Be Respectful.  Be Responsible.  Be Safe.

27715 Saddleridge Way
Castaic, CA  91384
Phone:  (661) 257-4540
Fax:    (661) 257-6384
los.castaicusd.com

NON-DISCRIMINATION: The Castaic Union School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices. This nondiscrimination regulation covers admission and access to, and treatment and employment in, the District’s programs and activities. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the district’s grievance procedures may be directed to: Title IX (or sex equity) Coordinator and Section 504 (or disability) Coordinator, Steve Doyle, Superintendent, Castaic Union School District, 28131 Livingston Avenue, Valencia, CA 91355, Telephone: (661) 257-4500.
Dear Students and Parents,

Welcome to the 2019-2020 school year at Live Oak Elementary School. The staff and I are looking forward to a wonderful year filled with many special events and activities that will enrich your child’s school experience. Our school-wide theme this year is “Kindness Matters.” We are going to spend the year working towards being kind to everyone.

I would like to extend a warm welcome to all of you, returning as well as new students. Live Oak Elementary is fortunate to have an outstanding staff and well-rounded curriculum, as well as a supportive, conscientious and involved PTA and community.

This Parent/Student Handbook has been prepared to acquaint you with our school and district. The rules and regulations described are for the health and safety of all concerned and to provide a safe and orderly environment in which your child will learn and grow.

On behalf of the faculty and staff, I would like to extend an invitation for you to visit our school, attend your child’s programs, and become an active member of the PTA and volunteer program. For the safety of all children, we ask that you sign in at the front office whenever you are on campus. You will need to have your current driver’s license or state issued ID with you in order to sign in through our Raptor Visitor Management System. We are happy to have you and your family with us at Live Oak Elementary School.

Again, welcome to the Live Oak family! We firmly believe that students, parents and teachers working together are the key to a successful school experience.

Sincerely,

Stephanie Beach
Principal
Our District Core Values

Castaic Union School District values teamwork and collaboration, sharing responsibility and decision making. Castaic Union School District values setting high academic and achievement standards. Castaic Union School District values nurturing and caring for the whole child, respecting individual diversity, striving for personal best, building positive character traits and having the courage to stand by your convictions.

DISTRICT LOCATIONS

District Office:
28131 Livingston Avenue
Valencia, CA  91355
castaicusd.com
Phone:  (661) 257-4500  •  Fax:  (661) 257-5737
Steve Doyle, Superintendent

Castaic Elementary School
castaicusd.com
30455 Park Vista Drive
Castaic, CA  91384
Phone:  (661) 257-4530
Fax:  (661) 294-7854
Allison West, Principal

Castaic Middle School
castaicusd.com
28900 Hillcrest Parkway
Castaic, CA  91384
Phone:  (661) 257-4550
Fax:  (661) 294-9714
Bob Brauneisen, Principal

Live Oak Elementary School
castaicusd.com
27715 Saddleridge Way
Castaic, CA  91384
Phone:  (661) 257-4540
Fax:  (661) 257-6384
Stephanie Beach, Principal

Northlake Hills Elementary
castaicusd.com
32545 Ridge Route Road
Castaic, CA  91384
Phone:  (661) 257-4560
Fax:  (661) 295-3924
Vivian Fiss, Principal
Nondiscrimination in District Programs and Activities
Castaic Union School District is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use or another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

In addition, the annual parental notification shall inform parents/guardians of their children’s right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

“No-Rescue” Policy
We want to encourage our students to be both independent and responsible. The “No Rescue” policy is based on the premise that choices have natural consequences—both positive and negative. Students often learn best when they learn from their mistakes. If a student forgets an item at home or fails to complete an assignment, parents often “rescue” their child by bringing the item(s) to school. Allowing children to work out solutions to their challenges builds confidence and resilience. The “No Rescue” policy emphasizes to all students the importance of building character. Students learn to be responsible as well as disciplined in preparing for school. With this policy, we notice that students are prepared and organized for school. These life skills support our students and get them ready for success at school.

Leaving a message
- We ask that you email the teacher or the principal directly if you wish to simply leave a message, make an inquiry, or seek clarification. You can access email by using the first letter of the first name and the last name of the teacher, for example: ksmith@castaicusd.com Of course, we understand that not everyone has email, so some phone messages may be needed.
- Students will be allowed to use the office phones at recess and lunch for emergencies only.

Preparing for school
- Make sure your child comes to school every day with their lunch or lunch money. If a parent brings in a lunch it will be brought to the outside eating area by our yard duties at lunch time. Student will pick up their lunch on the outside stage. We highly encourage you to have your child have his/her lunch with them when the bell rings. It is recommended that money be placed in your child’s lunch account to have on days that a lunch is accidentally left at home.
- Homework, books, materials, etc. will no longer be delivered to the classroom or placed in the teacher’s box. When brought in by parents, we will ask that the items be returned home and sent to school with the child the next day. This process will help teach all children the importance of being responsible. Encouraging your child to have his/her backpack ready the night before school will aid in making sure homework, etc. is where it needs to be.
Preparing for transportation changes

- **Any changes regarding student transportation must be made in writing and a note is to be sent to school in advance by the parent and provided to the classroom teacher.** Our office gets overwhelmed throughout the day with phoned-in transportation changes and requests. We certainly do understand the occasional family emergency, however, many of the changes phoned in do not fall into that category. The very best way for your child to arrive home as intended is for you to communicate your wishes to your child before they leave for school in the morning and write a note to your child’s teacher specifying your wishes. It is also advised that you make a plan in advance for rainy days if alternative pick-up is needed and make sure your child is familiar with the plan.

**PARENT INVOLVEMENT**

- **Parent Teacher Association (PTA) / PTO**
  
  Our PTA President extends a cordial welcome to all parents to join, attend, and participate in the PTA activities planned for this school year. There are many things that you can do to assist in the activities, which benefit your child and enrich our school. The time you volunteer will be greatly appreciated by all students, the entire staff, and the community as a whole.

- **Volunteers and Visitors**
  
  Parents are always welcome to volunteer and visit classes at Castaic Union School District. All volunteers and visitors are required to sign in at the school office as all CUSD schools are closed campuses.

  Please bring a current driver's license each time you visit that will be scanned into our Raptor Visitor Management System, which will generate a name tag that must be worn at all times while on campus. Regular volunteers and all parents who wish to attend field trips must fill out a volunteer application each year and have a current T.B. test on file with the school office. Volunteer application can be obtained in each school's front office or on the school's website.

- **Visitors / Observations**
  
  Visitations must be prearranged with the classroom teacher and school administrator or designee, to avoid unnecessary interruptions to the instructional program. Visitations are limited to 30 minutes and not more than 2 times per month per BP 1250(a).

**Underage Children**

The instructional day is of the highest importance. Parents may not bring children to the classroom during instruction, class parties, etc. Parents are welcome to bring children under the age of 18 who are not enrolled in the following circumstances:

- Attending a parent conference before or after the school day
- Grade level performances during the school day
- All school functions outside the school day, including: festivals, Open House, etc.

**Room Parent**

Each classroom is assigned a specific parent who has volunteered to assist in the planning and coordination of special classroom events such as parties, field trips or grade level performances. This parent will be provided a copy of the class list as well as a list of parents who have volunteered to help in the classroom.

- **Communication**
  
  The Castaic Union School District encourages frequent, consistent, formal and informal, communication between school and home, in addition to Back to School and Open House nights and through email.
Parent Teacher Communication
Parent Teacher Communication consists of the goal setting conference in the Fall, the three progress reports and the three report cards during the school year. Goal Setting conferences are held in the Fall and provide the opportunity for parents and teachers to mutually determine the academic and social goals for the student during the school year. They are held during the designated shortened day and on pupil free conference day. Please make every effort to come at your scheduled time.

Report Cards and Progress Reports will be sent home three times a year in grades TK-6th. Please see the school calendar for distribution dates.

Informal communication encompasses many forms of communication including: notes between home and school, newsletters, campus visits, phone calls, student behavior contracts, informal meetings and email. In the spirit of informal communication between home and school, parents often call the school. If the phone call is during the school day, the teacher will return the call as soon as possible.

- District Website
  The District website contains information related to District-wide issues, such as safety, board policies, boundaries and calendars. Schools and classes may post web pages. The District website can be found at castaicusd.com

- Back to School Night / Open House
  On Back to School Night parents have an opportunity to visit their child’s classroom and hear the teacher explain expectations and curriculum for the school year. This is an evening for adults, and students should not attend. Children are welcome at Open House in the spring. Open House is an opportunity for all family members to visit the classrooms. Watch for the dates in your school newsletter or see the District/School calendar.

- English Language Advisory Committee (ELAC)
  The purpose of the ELAC at each school site is to advise the school community on issues pertaining to English Language Learners. ELACs at all school sites participate in the District ELAC (DELAC) meetings three (3) times per school year.

- School Concerns
  When a parent feels he/she has a school concern or problem, this concern or problem should be addressed directly to the person involved. If the situation is not resolved, the next proper recourse is consulting with the principal. We would appreciate cooperation from all parents regarding this procedure.

