development Day and Minimum Day Schedule:** A copy of the District's pupil-free staff development day and minimum day schedules is attached for reference. A pupil's parent or guardian will be notified during the school year of any additional minimum days and pupil-free staff development days no later than one month before the actual date. (Ed. Code, §48980(c))
30. **Review of Curriculum:** A prospectus of curriculum, including titles, descriptions, and instructional aims of every course offered by each public school, is available at the school site for parent review upon request. Copies are available upon request for a reasonable fee not to exceed the actual copying cost. (Ed. Code, §§ 49063, 49091.14)
31. **High School Exit Examination:** The high school exit examination is scheduled to be administered on _____. As a condition of graduation, State law requires that each pupil completing 12th grade successfully pass the high school exit examination. Pupils may take the exit examination prior to reaching the 12th grade. In order to pass the exit examination a pupil will be required to demonstrate mastery of statewide academically rigorous content standards in language arts and mathematics. A pupil who fails to pass all parts of the examination by the completion of 12th grade shall not receive a diploma. Pupils, including English learners, who have not passed one or

both parts of the high school exit examination by the end of grade 12 must be provided with the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12. (Ed. Code, §§ 37254(d)(4)–(5), 48980(e), 60850 et seq.)

32. **Child Find System; Policies and Procedures:** Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to Education Code section 56300 et seq. (Ed. Code, § 56301, 34 C.F.R. § 104.32(b))
33. **School Accountability Report:** Parents/guardians may request a hard copy of the School Accountability Report Card which is issued annually for each school of the District. (Ed. Code, § 35256)
34. **Asbestos Management Plan:** An updated management plan for asbestos-containing material in school buildings is available at the District Office. (40 C.F.R. § 763.93)
35. **Availability of State Funds to Cover Costs of Advanced Placement Examination Fees:** School districts may apply to the State Department of Education for grant funding to assist economically disadvantaged pupils pay for advanced placement examination fees. School districts that apply for these grants must designate specific school district staff to whom pupils may submit applications for grants and must institute a plan to notify pupils of the availability of financial assistance. A copy of the District's notification of these grant monies, if applicable, is attached. (Ed. Code, §§ 48980(k) and 52244)
36. **No Child Left Behind Act of 2001:** Under the NCLB Act, parents have the following rights:
 - **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:** Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects s/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether s/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to the parents' child and, if so, their qualifications. The District shall also notify parents if their child has been assigned to or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. (20 U.S.C. § 6311(h)(6))
 - **Information Regarding Individual Student Reports on Statewide Assessments:** Upon request, parents have a right to information on the level of

achievement of their student on every State academic assessment administered to the student. (20 U.S.C. § 6311(h)(6))

- **Limited English Proficient Students:** The Act requires notice be given to parents of limited English proficient students regarding limited English proficiency programs, including: the reasons for the identification of the student as limited English proficient; the need for placement in a language instruction educational program; the student's level of English proficiency and how such level was assessed; the status of the student's academic achievement; the methods of instruction used in the available programs; how the recommended program will meet the student's needs; the exit requirements for the program; how the program meets the objectives of the student's IEP, if applicable, and; parent options for removing a student from a program and/or declining initial enrollment. (20 U.S.C. § 6312(g)(1)(A))
- **Program Improvement Schools:** Parents shall be notified when their child's school is identified a "program improvement" school. Parents must be notified as to what the identification means, how the school compares to other District schools, the reasons for the identification, how the low achievement is being addressed by the school, District, or State, and how the parents can be involved. The parents must also be notified about the opportunities for school choice and supplemental instruction. (20 U.S.C. § 6316(b)(6))

The information provided above is available upon request from each child's school or the district office. Additional notices that may be required under the No Child Left Behind Act shall be sent separately. (20 U.S.C. §§ 6301 et seq.)

37. **Military Recruiter Information:** The No Child Left Behind Act of 2001 and Education Code section 49073.5 require that school districts disclose the names, addresses and telephone numbers of high school students to military recruiters upon request, unless parents request that this information not be released without prior written consent. Parents have the option of making such a request. If parents do not wish this information to be provided to military recruiters, they must notify the District office of this fact in writing. The writing should be directed to the District official listed below at the following address:

**Khushwinder Gill, Ed. D, Assistant Superintendent
111 S. De Anza Blvd.
Mountain House, CA 95391**

38. **(209) 836-7460 Children In Homeless Situations:** Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. (Ed. Code, § 48852.5, 42 U.S.C. § 11432(g)(1)(J)(ii), (g)(6))
39. **Sex Equity In Career Planning:** Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to

promote sex equity and allow parents to participate in counseling sessions and decisions. (Ed. Code, § 221.5(d))