- Civility on School Grounds
  It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds. [CC 1708.9, EC 32210]

- Pupil School Enrollment: Residency Investigations
  AB 1101 (Bonilla) requires governing board of school districts to adopt a policy to identify circumstance in which district may initiate an investigation and describe the investigatory methods that may be used, including whether the school district will employ an outside investigator. Photography and video-recording of pupils who are being investigated is prohibited. District must also provide an appeal process, as specific, and adopt the policy at a public meeting of the school board. [EC 48204.2]

ENROLLMENT AND ATTENDANCE
Students must be in school in order to succeed. Parents are expected to ensure that children are in school daily, on time and ready to learn. A student misses essential learning when absent, therefore, students are expected to
make up missed assignments. If parents keep students out of school for any reason other than illness or justifiable personal reasons requested in advance, that gives a message that school is not important. [EC 48205]

Student Data Forms
Parents must log on to the Parent Portal to update emergency contact information. The information completed in the Parent Portal is to be used as a resource and they are used by office staff and teachers to contact you or the people you designate in case of need. Information in the Parent Portal is vital. It is important to notify the school of any change of telephone number, address, emergency numbers, or place of employment of either parent or contact person. FOR EMERGENCY PURPOSES: Please include multiple contacts, as we cannot release students to adults not listed in the Parent Portal.

Residence Change
When a student is moving, the parent is asked to notify the office one week in advance. Information required by the office: student’s name, new address and the name and address of the student’s new school.

Arrival and Dismissal Time
Playground supervision begins a minimum of 20 minutes prior to the start of school. For safety reasons, students are not to be on school grounds before that time.
Students are to go directly to their homes, parent/guardian, or child care provider upon dismissal from class.

Our District does not provide formal supervision of students after school, on weekends or holidays. Members of the general public should not be on school grounds during off-hours without permission from our district.

Late Pick up Time Frame
1st and 2nd times: Front office staff calls parent, emergency contacts to pick up child, reminding them of the 20 minute rule.

3rd time: Assistant Office Manager or designee calls the parent, making direct communication with the parent reconfirming the time frame, Parent Student Handbook statement, whether they have signed the parent notification form and suggesting alternatives.

4th time: Principal calls the parent making direct communication with the parent reconfirming the time frame, Parent student Handbook statement, whether they have signed the parent notification form and suggesting alternatives.

5th time: Formalized letter and notice to School Resource officer that there is an issue.

6th time: Sheriff and Department of Child Services is contacted.

Tardiness
Tardiness interferes with student learning and interrupts other students. If your student is late, please send a note of explanation. Unexcused tardiness may require the student to make up lost learning time during recess, lunch or after school.

Release during School
Students may not be released to relatives or other adults unless there is a note from the parent, or that person is listed on the emergency card and brings proper identification. Students and parents are encouraged to have medical, dental, and other appointments outside of the regular school day. If it is necessary to make an appointment during the school day, you must come to the office to release the student and again to reenter. The school will not allow students to be called for after 2:10 p.m. on regular school days and 12:30 p.m. on shortened school days (except in case of emergency). You will need to wait until school is dismissed to pick up your child. If you are checking out your child at the end of the day, please check him/her out before 12:30 p.m. and 2:10 p.m.
Staying After School
Teachers may use discretion to keep students after school for up to 15 minutes. If necessary for a student to stay more than 15 minutes after school, the parent will be called. California law allows school personnel to detain students up to one hour after school for assistance, to make up tardiness, for behavior reasons, etc., providing the parents are notified. Parents are responsible for arranging transportation home.

General Absences
Children cannot learn if they are not in school. Children learn early about being on time and not missing school. For students 6 to 18 years old, daily school attendance is compulsory. Daily school attendance improves student achievement. Teach your child to be on time and that school attendance is an important family value.
It is also important that you know the state only awards funding to school districts for actual attendance. The state no longer funds districts for the excused absences listed below. Always review the school calendar and plan activities and vacations during days off. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

Other attendance reports, such as truancy, still rely on excused and unexcused absences. There are legal consequences if your child misses too much school. You must send a note and/or phone the school within 72 hours to clear any excusable absences. Unexcused absences result in a recorded truancy.

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.
No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

(a) Notwithstanding Section 48200, 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, optometric, 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 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 for no more than four hours per semester, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
   (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
   (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
(10) For the purpose of attending the pupil’s naturalization ceremony to become a United States Citizen.

(11) Participation in religious exercises or to receive moral and religious instruction at the student’s place of worship or other suitable place away from school (Education Code 46014)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 – School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

(12) Work in the entertainment or allied industry (Education Code 48225.5)

Such absence shall be excused provided that the student holds a work permit authorizing such work and is absent for a period of not more than five consecutive days and up to five absences per school year. (Education Code 48225.5)

(13) Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student’s parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

(14) Other reasons authorized at the discretion of the principal or designee based on the student’s specific circumstances (Education Code 48205, 48260)

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

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

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

When a student returns from an absence with a note from his/her parent/guardian explaining the reason for that absence, it will be determined at that time whether or not the absence is EXCUSED, UNEXCUSED, OR TRUANT.

If a student returns from an absence without a documented excuse, that absence will remain UNEXCUSED until the parent/guardian corrects the official attendance records by contacting the school attendance office.

PLEASE NOTE: Parents can meet with the principal to set up a prearranged independent study contract if they know that the child will be absent for an unexcused reason, which will be at least five days.

Verifying Absences

Every absence must be verified. Parents must send a note or call the school office. Regardless of the method you use to notify the school, the following information should be included:

- Your child’s name and teacher’s name
- Date of absence
- Exact nature of illness or reason for absence
- Anticipated duration of absence
- Your name and signature
Appointments
Schools receive funding from the State of California based on your child’s daily attendance. When a medical appointment is necessary, schedule it for non-school time if possible. Otherwise, arrange for your child to be in school before and/or after the appointment.

Truancy
A pupil absent from school without valid excuse three days in one school year, or tardy without valid excuse in excess of 30 minutes on each of more than three days in one school year, is considered truant. Students who are truant will be reported to the Director of Student Support Services and may be referred to the Santa Clarita School Attendance Review Board (SARB). Students who exhibit a pattern of excessive absences and/or tardiness will be referred to SARB. [EC 48260]

Long-term Independent Study Contract
If for any reason your student will be absent from school for five (5) days or more, an independent study contract can be arranged. For students with unpredictable schedules, the district’s long-term independent study program may be an option.

Truancy
The state defines three levels of truancy, each carrying more severe penalties for both the student and the parents or guardians. The three are truant, habitual truant, and chronic truant. Truant: The state says a student is truant after missing three days of school or 30-minute periods without a valid excuse. Habitual Truant: If a student is truant three or more times in a school year and an effort is made to meet with parents, then the student is a habitual truant. Chronic Truant: A chronically truant student has missed 10 percent or more school days in a school year. Interventions: Students who are habitually truant, miss a lot of school or are disorderly can be referred to a student attendance review board (SARB), a district attorney, mediation program, or the county probation department. Through these programs the student can be given guidance to meet special needs for improving attendance or improving school behavior. The goal is to intervene before a student enters the juvenile justice system or drops out. Student Penalties: First truancy may result in a one-day weekend class. Second may be a written warning from a peace officer that stays in the student’s records. Third may result in assignment to an after-school or weekend program, or a SARB or district attorney program. Fourth truancy places student within the jurisdiction of the juvenile court; the student could become a ward of the court and be required to do community service, pay a fine of $100, attend truancy prevention program, and lose driving privileges. Parent Penalties: In Education Code: first conviction - $100 fine; second conviction - $200 fine; third – up to $500. In Penal Code: parents of elementary students who are chronic truants face a $2,000 fine or imprisonment up to a year or both. They may also be scheduled to meet regularly with district staff and/or be referred for help. [EC 48260, 48260.5, 48261, 48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320, Penal Code 270.1, 830.1; Welfare and Institution Code 601.3; Vehicle Code 13202.71]

Attendance Options
The governing board annually reviews attendance options including how students may attend a district school outside their attendance area (intradistrict). This district has non-arbitrary rules explaining how students may apply, be accepted or denied transfer to district schools. Many districts, by agreement, also allow the transfer of students from or to other districts (interdistrict). Victims of bullying or violence are given preference in interdistrict transfers. In some cases the district must provide transportation. [EC 35160.5, 46600, 48204, 48206.3, 48301, 48306, 48980]

The Castaic Union School District currently provides comprehensive educational programs for school-age children enrolled in kindergarten and grades one through eighth. Students are assigned to schools based on
the site boundaries. In the event a site is at capacity, the student may be assigned to another school in the district.

These programs are available to students who reside outside school boundaries and on a limited basis through statutory attendance options. Additional attendance options as described below are available on a limited basis to pupils whose parents or guardians reside within the district attendance boundaries and to pupils who have established residency. [EC 48204, 48209]

Attendance options are contingent on space availability at individual sites and must be renewed annually. Transportation is not provided.

A pupil complies with residency requirements if his or her parent is transferred or is pending transfer to a military installation within the boundaries of the school district while on active military duty pursuant to an official military order. The school must accept enrollment applications by electronic means, and the parent must provide proof of residence within 10 days after the published arrival date provided on official documentation.

A pupil may also comply with the residency requirements for school attendance in a school district if he or she is any of the following:

1. Placed within the boundaries of the school district in a regularly established licensed children’s institution or licensed foster home, or a family home following a commitment or placement under the Welfare and Institutions Code.
2. A foster child who remains in his or her school of origin.
3. An emancipated youth who resides within the boundaries of the school district.
4. Living in the home of a caregiving adult that is located within the boundaries of the school district.
5. Residing in a state hospital located within the boundaries of the school district
6. Living with a parent or legal guardian at his or her employment within the boundaries of the school district for a minimum of 3 days during the school week.

Once the student is deemed to comply with the residency requirements in this manner, the student does not have to reapply each year as long as at least one parent or legal guardian continues to be physically employed within the boundaries of the school district for a minimum of 10 hours during the school week.

1. Intradistrict transfers

The Governing Board desires to provide options that meet the diverse needs, potential and interests of District students and shall annually review enrollment options.

Students who reside within District boundaries may apply for enrollment in any District school. Students residing in any Board approved school attendance area shall be provided the options of attending their neighborhood school. After all children within each school’s attendance area have been accommodated, the Superintendent or designee shall determine the capacity of each district school and establish a random, unbiased selection progress for the admission of students from outside a school’s attendance area to fill any remaining placements.

The District will not provide transportation outside the school’s attendance area. Upon request, the Superintendent or designee may authorize transportation for students living outside the school’s attendance area from a designated bus stop within the attendance area if space is available. Priority for such transportation shall be based on demonstrated financial need. [EC 35160.5, 35291, 35351, 48980]

2. Interdistrict transfers

The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons. However, because of overcrowding at
some schools within the district and limited district resources, the Superintendent or designee will consider approving transfers only on a case-by-case basis through an Inter-District Attendance Agreement. [EC 46600-46611, 46621, 48204, 48209-48209.16, 48915, 48915.1, 48918, 48980, 52317]

- **Pupil Attendance**
  SB 200 (Lara) provides residency for students who live with parent at place of employment for more than three days during the school week and parent is employed for a minimum of 10 hours during the school week, as well. Even if parent or legal guardian resides outside of the boundaries of the school district, an interdistrict permit is not required; residency henceforth is established.

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

- **Attendance in District in Which Parent/Guardian is Employed**
  Your child may have the option of attending school in the school district where you or your spouse are employed for at least 10 hours per week. If interested, call the school office for information. [EC 48204(b), (d), and (f), 48980(i)]

- **Homeless Youth Education**
  If your child is homeless, he/she may have the right to immediate enrollment in the school of origin or the school where currently residing without proof of residency. For eligibility, support, and further information, contact the Director of Special/Categorical Programs. [EC 51225.1, 51225.2]

- **Individualized Instruction**
  If your child has a temporary disability preventing him/her from attending regular classes, the district will provide individual instruction when possible. [EC 48206.3, 48980(b)]

- **Pupils in Hospitals Outside of School District**
  If, due to a temporary disability, your child is in a hospital or other residential health facility, which is located outside your school district, he/she may be eligible to attend the school district in which the hospital is located. [EC 48207] If this situation should arise, you should notify both the district where you reside and where the hospital is located so that individualized instruction, if possible, can be provided. [EC 48208]

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

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

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative offices of this district, and the principal’s office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. [EC 58501]

STUDENT TRANSPORTATION SERVICE

Transportation Fees
The Board of Trustees has adopted a requirement that parents pay bus fees to cover a portion of the cost of the Transportation Program. Parents will be notified each year of the fee amounts, requirements, and procedures. Families with low incomes may be eligible for transportation at no fee. Forms for this purpose are available in school offices or on the CUSD website. [BP/AR 3250]

Routes and Stops
All routes and stops have been established to promote safety of the students and maximum efficiency in the use of buses. Walk distances have been established at 2 miles for elementary students and 3.25 miles for middle school students. Students who are registered for daily transportation should arrive at the bus stop not more than five (5) minutes before the listed departure time and should not play in the streets or on private property. Any fighting, rock throwing, or complaints may result in the need for parental supervision.

School Bus Safety
Bus drivers are in charge of the children on the bus during daily transportation and on field trips. All applicable school rules will be enforced and basic good manners and conduct are required for all bus riders. Warning tickets will be issued for misbehavior. Repeated warnings will result in loss of bus privileges.

To insure the safety and security of students riding the school bus, all riders must abide by the following adopted District rules and regulations. Failure to do so may cause refusal of transportation to any student.

1. Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. (CCR #14103) Riders shall follow the instructions and directions of the bus driver at all times.
2. The bus driver will assign seats on a permanent and/or temporary basis as needed for the safe transportation of pupils.
3. Students should be at the stop five minutes before the bus is scheduled to arrive.
4. When the school bus is approaching, the bus stop riders shall wait in line approximately 10 feet away from the curb until the bus stops, the door is opened and then enter the bus in an orderly manner and go directly to their seats. When arriving at the bus stop, remain in your seat until the bus comes to a complete stop and the door is opened, only then enter the aisle, and go directly to the exit.
5. Bus passes must be shown to the driver every time the student enters the school bus. Students attempting to ride the school bus without completing the application process will not be transported and will be escorted to the school office where the parent(s) will be contacted.
6. No eating or drinking is allowed on the bus.
7. No part of the body, hands, arms, or head should be put out of the window. Nothing should be thrown from the bus.
8. No animals are allowed on the bus.
9. Because serious safety hazards can result from noise or behavior that distracts the driver, loud talking, yelling, singing, whistling, scuffling, throwing objects, standing and changing seats are
prohibited actions that may lead to suspension of riding privileges.
10. Skateboards, oversized backpacks, large objects including school projects, large boxes and musical instruments will not be allowed on the bus.
11. Students are required to ride the bus route and bus stop(s) indicated on the application.
12. No student riding the bus will be allowed to change his or her designated bus stop. All permanent changes must be submitted in a written authorization from their parent or legal guardian and will be granted upon availability of space.
13. Kindergarten students will not be released to any person other than the parent or legal guardian unless they are listed on the Emergency Information Form signed and authorized by the parent or legal guardian and submitted with this application. Progressive steps ultimately leading to the denial of transportation will be followed if no one is at the bus stop on a recurring basis to pick up the student.
14. On buses equipped with seatbelts, students are required to wear seatbelts at all times.

Bus Referrals
1st Referral: Written warning
2nd Referral: Denial of transportation up to three days with parent call/contact
3rd Referral: Denial of transportation up to five days with parent conference before student may resume riding.
4th Referral: Denial of transportation up to two weeks with parent conference before student may resume riding.
5th Referral: Denial of transportation for the remainder of the year.

Automatic Denial of Transportation
Fighting .................................................................Five (5) Days
Driver Abuse (verbal) ........................................... Five (5) Days
Endangering Any Passenger ................................. Five (5) Days
Driver Abuse (physical) ....................................... Remainder of School Year
Weapons ............................................................. Remainder of School Year
Refusal to Wear Seatbelt ..................................... Immediate Denial of Transportation

The Transportation Department in conjunction with the School Site Principal shall have the latitude to increase or decrease the normal corrective measure within reason, considering the student’s age, frequency, and severity of offense, and other behavior patterns. In cases where the student’s behavior presents a danger to persons or causes damage to property, the student may be immediately suspended from transportation.

Field Trips
Field trips are used to complement the curriculum. The purpose of a field trip is to extend learning into the “real world”. During field trips, students are counted as present at school and must use the approved transportation to/from the field trip. Because each school day begins at school, students must be present in homeroom before the field trip begins (unless it is an overnight field trip). The school may limit the number of chaperones attending because of space limitations. Parents acting as chaperones may ride the bus, space permitting, but if they drive they cannot transport any students. If a parent chooses to drive their child home from a field trip, they MUST check in with the classroom teacher and sign their child out. Parents may only transport their own child home. Chaperones may not bring siblings or other children along during the field trip. Signed field trip slips for each field trip are kept by the school office and the accompanying teacher. Students must ride on the bus to and from field trips.

CONDUCT AND SCHOOL RULES
You have a right to review school and district rules regarding student discipline. If you wish to do so, please contact the school office. [EC 35291, 48980]
Every teacher in public schools shall hold students to strict accountability for their conduct on the way to and from school, the playgrounds, or during recess. Students are expected to use good judgment in their actions at school and respect themselves, their teachers and the rights of other students.

Details of each teacher’s discipline plan will be reviewed with the student and parents at the beginning of the school year. Teachers work with the parents if the problem persists. Students who do not respond are referred to the principal for further action. The principal then counsels the student, teacher and parent, taking the appropriate action. Disciplinary action may include suspension or expulsion.

Positive School Climate
One of our core values is respect. Castaic Union School District is committed to providing a positive environment where students can learn. The District expects that all students, staff, parents, guardians and visitors on campus will use appropriate language and demonstrate behavior conducive to promoting a caring, safe atmosphere. Any person who willfully disrupts a public school or public meeting is guilty of a misdemeanor and may be punished by a fine of not more than $500. [EC 32210]

Change in Routine Procedures
Should it be necessary to change your child’s regular going home procedure, it is important that the school be notified. A written note from a child’s parent or guardian is required to ensure that a child is allowed to change his/her usual routine and is especially necessary if someone other than the parent or guardian will be picking him/her up. The note should be given to the child’s teacher who will then send it to the office.

Classroom Interruptions
It is our policy to support learning and teaching by limiting interruptions to the classroom unless it is a true emergency. Please make every attempt to work out transportation problems, doctor appointment times, etc. with your child prior to coming to school. In a case where a lunch or homework is forgotten the office will notify the teacher. Telephone calls to the office/classroom can be eliminated by sending a note with your child regarding such matters. Avoid calling the school to leave a message for your child during the last 45 minutes of his or her school day. Many classes are at P.E. or with their classroom buddies at this time of the day and cannot be reached easily.