40. **Pesticide Products:** All schools are required to provide parents or guardians with annual written notice of expected pesticide use at schools. The attached list provides the name of each pesticide product, the active ingredient(s) and the Internet address for further information. Parents or guardians may request prior notice of individual pesticide applications at the school. If a parent wishes to be notified every time a pesticide is going to be applied, he or she must complete the attached form and return it to his or her child's school. (Ed. Code, §§ 48980.3, 17612)
41. **Pupil Fees:** A pupil enrolled in a public school must not be required to pay a pupil fee for participation in an educational activity. (Ed. Code, § 49011)
 - (a) The following requirements apply to prohibited pupil fees:
 - (1) All supplies, materials, and equipment needed to participate in educational activities must be provided to pupils free of charge.
 - (2) A fee waiver policy shall not make a pupil fee permissible.
 - (3) School districts and schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.
 - (4) A school district or school shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and a school district or school shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the school district or school.
 - (b) Solicitation of voluntary donations of funds or property and voluntary participation in fundraising activities are not prohibited. School districts, schools, and other entities are not prohibited from providing pupils prizes or other recognition for voluntarily participating in fundraising activities. (Ed. Code, § 49010 et seq.)

ACKNOWLEDGEMENT OF PARENT OR GUARDIAN OF ANNUAL RIGHTS NOTIFICATION

Detach, sign, and return this page to your child's school indicating you have received the Parent Notice of Rights and Responsibilities. Also, where specified on this page, indicate whether you have a child on continuing medication and if you do not wish directory information to be released.

Student's Name: _____

School: _____ Grade: _____

Student is on a continuing medication program: (Please check one) YES ____
NO ____

If YES, you have my permission to contact student's physician:

Physician's Name: _____ Telephone: _____

Medication: _____ Dosage: _____

Medication: _____ Dosage: _____

If you do not wish directory information released, please sign where indicated below and return to the school office within the next 30 days. Note that this will prohibit the District from providing the student's name and other information to the news media, interested schools, parent-teacher associations, interested employers, and similar parties.

Do NOT release directory information regarding

(Pupil's Name)

- Check if an exception may be made to include student information and photos in the yearbook.

I hereby acknowledge receipt of information regarding my rights, responsibilities, and protections.

Signature of Parent or Guardian: _____

Date: _____

Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School 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 record(s) they wish to inspect. The school official 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 amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students may ask the School 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 School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise the parent or eligible student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent 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 School 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 School 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 educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[OPTIONAL: PICK ONE] Upon request, the School discloses education records, without prior consent, to officials of another school district in which a student seeks or intends to enroll. -
OR - The School will make a reasonable attempt to notify the parent or eligible student of a records request by officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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
400 Maryland Avenue, SW
Washington, DC 20202-5920

**Lammersville USD
Board Policy
Interdistrict Attendance**

BP 5117
Students

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

(cf. 5116.1 - Intradistrict Open Enrollment)

The Board desires to communicate with parents/guardians and students regarding the district's educational programs and services.

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

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

The interdistrict attendance permit shall not exceed a term of five years and shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied. (Education Code 46600)

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

The Board shall annually determine the number of interdistrict transfer students the district will accept for the following school year. The Board shall also identify the schools, grade levels, and programs that will be able to accept these additional students.

Because the district admits students in accordance with the school district of choice program pursuant to Education Code 48300-48315, the Superintendent or designee may admit a student based on an individual interdistrict attendance permit only in situations of extreme need and upon the request of the district of residence.

Legal Reference:

EDUCATION CODE

- 46600-46611 Interdistrict attendance agreements
- 48204 Residency requirements for school attendance
- 48300-48315 Student attendance alternatives
- 48915 Expulsion; particular circumstances
- 48915.1 Expelled individuals: enrollment in another district
- 48918 Rules governing expulsion procedures
- 48980 Notice at beginning of term
- 52317 ROP, enrollment of students, interdistrict attendance

Mountain House High School website: <http://goo.gl/ncl8LX>

GOVERNMENT CODE

6250-6270 Public Records Act

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 198 (2001)

87 Ops.Cal.Atty.Gen. 132 (2004)

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Policy LAMMERSVILLE UNIFIED SCHOOL DISTRICT

adopted: December 11, 2013 Mountain House, California

Lammersville USD
Board Policy
Sexual Harrassment
BP 5145.7

Students

The Governing Board is committed to maintaining an educational environment that is free from harassment. 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 the complaint process established pursuant to this policy and the administrative regulation.