Classroom Parties
A maximum of three (3) parties may be held in the classroom during the school year. Generally these are held prior to Winter Break, Valentine’s Day, and at the end of the school year in June, but this is subject to change by consensus of the staff. Any other classroom celebration/party must first be cleared through the Principal’s office. Classroom parties are meant to be simple celebrations that do not take up a lot of instructional time. Cooking/heat or food preparation devices are not allowed in the classrooms or on school grounds. This includes, but is not limited to, popcorn poppers/machines, hotdog warmers or cookers, snow cone machines, cotton candy machines, and barbeques.

Dress Code
Castaic Union School District students are expected to practice healthy personal hygiene and to wear attire that is appropriate and safe for the school environment. A positive relationship exists between appropriate dress habits, good work habits, proper behavior and educational achievement. The following guidelines will be strictly enforced in order to maintain a safe and academic focus on campus. Parents will be notified to bring a change of clothing if inappropriate or distracting clothing is worn to school. School site dress code is subject to change at any time, especially to keep up with contemporary changing fashions.

1. **Bottoms:** Well-fitted pants, walking shorts, skorts, overalls, and skirts/dresses of appropriate length are permitted. Shorts and pants must fit properly at the waist (must stay up without a belt) and be finger-tip length when arms are at your side, including distressed/torn holes.
2. **Tops:** Dresses or blouses may be worn if they have straps that are at least one inch wide. Spaghetti straps are not allowed. Clothing that does not sufficiently cover a student is considered inappropriate. Examples would be halter tops, half-shirts, tube tops and fishnet shirts. T-shirts or other clothing including hats that in any way promotes alcohol, drugs, smoking, or illicit activities are not permissible at school.

3. **Accessories:** No undergarments are to show. Belts are not to be more than one size larger than the waist. Initialled buckles, make-up, fake fingernails and hoop earrings are not allowed.

4. **Shoes:** For safety reasons tennis shoes or other closed-toe shoes are necessary. Wedges, heels, flip-flops, plastic shoes, sandals, crocs, steel toed shoes or army boots and shoes that have wheels (i.e. Heelys) are not allowed.

5. **Head Coverings:** Baseball hats and visors may be worn as protection from the sun and cold. Baseball hats and visors are to be worn correctly (not upside down and backwards) and are to be removed when going indoors.

Any clothing article (including bandanas) that jeopardizes health/safety, or promotes student alienation and/or gang affiliation is prohibited. [BP 5132, 5136]

- **Personal Items**
  Personal items from home should not be brought to school without special permission. Not only do they disrupt the school environment, but the school cannot be responsible for their loss and damage. These items include, but are not restricted to:
  - MP3 players, iPUDS, cell phones, video games, cameras, tape/CD players or other electronic items
  - Toys, trading cards, sporting or playground equipment

- **Animals**
  For the safety of students, animals other than those specifically brought for class purposes are prohibited on the school grounds at all times. Any animal brought to school must also be properly housed. Any animal found on the school grounds during class session is subject to impound by the Los Angeles County Animal Control Center. Do not bring pets to school when you drop off or pick up your child.

- **Bicycles, Skateboards and Scooters**
  California law mandates bike helmets for children. Scooters, skateboards, roller blades, and other “wheeled” footwear are not allowed on CUSD campuses. Fourth through Sixth grade students may ride their bikes to school. They must have a signed permission slip and secure their bikes daily with a lock, as well as wear a helmet. Bicycle permission slips are available in the school office. [Vehicle Code 21212]

- **Inappropriate or Illegal Substances / Objects**
  Inappropriate or illegal substances/objects are not allowed and may not be used at school. These include, but are not restricted to:
  - Gum
  - Candy and other food which is not meant for consumption at nutrition recess or lunch
  - Tobacco, matches, lighters
  - Drugs (including over-the-counter and prescription drugs) and paraphernalia
  - Alcohol
  - Any knife, gun, explosive device or other dangerous object; including any look-alike weapons (water pistols, cap guns, poppers, fireworks).
  - Possession of a laser pointer by students is against the law. [Penal Code 417.27]

- **Playground Safety**
  Playground areas have been provided for our students’ use and enjoyment. However, we do ask that each student abide by the following rules for the safety of all users:
  1. Adult supervision is required when children are using the playground equipment.
  2. Students and parents should report any damage or defects on the equipment to school staff
3. Students must exercise good common sense and use the various components of the equipment correctly by adhering to the following guidelines:
   a. Use slide only in a sitting position, and never climb up slides.
   b. Never climb over barriers, safety rails, or horizontal ladders.
   c. Use all handhelds provided when going up climbing equipment.
   d. Never deface, destroy, damage or write on the equipment, as it is a crime punishable by law to do so. Report any signs of vandalism or unsafe conditions to the school staff immediately.

4. Playground equipment should not be used when wet, nor during non-daylight hours.

5. Students must adhere to playground safety rules at all times.

Playground Rules

Respecting others is expected from all students. The following behaviors will not be tolerated:

- Abusive behavior – including physical, emotional, or any form of harassment
- Any name calling and/or foul language
- Defiance or disrespect towards authority figures
- Students out of the classroom during the instructional time must have a pass with them.
- Office Passes must be obtained from the teacher/yard supervisor prior to going to the office or a classroom.
- Proper use of all school facilities is expected of all students.
  - Loitering or playing in restrooms or the disturbing of other students using facilities is not permitted
  - Skateboards, skates, scooters, Heelys (wheeled footwear) or bike riding is not permitted on school property at any time
  - Vandalism / theft of district equipment or property (including restrooms) is not permitted
  - Vandalism / theft of personal property of other students or staff is not permitted
  - Throwing items not intended to be thrown (i.e. rocks, dirt clods, etc.) is not permitted

Playground supervisors are to be given proper respect for their authority and are to be obeyed.

The Red Line marks the playground boundaries. Students are to remain behind the red line at recess unless using the restroom. Students should not be in the vicinity of the classrooms. Under no circumstances are students to disturb the classroom buildings by pounding or bouncing balls on the walls or in the hallways, looking in the windows, or making loud noises nearby. Climbing trees and fences is not allowed.

Animals, including dogs and snakes that are found on campus, are not to be approached and should be reported to an adult immediately.

Games

- "Keep-away", "Tag" or any contact sport are not acceptable due to the possibility of injury.
- Closed games are not allowed. All children should be allowed to join in an organized game.
- Play fighting is not allowed at any time

Balls and Equipment

- Students are supplied with equipment and are not allowed to bring equipment from home.
- Equipment is checked out at the P.E. bin by the yard supervisors and need to be returned at the end of all recesses.
- No P.E. equipment should be brought to the playground at recess.
- Balls should not be kicked in the black top area (unless an organized game is being played under the supervision of an adult).
- When the recess bell rings all equipment must be walked back to the P.E. bin without throwing or bouncing on the way.

Bars

- When playing on the bars, students must keep at least one (1) hand on a bar at all times.
- Swinging by knees on the bars is not allowed.
Slides
- One (1) person on the ladder at a time.
- One (1) person slides at a time. Slide down in a forward sitting position only.
- Climbing up the slide is not allowed.
- Sand, woodchips or rocks should not be placed on or near the slides at any time.

Tetherballs
- Take turns.
- Sitting on the ball or pulling the rope is not allowed.
- Students should not grab the rope during the game.
  Any disturbances or inappropriate activities while on school grounds may result in disciplinary action, which may include suspension.

Cafeteria Rules
We have cafeteria rules, which must be observed in order that the lunch period may be a pleasant period for all:
1. Children are expected to eat a lunch unless a written request is received from parents.
2. Selling or trading food to one another is not permitted.
3. Good table manners are expected from everyone.
4. Loud talking is not permitted. Students may talk in a quiet manner and should raise their hands if anything is needed.
5. ALL paper and food dropped on the floor must be picked up as soon as possible.
6. Food is not to be taken from the designated eating areas.
7. Children are to take a minimum of fifteen (15) minutes to finish their lunch.
8. Once seated, children are not allowed to change seats and must remain seated until given permission to leave.

DISCIPLINE

Duties Concerning Conduct of Pupil
Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. All pupils are required to conform to school regulations; obey all directions; be diligent in study; be respectful to teachers and others in authority; and to refrain from the use of profanity and vulgar language. [§ 44807.5, CCR § 300]

Release of Student to Peace Officer
If a school releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [EC 48906; Penal Code 11165.61]

Parent Responsibility & Vandalism
Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents’ or guardians’ liability may be as much as $17,593 in damages and another maximum of $10,000 for payment of a reward, if any. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child’s classroom. [EC 48900.1, 48904; Civil Code 1714.1; Government Code 53069.5]
Student Search
The school principal or designee may search the person of a student, the student’s locker, backpack or purse if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: New Jersey v T.L.O (1985) 469 U.S. 325]

School Substance Abuse Policy
Castaic Union School District (CUSD) recognizes that student unsanctioned use of chemical substances, including alcohol, is illegal. The use of such substances is detrimental to individual development and undermines effective education. The use of chemical substances often leads to chemical dependency, and illness, requiring intervention and treatment. CUSD is concerned for the safety, health and wellbeing of students. In order to ensure the highest standards for learning in the classroom, CUSD will aid students to abstain from the use of chemical substances, intervene early when such chemical use is detected and provide support to students returning from treatment. CUSD will support other students in coping with a parent, guardian, or significant person who has a chemical problem. CUSD recognizes these issues as impacting the school and therefore addresses these issues as part of a comprehensive assistance program.

This program is based on maintaining a caring environment for each student within the system and on intervening in situations when a student may be involved. Prevention is instituted by promoting skills in decision making, by nurturing successful interpersonal relationships, by providing accurate information and by setting clear institutional limits.

The District provides appropriate programs to assist pupils to avoid substance abuse. The District will intervene and/or enforce non-abuse policy strictly. Information about this program is available at each school.

Suspension of Pupils from School
The District may suspend pupils from school under specific circumstances. When a student is suspended, reasonable effort will be made to notify the parents in person or by telephone, and in writing. A parent will receive written notice by registered mail or personal service when and if the Board of Trustees conducts any hearing for disciplinary action regarding the parent’s child. [§48900, et seq.]

Grounds forSuspension or Expulsion EC 48900
A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (w), inclusive:
(a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
2. Willfully used force or violence upon the person of another, except in self-defense.
(b) Possessed, sold, or otherwise furnished 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.
(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with §11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with §11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then 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 or attempted to commit 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, 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.

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

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

(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

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

(m) Possessed an imitation firearm. An “imitation firearm” means a replica of a firearm so similar in physical properties to a 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. For purposes of this subdivision, “hazing” means a method of initiation or pre-initiation 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.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in §48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
   (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
   (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
   (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
   (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including but not limited to, any of the following:
   (i) A message, text, sound, or image.
   (ii) A post on a social network Internet Web site, including but not limited to:
   (I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which 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 §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 the provisions of this section.

Except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsions that are age appropriate and designed to address and correct the pupil’s misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

✿ Mandatory Suspension / Expulsion

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

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 1 1053 ) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

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

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an
act of possessing a firearm if the pupil had obtained prior or written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.

2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Sec 48900.
5. Possession of an explosive.

лер Lasers Pointers
Possession of a laser pointer by any student on any elementary or secondary school premise is strictly prohibited (unless the pointer is for valid instruction). PC 417.27 also prohibits the directing of a laser beam into the eyes of another individual, into a moving vehicle, or into the eyes of a guide dog. [Penal Code 417.27]

ler Cell Phones, Pagers, Electronic Signaling Devices
Districts may regulate the possession or use of any cell phone, pager or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. [EC 48901.5]

ler Impersonation on the Internet
Pretending to be a real person other than yourself on the Internet or though other electronic methods to harm, intimidate, threaten or defraud is punishable by a $1,000 fine or imprisonment for up to one year. [Penal Code 528.5]

ler Hate Violence / Incidents
In addition to the reasons specified in Sections 48900 and 48900.2, a pupil in any of grades 4 to 8 inclusive may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5, [EC 48900.3]

Our district has also adopted policy establishing zero tolerance toward hate incidents and hate speech. Such incidents will be reported district-wide. Appropriate disciplinary measures will be implemented.

ler Bullying and Harassment
Both California Education Code and the Castaic Union School District prohibit bullying and harassment of our students and adults who work at our schools. CUSD students should immediately report any incidents of harassment and bullying to any CUSD adult. All reports will be investigated and disciplinary action will take place.

The following ongoing behaviors towards the same student(s) are examples of bullying or harassment: “pushing, spitting, shoving, picking on, hitting, laughing at, excluding someone, name calling – verbally, written, text messages, or any kind of social networking, any form of cyber-bullying – Facebook, email, texting, and initiating or spreading rumors.”

Making fun of or excluding a student due to their gender, ethnicity, religion, home language, culture and/or weight is also considered bullying and harassment.

If a student is caught bullying, consequences may include up to (5) days of out of school suspension.
Hazing
Pupils or other persons in attendance at any public or private educational institution may not conspire to engage in hazing. Students who engage in or attempt to engage in hazing may be suspended and/or expelled. [EC 3205, 48900(q), 48980(a)]

Sexual Harassment
Sexual harassment is a violation of Title IX of the Education Act Amendments of 1972, Title VII of Civil Rights Act of 1964, and California Education Code Section 213.5. Therefore the District strongly condemns, opposes, and prohibits sexual harassment of students whether verbal, physical, written, or environmental, by anyone in or from the district per District AF 5145.7, Ed Code 48980, 5CCR 4917

Any student in grades 4th-8th who engages in sexual harassment of anyone in or from the district may be subject to discipline, up to and including expulsion.

Professional Standards
Castaic Union School District expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district’s educational programs, and contributes to a positive school climate.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational and professional associations to which they may belong per BP 4119.21 (a), 4219.21, 4319.21

Inappropriate Conduct
Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity
9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information.
11. Using district equipment or other district resources for the employee’s own commercial purposes or for political activities
12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity
13. Causing damage to or engaging in theft of property belonging to students, staff, or the district
14. Wearing inappropriate attire
STUDENT SERVICES

Services to Students with Special Needs
If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, tell or write the school. Your child will be evaluated to determine whether he/she is eligible for free special instruction or services per District BP 6164.4, 5CCR4917.

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools in order to provide a free and appropriate education. [EC 56020 et seq., 56040, 56301; 20 USC 1412, (10)(A)(ii); 34 CFR 300.121]

Student Lunch Program
Children from families whose income is within levels established by the Federal Government may be eligible for free or reduced priced lunch/breakfast. Applications are available at the school office online or an application may be sent to all students’ homes. [EC 48980 & 49520] per District BP/AR 3553

School Lunch Service
Students are encouraged to participate in the school hot lunch program. Our food nutritionist is interested in providing not only nutritional meals, but enjoyable ones for children of elementary school age. Cafeteria menus are provided one (1) month in advance. Students may bring their money each day or pay in advance (by week, month, or longer if desired). Breakfast is also available for students to purchase.

Parents are encouraged to pre-purchase meals. If you are paying for one lunch please have the correct change when you come to school. All money transactions go through the cafeteria. Children should not bring extra money to school.

Students may bring a sack lunch and purchase milk. In any event, all children must eat either a school prepared lunch or a lunch brought from home.

Career Counseling
When all students are provided career counseling and course selection opportunities, all students are provided equal services. Parents may participate in counseling sessions. [EC 221.5; Section 504 of the Rehabilitation Act of 1973]

Acceptable Use Policy (AUP) Rules and Regulations
(This will apply to ALL computer lab, classroom and library equipment.)

A responsible user will:
- Show respect for equipment by handling with care
- Keep food and liquids away from equipment
- Use only appropriate words and/or pictures when creating projects and assignments
- Refrain from putting any media/disks into computers without authorized adult permission
- Never attempt to repair equipment, but will notify an authorized adult immediately of any problems
- Never access files, folders, or programs that are not their own, unless directed to do so by an authorized adult
- Never delete any file, folder, or program unless directed to do so by an authorized adult
- Respect and obey security messages that appear on a computer screen
- Never use the Internet for any personal or inappropriate purpose
- Never share their password with anyone except a parent and/or teacher
- Notify an adult immediately, if they are aware of exposure to inappropriate pictures or language on computers
- Never copy from anyone (plagiarize) the information or pictures of another
Never use the Internet to fill-out information requests from web page companies, buy or attempt to buy any product.

**Student Use of Technology**

**Board Policy**
The Governing Board intends that technological resources provided by the District be used in a responsible and proper manner in support of the instructional program for the advancement of student learning. The Superintendent or designee shall notify students and parents/guardians about authorized use of District computers and consequences for unauthorized use and/or unlawful activities.

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

- The Board desires to protect students from access to harmful matter on the Internet or other on-line services. The Superintendent or designee shall implement rules and procedures designed to restrict students’ access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communication.
- Disclosure, use and dissemination of personal identification information regarding students is prohibited.
- Staff shall supervise students while using on-line services and may ask teacher aides and student aides to assist in this supervision.
- Before using the District’s on-line resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the District responsible and shall agree to indemnify and hold harmless the District and all District personnel for the failure of any technology protection measures, violations of copyright restrictions, user’s mistakes or negligence or any costs incurred by users.
- In order to help ensure that the District adapts to changing the technologies and circumstances, the Superintendent or designee shall regularly review this policy and the accompanying administrative regulation and other procedures. He/she shall also monitor the District’s filtering software to help ensure its effectiveness. [BP 6163.4; EC 48980, 51006, 51007, 51870-51874, 60044]

**Administrative Regulation**
The principal or designee shall oversee the maintenance of each school’s technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper and inappropriate use. At the beginning of each school year, parents/guardians shall receive a copy of the district’s policy and administrative regulation regarding access by students to the Internet and on-line sites. [EC 48980]

**On-Line Services: Use Obligations and Responsibilities:**
Students are authorized to use the District equipment to access the Internet or on-line services in accordance with user obligations and responsibilities specified below and in accordance with Governing Board policy and the District’s Acceptable Use Agreement.

1. The student in whose name an on-line services account is issued is responsible for its proper use at all times.
2. Students shall use the District’s system responsibly and primarily for educational purposes.
3. Students shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and
is matter which depicts or describes a patently offensive way or sexual conduct and which lacks serious literary, artistic, political or scientific value for minors. (Penal Code 313)

4. Students shall not disclose, use or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without permission from their parents/guardians.

Personal information includes the student’s name, address, telephone number, Social Security number, or other individually identifiable information.

5. Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.

6. Copyrighted material shall not be placed on the system without the author’s permission. Students may download copyrighted material for their use only.

7. Students shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy District equipment or materials or manipulate the data of other users, including so-called “hacking”.

8. Students shall not read other users’ mail or files. They shall not attempt to interfere with other users’ ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users’ mail.

9. Students shall report any security problem or misuse of the services to the teacher or principal.

The District reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user’s account, may be monitored or read by District officials to ensure proper use of the system.

The principal or designee shall make all decisions regarding whether or not a student has violated Board policy of the District’s Acceptable Use Agreement. The decision of the principal or designee shall be final.

Inappropriate use shall result in a cancellation of the student’s use privileges, disciplinary action and/or legal action in accordance with the law and Board policy.

School Accountability Report Card

The School Accountability Report Card is available on request, and is available on the Internet at www.castaicusd.com. It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [EC 33126, 32286, 35256, 35258, 52056]

WELLNESS AND HEALTH SERVICES

Wellness Policy

The Child Nutrition & WIC Reauthorization Act of 2004 required all school districts participating in any federally funded child nutrition program to establish a locally developed school wellness policy by July 2006. A committee of parents, teachers, nurses, administrators, and community representatives reviewed the policy and developed guidelines for policy implementation.

Castaic Union School District is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

Goals:

- Child Nutrition Programs comply with federal, state and local requirements. Child Nutrition Programs are available to all students
- Sequential and interdisciplinary nutrition education is provided and promoted
- Patterns of meaningful physical activity connect to students’ lives outside physical education
• All school-based activities are consistent with local wellness policy goals
• All foods and beverages made available on campus (including vending, a la carte, student stores, parties, and fundraising) during the school day are consistent with current dietary guidelines
• The school environment is safe, comfortable, pleasing and allows ample time and space for eating meals
• Sweet foods are not used as a reward
• Physical activities are not to be used as a punishment

**Communicable Diseases**
Many contagious diseases need a doctor’s care to prevent complications. The following is a partial list of communicable diseases requiring special procedures.

<table>
<thead>
<tr>
<th>ILLNESS:</th>
<th>SPECIAL INSTRUCTIONS:</th>
<th>MAY RETURN TO SCHOOL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Avoid contact with susceptible</td>
<td>Student may return 7 days after onset of rash or all vesicles (blisters) must have crusted</td>
</tr>
<tr>
<td>Pink Eye</td>
<td>May not attend during acute stage if discharge is observable</td>
<td>After 24-48 hours of medication. If bacterial, other or unknown types require a doctor’s note</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Avoid contact with susceptible Household should use separate towels</td>
<td>48 hours after antibiotic treatment is begun or after lesions are healed</td>
</tr>
<tr>
<td>Mumps</td>
<td>Take oral secretion (saliva) precautions</td>
<td>When swelling of the salivary glands subsides. Usually about 9 days</td>
</tr>
<tr>
<td>Lice</td>
<td>Student and household must be adequately treated. It is extremely important that all incidents be reported to the school office immediately to avoid further infestation. Reports will be handled with great discretion.</td>
<td>After treatment with special medicated shampoo, if lice are not eradicated by over the counter shampoo, consult physician for prescription shampoo. Remove nits, staff will inspect heads upon return to school and 7/10 days later to insure no re-infestation</td>
</tr>
<tr>
<td>Ringworm (scalp)</td>
<td>Check household contacts and pets</td>
<td>Must be under physician’s treatment and scalp must remain covered</td>
</tr>
<tr>
<td>German Measles (Rubella)</td>
<td>Isolate from susceptibles and pregnant women for 7 days after rash’s onset</td>
<td>After 4-7 days from onset of rash/clinical recovery</td>
</tr>
<tr>
<td>Measles</td>
<td>Isolate from susceptible</td>
<td>After 4 days from onset of rash/clinical recovery</td>
</tr>
<tr>
<td>Strep Throat and Scarlet Fever</td>
<td>Isolate from susceptible</td>
<td>After 24-48 hours of antibiotic treatment with note from physician</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Isolate from susceptible</td>
<td>After treatment and release by medical doctor</td>
</tr>
</tbody>
</table>

**Immunizations**
SB 277 (Huff) eliminates personal belief exemptions and requires existing specified immunizations to be completed prior to enrollment in school settings. A personal beliefs exemption on file at school prior to January 1, 2016, will continue to be valid, until the student enters the next grade span at TK/K or 7th grade. This does not prohibit a student with an individualized education program from accessing special education and related services required in the student’s IEP. SB 277 law does not apply to students enrolled in a home-based private school or an independent study program with no classroom based instruction.
A pupil may not be admitted to school unless he/she has been fully immunized against Hepatitis B, Diphtheria, Pertussis (Whooping Cough), Tetanus, Poliomyelitis, and Measles, Mumps, and Rubella. Students must be immunized for varicella (chicken pox) or provide proof from a doctor stating the child had the disease. Documented proof of immunization is required upon admission.

All advancing students, new students, or transferring students in grades 7-12 must be fully immunized, including a required booster against Pertussis (T-Dap). They shall not be admitted without the T-Dap booster. The required immunizations are available from the County Health Department, a physician, or a health care practitioner acting under the supervision of a physician.

Medical Exemptions
For admissions on or after July 1, 2019
Starting July 1, 2019 a parent or guardian must submit a signed, written statement from a physician (MD or DO) licensed in California which states:

- The specific nature of the physical condition or medical circumstance of the child for which a licensed physician does not recommend immunization.
- Each specific required vaccine that is being exempted.
- Whether the medical exemption is permanent or temporary.
- If the exemption is temporary, an expiration date no more than 12 calendar months from the date of signing.

For admissions prior to July 1, 2019 (per 17 CCR section 6051)

A parent or guardian must submit a written statement from a licensed physician (MD or DO) which states:

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated
- Which vaccines are being exempted
- Whether the medical exemption is permanent or temporary
- The expiration date, if the exemption is temporary

If an outbreak of vaccine preventable disease occurs at school, students who are not adequately vaccinated may be excluded from school for the length of time determined by the Los Angeles County Department of Public Health. The Castaic Union School District will follow the recommendations of the local Public Health Department in these outbreaks. Parents or guardians may refuse to allow the sharing of personal information related to their child’s immunization records by notifying the County Health Department listed in this section. (Health and Safety Code 120325, 120335, 120338, 120365, 120370, 120375, EC 48216, 49403).

Conditional enrollment: Students who are up-to-date on their immunizations at registration, but require additional dosages at a later date, to be complete, are conditionally admitted. These students will be monitored to make sure they receive the next dose in the series on time (according to the schedule mandated by the state, see California Code of Regulations, CCR Section 6035, table 2). For more information go to shotsforschools.org

♦ Kindergarten and First Grade Physical Exam

State law requires that for each child enrolling in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you must file with the school district a waiver stating the reasons you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. [EC 49450; Health and Safety Code 124085, 124100, 124105, 120475]
These services are available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For information, you may contact:

Samuel Dixon Family Health Center or Northeast Valley Health Center
30257 San Martinez Road 23763 Valencia Blvd
Val Verde, CA 91384 Valencia, CA 91355
(661) 257-4008 (661) 287-1551

Kindergarten and/or First Grade Oral Health Assessment

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

Parents or guardians must have their child’s oral health assessed by May 31 of the student’s first school year (kindergarten). Assessments made within the 12 months before the child enters school also meet this requirement. The assessment must be done by a licensed dentist or licensed or registered dental health professional. However, the state budget crisis has given districts flexibility in collecting this data. [EC 49452.8]

Medication

It is the policy of the Castaic Union School District that no employee may give medications of any nature to a child. An exception can be made based on a specific recommendation or a physician. In such a case, the following procedure must be followed:

1. A completed medication form or written statement from the physician detailing the amount, method, and time schedules the specific medication is to be taken.
2. A written statement from the parent or legal guardian of the student requesting the school district to assist the student according to the physician’s statement.
3. Each medication is to be in a container, clearly labeled with the pupil’s full name, the physician’s name and the phone number, the name of the medication, dosage, schedule, and date of expiration of this prescription.
4. Students are not permitted to possess or use controlled substances within the school’s jurisdiction. All students must bring all medication to the school office prior to the opening of school.
5. Any change in long-term medication (dosage/time/drug) must be immediately reported to the school. The form must be updated by parent and physician.
6. Whenever possible, parents are encouraged to enlist the physician’s cooperation to work out a schedule which will eliminate the necessity of administering medication at school.
7. Children may carry and self-administer a blood glucose level test and diabetes care, inhaled asthma medication and auto-injectable epinephrine if the rules in one through three above are met.
[EC 49414.5, 49423, 49423.1, 49480]

Medication includes vitamins, cold pills, and aspirins. A parent desiring the dispensing of medication must either come to school and dispense the medication him/herself, or complete the Request for Medication To Be Taken During School Hours form including the physician’s signature that has been included separately with this booklet. This policy was established to protect your child and to avoid the sharing of medication among children. NO EXCEPTIONS WILL BE MADE. Please direct all further questions to your student’s school of attendance.

Injured Students

Students requiring the use of crutches, casts, or other physical assistance equipment will need a note from the attending physician authorizing their use at school. All children with casts and crutches will be reassigned to an alternative activity during a.m. recess and lunch recess. Minor first aid and illnesses will be handled by
the office personnel. If necessary, parents will be called for additional assistance. We will always inform you of a head injury reported to the office.