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 gender
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 person(s) to whom a report of sexual harassment should be made
(cf. 5131.5 - Vandalism, Theft and Graffiti)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Complaint Process

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

(cf. 1312.1 - Complaints Concerning District Employees)

Disciplinary Measures

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 through 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.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

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. (5 CCR 4964) (cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, Discrimination

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Reese v. Jefferson School District, (2001) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Nabozny v. Podlesny, (1996, 7th Cir.) 92 F.3d 446

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Oona R.-S. etc. v. Santa Rosa City Schools et al, (1995) 890 F.Supp. 1452

Rosa H. v. San Elizario Ind. School District, (W.D. Tex. 1995) 887 F. Supp. 140, 143

Clyde K. v. Puyallup School District #3, (1994) 35 F.3d 1396

Patricia H. v. Berkeley Unified School District, (1993) 830 F.Supp. 1288

Franklin v. Gwinnet County Schools, (1992) 112 S. Ct. 1028

Kelson v. City of Springfield, Oregon, (1985, 9th Cir.) 767 F.2d 651

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime: A Guide for Schools, January 1999

OFFICE OF CIVIL RIGHTS' PUBLICATIONS

Revised Sexual Harassment Guidance, January 2001

Sexual Harassment Guidance, March 1997

WEB SITES

OCR: <http://www.ed.gov/offices/OCR>

Policy LAMMERSVILLE ELEMENTARY SCHOOL DISTRICT

adopted: November 19, 2008 Mountain House, California

Lammersville Unified School District

TRADITIONAL 2014-2015

July 2014							August 2014							September 2014							October 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	31	1	2	3	4	E 5	6				1	2	E 3	4	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	E 12	13	5	6	7	8	9	E 10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	E 19	20	12	13	14	15	16	E 17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	E 26	27	19	20	21	22	23	E 24	25
27	28	29	30	31			24	25	26	27	28	E 29	30	28	29	30					26	27	28	29	30	E 31	

November 2014							December 2014							January 2015							February 2015						
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						1	30	1	2	3	4	E 5	6					H 1	H 2	3	1	2	3	4	5	E 6	7
2	3	4	5	6	E 7	8	7	8	9	10	11	E 12	13	4	5	6	7	8	E 9	10	8	H 9	10	11	12	E 13	14
9	H 10	H 11	12	13	E 14	15	14	15	16	17	18	E 19	20	11	12	13	H 14	H 15	E 16	17	15	H 16	17	18	19	E 20	21
16	E 17	E 18	E 19	E 20	E 21	22	21	22	23	24	25	E 26	27	18	H 19	20	21	22	E 23	24	22	23	24	25	26	E 27	28
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	E 30	31							

March 2015							April 2015							May 2015							June 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	E 6	7				1	2	E 3	4						E 1	2	31	1	2	3	4	E 5	6
8	9	10	11	12	E 13	14	5	H 6	H 7	H 8	H 9	10	11	3	4	5	6	7	E 8	9	7	8	9	10	11	12	13
15	16	17	18	19	E 20	21	12	13	14	15	16	E 17	18	10	11	12	13	14	E 15	16	14	15	16	17	18	19	20
22	23	24	25	26	E 27	28	19	20	21	22	23	E 24	25	17	18	19	20	21	E 22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	E 29	30	28	29	30				

- Holidays
- Student Attendance Days
- High School Quarter/Semesters
Quarter 1: 10/24/14
Quarter 2/Semester 1: 1/16/15
Quarter 3: 3/27/15
Quarter 4/Semester 2: 6/5/15
- Early Release/Minimum Day K-8 1:30 / HS 2:31
- K-8 1:00pm Release/ Parent/Teacher Conferences
- First & Last Days of School
- Staff Development Day (no students)
- High School Finals Schedule
- End of Trimester: Trimester 1 Ends 10/31/14
Trimester 2 Ends 03/06/15
Trimester 3 Ends 06/05/15
- High School Parent/Teacher Conf (No school for students grades 9-12)

HEALTHY SCHOOLS ACT OF 2000

Notice to all students, parents/guardians and employees of the Lammersville Unified School District: Assembly Bill 2260 went into effect on January 1, 2001. This legislation enacted Education Code sections 17608 et seq. which require, among other things, that school districts notify parents and staff about the use of pesticides at school. The purpose of this legislation is to reduce exposure to toxic pesticides through information and application of an integrated pest management system at schools. Towards this end, and pursuant to the requirements of this legislation, please be advised of the following:

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

<u>Pesticide Name</u>	<u>E.P.A. Reg. Number</u>	<u>Active Ingredient(s)</u>
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Parents/guardians of the Lammersville Unified School District can register with the District's designee, Director of Maintenance Operation and Transportation, to receive notification of individual pesticide applications by calling (209) 836-7460. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

If you wish to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code section 13184, you can do so by accessing the Department's web-site at www.cdpr.ca.gov.