**Illness and Emergencies**
School personnel may not diagnose illness or injury. Injured or ill students must be picked-up from school by an adult who is authorized on the student’s emergency card. Fever Policy: Students must be fever-free for 24 hours before returning to school.

**Emergency Treatment for Anaphylaxis**
School districts are required to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history. [EC 49414]

**Physical Examinations**
If you want your child to be exempt from physical examinations at school, file a written statement with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [EC 49451]

**Scoliosis (curvature of the spine) Screening**
Between grades 6 and 8, your child may be screened for scoliosis (curvature of the spine), unless you submit a written denial of consent. [EC 49452.5]

**Vision and Hearing Appraisal**
Your child’s vision and hearing will be checked between grades kindergarten through 8 by an authorized person, unless you present to the school a certificate from a physician or optometrist verifying prior testing or a letter stating it violates your faith in a recognized religious belief. [EC 49455, 49452]

**Sun Protection**
Students when outdoors can wear sun protective clothing, including, but not limited to hats. [EC 35183.5] Students may also apply sunscreen during the day without a doctor’s note or prescription. [EC 35291, 35294.61]

**Confidential Medical Services**
According to the Education Code, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil’s parent or guardian. School districts are permitted to grant such excuses, but are not required to do so. Castaic Union School District does not grant such excuses. [EC 46010.1]

**Mental Health Services**
In accordance with AB2022, school districts are required to notify families on how to access available mental health resources at the student’s school and in the community. Castaic Union School District provides:
School-Based Counseling is available at all school sites (TK-8th grade). Parents may obtain referral packets at your child’s school site.
Designated Instructional Service Counseling (DIS) is for students who have a current Individualized Education Plan (IEP). It provides services for students whose emotional challenges get in the way of their education.
Educationally Related Intensive Counseling Services (ERICS) are for special education students when their counseling needs, in terms of behavior and emotional support are greater in terms of frequency, duration or intensity. These needs affect the student’s ability to access their educational program.
Community Programs (CUSD is providing these as a resource only)

- Ability First
- California Children’s Services
- C.H.A.D.D. - Children and Adults with Attention Deficit/Hyperactivity Disorder
- Child and Family Center
- Child Care Resource Center - Special Needs
- City of Santa Clarita - Your & Family Special Needs
- C.L.E.A.R. - Community and Law Enforcement Aware Response
- Department of Children and Family Services
- Down Syndrome Association of Los Angeles
- Family Focus Resource and Empowerment Center
- Foundation for the Junior Blind - Infant Family
- Independent Living Center
- International Dyslexia Association
- John Tracy Clinic
- LA Learning Disabilities Associations
- No. LA County Regional Center
- Parents of John Tracy Clinic
- Santa Clarita Asperger Network (SCAAN)
- Santa Clarita Valley SELPA Early Start Program
- Santa Clarita Valley Special Olympics
- Sibling Support Project

**Drug, Alcohol, Steroid and Tobacco Prevention Programs**

This notice is provided in compliance with the requirements of state and federal law as a part of the District’s drug, alcohol, and tobacco prevention programs. The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises or as a part of any of its activities is wrong, harmful and is strictly prohibited. Tobacco use is prohibited. All pupils will abide by this prohibition as a condition of attendance. Any violations of District or school standards of conduct, rules and regulations or state or federal laws regarding illicit drugs, alcohol and tobacco will be investigated. Violators will be subject to prosecution in accordance with local, state and federal law and District disciplinary action up to and including expulsion, and/or required to satisfactorily complete a drug abuse assistance, tobacco cessation program, or rehabilitation program selected by the District in conformance with law.

The Districts’ drug, alcohol and tobacco education and prevention programs are designed to address the legal, social and health consequences of drug, alcohol and tobacco use and to provide pupils with effective techniques for resisting peer pressure to use illicit drugs, alcohol or tobacco. Information about any drug, alcohol and tobacco counseling, rehabilitation, and re-entry programs available to pupils may be obtained by contacting their school. This information may include programs sponsored or maintained by various community groups or agencies. The District neither supports nor endorses any specific program, agency or firm. The information is provided only to assist parents and pupils who may desire information regarding the resources available to assist them. [EC 49033, 60041; Health and Safety Code 11032]

**Child Abuse Prevention Training Program**

Parents are advised that students are educated periodically regarding strategies they can use to protect themselves from child abuse. If such courses are planned, you will be notified of your rights to inspect and review such material prior to the course. Parents will be provided with the opportunity to request in writing that their child not attend the class. [Calif. W&I Code 18976.5]
 Accident Insurance
The district DOES NOT provide insurance on individual students. However, you may purchase accident insurance through the district for medical and hospital services covering your child. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of attendance during a regular school day of the district; or while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities. The school district assumes no liability for accidents to pupils at school. [EC 32221.5, 49472; ne]

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Healthy Families/Medi-Cal for Families (888) 747-1222.

 Health Care Coverage
Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, go to www.CoveredCA.com [EC 49452.9]

CURRICULUM AND INSTRUCTION
 Professional Qualifications
Certificated Staff
Castaic Union School District recognizes that the district’s ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position.

The Superintendent or designee may provide assistance and support to teachers holding preliminary credentials to help them meet the qualifications required for the clear credential.

Paraprofessionals
Castaic Union School District recognizes that paraprofessionals support student learning by providing valuable assistance to teachers and other certificated personnel and enabling greater individualized instruction and supervision of students. Such employees may perform instructional and/or administrative tasks in accordance with law, Board policy and administrative regulation.

Paraprofessionals shall be under the immediate supervision and direction of certificated personnel.

In determining the assignment of paraprofessionals, the Superintendent or designee shall consider the greatest benefit to students based on such factors as class size, grade levels, student needs, subject matter and teacher workload.

 Class Placements
Under the direction of the principal, school staffs recommend the most educationally beneficial placements for students. This recommendation is based upon school records, past performance, and staff observation. The principal is responsible for the final assignment.
Academic Standards and Homework
CUSD has rigorous academic content standards to ensure student success. Homework is work to be accomplished as a meaningful extension of regular classroom assignments and is a valuable part of student learning. Individual schools may also have additional guidelines. See Student/Parent Handbook for Grade Level Standards.

Purpose of Homework
- To extend and reinforce classroom learning.
- To involve parents in their child’s learning.
- To assist students in learning to budget time.
- To contribute to the student’s personal growth through self-discipline and the satisfaction that comes from a successful learning experience.

Suggestions to Students
- Understand what the homework assignment is and how to do it.
- Know when the assignment is due.
- Take all necessary materials and supplies home to do the assignment.
- Take responsibility for finding out about, and completing missed assignments.

Student Responsibilities for Turning in Homework
- Be on time.
- Include proper heading with name.
- Be neat and in good condition.

Parent Responsibilities
- Provide a quiet study area with good lighting.
- Remind the student to do the homework assignment.
- Assist the student in understanding the directions.
- Compliment the student when homework is completed.
  
Class work that is not completed within the given time period at school may be completed at home. Long-term projects assigned in our middle and upper grade classes may periodically effect the duration of homework. If your child is exceeding the expected number of minutes of homework or bringing home too much incomplete class work, please contact the classroom teacher. Modifications at home and/or at school may be arranged if appropriate.

Homework Expectations
Class time shall be conserved for learning activities, which profit most from teacher/pupil interaction. Homework shall be limited to work which the pupil is most able to complete independently.
1. Homework shall reinforce and extend class work.
2. Homework assignments shall be interesting and motivating.
3. Pupils shall be assigned homework, which they can complete successfully.
4. Prior to the assignment of the independent practice homework assignment, pupils shall first have experienced guided practice and application with supervision and feedback.
5. Pupils shall explore selected topics in depth as homework projects to be completed over a period of time. The proportion of homework time devoted to such assignments shall increase from lower to upper grades.
6. Reading, writing and thinking experiences in literature, social studies, science, health and fine arts shall be extended through homework.
7. Pupils shall receive prompt and informative feedback on completed assignments.
   Grades K-1: 4 nights per week 10-20 minutes per night
   Grades 2-3: 4 nights per week 30-40 minutes per night
Grade 4: 4 nights per week 30-50 minutes per night
Grade 5: 4 nights per week 40-60 minutes per night
Grade 6: 4 nights per week 50-60 minutes per night

Absentee Homework Policy
If you wish to pick up homework for your child during an extended absence, please give your child’s teacher twenty-four (24) hours advanced notice to gather appropriate work.

Make-up Work
Students shall be given the opportunity to make up school work missed because of an excused absence and shall receive full credit for work that is turned in according to a reasonable make-up schedule. (Education Code 48205)

Students who miss school work because of unexcused absences shall be given the opportunity to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

The Board encourages teachers to give suspended students full credit for work that is turned in according to a reasonable make-up schedule per BP 6154(b)

Library / Media Center Books and Textbooks
The library/media center houses a great collection of books and software for student and teacher use. Each student will have a regular time to visit the library/media center with his/her class. It is also open to individual students at regularly scheduled recesses.

Every student is responsible for returning borrowed books on time and in good condition. If a book is not returned on time, a fine of $0.05 a day will accrue. Absent children will be excused from this fine if the book is returned before or on the next class library visitation day. If a library book or textbook is lost or damaged, the student will be responsible for repaying the purchase price of the book.