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)--
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of --
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use --
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

[School District will/has develop[ed] and adopt[ed]] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **[School District]** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **[School District]** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **[School District]** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Mountain House High School website: <http://goo.gl/ncl8LX>

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any unprotected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

REQUEST FOR ELECTRONIC ACCESS TO ANNUAL RIGHTS NOTIFICATION

Sign and return this form to your child's school by _____, if you would like electronic access to the 2013-2014 Parent Notice of Rights and Responsibilities. If you do not return this form by the specified date, you will be provided with a hard copy of the Notice at the beginning of the 2013-2014 school year.

Student's Name: _____

School: _____ Grade: _____

I hereby request to receive the annual Parent Notice of Rights and Responsibilities in electronic format.

I understand that, by requesting the Notice in an electronic format, it is my responsibility to access the Notice at the beginning of the 2013-2014 school year on the District's website at _____.

I also understand that the Notice contains important information regarding my rights, responsibilities, and protections and that, by requesting the Notice in an electronic format, I will be required to access, print, complete, and timely return to my child's school the **ACKNOWLEDGEMENT OF PARENT OR GUARDIAN OF ANNUAL RIGHTS NOTIFICATION**, which is included with the Notice. [Note: Insert any other forms which need to be completed and returned by the parent.]

Signature of Parent or Guardian: _____ Date: _____

CHILD ABUSE REPORTING GUIDELINES AND PROCEDURES

The following information will assist parents and guardians in determining whether or not child abuse has occurred and, if so, how to file a complaint of child abuse with local law enforcement. This information has been taken from the California Child Abuse and Neglect Reporting Act in the California Penal Code and from sections of the California Education Code.

Child Abuse Can Be Any of the Following:

- A physical injury which is inflicted on a child by another person other than by accidental means.
- The sexual abuse, assault, or exploitation of a child, such as:
 - The negligent treatment or maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare, whether the harm or threatened harm is from acts or omissions on the part of the responsible person;
 - The willful infliction upon a child of any cruel or inhumane corporal punishment or any injury resulting in a traumatic condition; or
 - The willful harming or injuring of a child or endangering of the person or the health of a child where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children or an administrator or employee of a public or private school or other institution or agency.

Child Abuse Does *Not* Include:

- A mutual fight between minors;
- An injury that is caused by the actions of a peace officer using reasonable and necessary force within the scope of his or her employment; or
- An injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:
 - To stop a disturbance threatening physical injury to people or damage to property;
 - For purposes of self-defense;
 - To obtain possession of weapons or other dangerous objects within control of a pupil; or
 - To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

How to File a Complaint of Child Abuse Committed at a School Site

Parents and guardians of pupils have the right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. To file a complaint, the parent or guardian

Mountain House High School website: <http://goo.gl/ncl8LX>

must file a formal report with an appropriate local law enforcement agency. An appropriate law enforcement agency may be one of the following:

- A Police or Sheriff's Department (not including a school district police department or school security department)
- A County Probation Department if designated by the county to receive child abuse reports, or
- A County Welfare Department/County Child Protective Services.

The complaint may be filed over the telephone, in person, or in writing. A complaint may also be filed at the same time with your school district or county office of education. School districts and county offices of education, however, do not investigate child abuse allegations.

The local law enforcement agency is required to investigate all complaints.

In addition, if the child is disabled and enrolled in special education, a separate complaint may be filed by the parent or guardian with the California Department of Education (CDE) according to Title 5 of the California Code of Regulations Section 4650(a)(vii)(c). The CDE does not, however, investigate allegations of child abuse but rather investigates the conditions that may involve immediate physical danger or threaten the health, safety, or welfare of the child or children or which may result in denial of a free and appropriate public education.

If the complaint of child abuse is "substantiated" or confirmed by the local law enforcement agency, meaning that the report of child abuse or neglect, as determined by the law enforcement investigator who conducted the investigation, is, based upon the evidence, more likely to have occurred than not, then a report of the investigation will be transmitted by the law enforcement agency to the governing board of the local school district or County Office of Education. A confirmed report of child abuse or neglect received by a governing board of a school district or County Office of Education will be subject to the provisions of California Education Code section 44031, which gives school employees certain rights regarding personnel information and records.

In addition, a confirmed report shall be forwarded by the law enforcement agency that investigated the complaint to the California Department of Justice according to California Penal Code Section 11169 and notice will be provided to the alleged child abuser that he or she has been reported to the Child Abuse Central Index, as maintained by the Department of Justice.

This guidance is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this guidance that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to California Education Code Section 33308.5.