Report Cards / Conferences
Castaic School District operates on a trimester schedule. Therefore, students will be given a report card three times (3) a year. Progress reports will be provided during each trimester. A parent conference is arranged before the first report card period. Parents are encouraged to contact their child’s teacher to discuss any problems/concerns or questions or to arrange additional conference times. [BP AR51.25.2(a)]

Academic Intervention
Intervention is provided for students identified as “at risk” for retention or who have been retained. If a student is identified, an academic intervention plan will be developed with the teacher.

Intervention services may be provided before school, during school, after school, at Summer School or during Spring Intersession.

Student Study Teams
A Student Study Team consists of the child’s parents, teachers, principal and district professionals who have specialized knowledge of the child, child growth and development, and curriculum requirements. The team meets to provide assistance to the child, parents, teacher and staff who have requested help.

This team reviews each case and develops an action plan which includes alternative instructional strategies and support services to be used with the general education program.
School Psychologists and Counseling
School Psychologists serve schools on a regular basis providing education and resources to students, staff, and parents through participation on student study teams, assessment of students to determine special education eligibility, crisis counseling, and working with students at risk. Counseling services for school related issues are provided by interns under the supervision of a licensed therapist, psychologist, or counselor.

Resource Specialist Program
The Resource Specialist at the school site coordinates the assessment and IEP process and provides services through consultation, in class, or in a small group setting. The Resource Specialist works closely with classroom teachers and parents to implement alternative strategies and supplemental instruction to complement the core curriculum. Supports and instruction are also provided to allow students to develop appropriate social skills and behavior.

Special Day Classes
Special Day Classes are located at designated district sites. Students who have a need for specialized instruction for the majority of the school day participate in these classes as determined by the IEP team. The classes have low teacher to student ratios and modified core or functional curriculum designed to meet specific individual needs.

Related Services
Related services provide eligible special education students with specialized instruction to allow them to succeed. These services include speech and language, adapted PE, and occupational therapy, counseling, and behavior.

Gifted and Talented Education (GATE)
Students in grades 3rd – 8th who have demonstrated through their performance that they are in the top 4% intellectually and academically or exhibit unique talent are eligible for referral/testing. The school’s GATE coordinator obtains written permission from the student’s parent before tests are administered. Final identification is made by a GATE screening committee that includes a district administrator. Differentiated instruction is provided in the classroom.

English Language Development (ELD)
This program is designed to meet the needs of students who qualify for assistance in acquiring English Language skills. Students are given instruction that is designed to teach students English as quickly and effectively as possible. To be effective, this instruction must meet the needs of students at all levels of English language proficiency. Students are identified English Language Learners based on the results of the English Language Proficiency Assessment for California (ELPAC).

Pupil Instruction: Sexual Health Education
AB 329 (Weber) integrates the instruction of comprehensive sexual health education and HIV prevention education. Renames the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act the California Healthy Youth Act. Ensures that all pupils in grades 7 to 12, inclusive, receive comprehensive sexual health education and HIV prevention education, as specified. Revises the types of textbooks, instructions, and materials. [EC 51930, 51931, 51932, 51933, 51934, 51935, 51936, 51937, 51938, and 51939]

Parents or legal guardians have the right to:
1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV prevention education.
3. Request a copy of Education Codes 51930 through 51939, the California Healthy Youth Act.
4. Be informed whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants.

5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year.

6. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV prevention education, be informed of:
   a. The date of the instruction
   b. The name of the organization or affiliation of each guest speaker

The District may administer to pupils in grades 7 through 12 anonymous, voluntary, and confidential research and evaluation tools to measure pupils’ health behavior and risks, including tests, questionnaires, and surveys, containing age-appropriate questions about their attitudes or practices relating to sex. Parents or legal guardians will be notified in writing about the administration of the right to review, and the right to excuse their child from any test, questionnaire, or survey.

Curriculum and Personal Beliefs

Dissection of Animals
If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child’s objection. [EC 32255]

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

Tests/Surveys on Personal Beliefs
Unless you and your children over 18 give written permission, your child will not be given any test, questionnaire, survey, examination, or marketing material containing questions about your child’s or his/her parents’ or guardians’ personal beliefs or practices in politics, mental health, anti-social, illegal, self-incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance) sex, family life, morality, or religion. Parents may also opt out of their child supplying information to be used for marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to the surveys and personal information. [EC 60650, 51513, 60614, 60615; PPRA, 20 U.S.C; No Child Left Behind Act (NCLB)]

SCHOOL RECORDS AND STUDENT ACHIEVEMENT

District Courses:
Annually the District prepares curriculum, course titles, aims, and descriptions in a prospectus. The prospectus is available at each school site and may be reproduced at cost. [EC 49063, 49091.14]

Smarter Balanced Assessments
Statewide Testing Notification
California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

**California Assessment of Student Performance and Progress**

- **Smarter Balanced Assessment Consortium Assessments**
  The California Assessment of Student Performance and Progress (CAASPP) computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and math assessments can be used as an indicator of college readiness.

- **California Science Tests (CAST)**
  The new, computer-based CAST measures student acquisition of the California Next Generation Science Standards. It is administered in grades five and eight, and once in high school. The new computer-based CAST replaces the California Standards Tests (CST) for Science.

- **California Alternate Assessments (CAA)**
  The computer-based CAA for ELA and CAA for mathematics is administered to students with the most significant cognitive disabilities in grades three through eight and grade eleven. Test items are aligned with the CCSS and are based on the Core Content Connectors. The instructionally embedded CAA for Science is administered in grades five and eight, and once in high school.

- **California Spanish Assessment (CSA) for Reading/Language Arts**
  The optional CSA for Reading/Language Arts in Spanish is aligned with the California Common Core State Standards en Español.

**Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. There is no Parent opt out option for the Physical Fitness Test.**

**Physical Fitness Test**

The physical fitness test (PFT) for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

**English Language Proficiency Assessments for California**

California will transition from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC) in 2017–18. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students’ English language proficiency level and to measure their progress in learning English. (CDE August 2018)

❖ **Promotion and Retention**

Parents will be notified as early in the year as practicable if their child is identified as being at risk for retention. Parents have the right to consult with school personnel regarding any decision to promote or retain and to appeal that decision.

❖ **Pupil Records**

You and your children over 18 have the right to review, get copies, and inspect their school records within five business days of a written or oral request or before any meeting regarding an individualized education
program or a hearing. Those records are confidential, and privacy will be maintained, except in some instances such as when your child transfers to another school. In some instances information about your child may be released to lawyers, after school program operators, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, and health information. The records are maintained at the school site by the principal. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. A log of who has viewed the records is kept at the same location as the records. District policy or administrative regulation 5125 sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for ten cents (10¢) per page. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You may have copies made for ten cents (10¢) per page. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You can challenge how your request was handled with the district or with United States Department of Education if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer’s expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student’s record. [EC 49063, 49060, 49069, 49070, 56043, 56504, 8484.1; Family Code 3027; Civil Code 1798.24 (t); Family Educational Rights and Privacy Act (FERPA); 34 CFR Part 99]

 Regulations Regarding Pupil Achievement

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

Release of Directory Information

The law allows schools to release “directory information” to certain persons or organizations including military recruiters. Directory information includes a student’s name, address, telephone number, electronic mail address, photograph, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. You may have the district withhold any of this information by submitting a request in writing within one week of the start of school. Written notification received after the date specified will be honored, but the student’s information may have been released in the interim. In the case of students with exceptional needs, no material can be released without parent or guardian consent. [EC 49061(c), 49070, 56515, 49063(a), 49073; FERPA; NCLB]

DUE PROCESS PROTECTIONS AND COMPLAINTS

The District is primarily responsible for compliance with local, state and federal laws and regulations and has procedures to address allegations of unlawful discrimination, harassment, bullying, and complaints alleging violation of laws governing educational programs. Employees, students, parents or guardians, advisory committees, and other interested parties are advised how to file a complaint if they so desire.

 Complaints Regarding Discrimination, Harassment, Bullying, Exceptional Need Students, Categorical Programs, Federally Funded Programs

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

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

Steve Doyle, Superintendent
Castaic Union School District
28131 Livingston Ave, Valencia, CA 91355
Phone (661) 257-4500 • Fax (661) 257-3596

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs: Adult Education, Career/Technical Education, Child Development, Consolidated Categorical Aid, No Child Left Behind (NCLB), State Compensatory Education, State Program for Students of Limited English Proficiency, School Improvement, Tenth-Grade Counseling, Tobacco-Use Prevention Education, Peer Assistance and Review, School Safety and Violence Prevention Act, Migrant and Indian Education, Nutrition Services, Special Education, Discrimination, Harassment, Civil Rights Guarantees that receive state or federal financial assistance as well as Williams Settlement issues and other areas designated by the District. [EC 200, 220, 234, 260 et seq., 56501; Penal Code 422.55; Title IX; 20 USC 1681-1688, 42 USC 2000d-2000d7; 34 CFR 106.9, Title VI of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act (IDEA); Government Code 1135; 5 CCR 4622]; unlawful imposition of pupil fees for participation in educational activities in public schools; and failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3.

**District’s Uniform Complaint Process**

You may contact your school’s office of the District office to obtain a free copy of the District’s complaint procedures. The complaint procedure can be used for a variety of issues not mentioned above including but not limited to employee issues, school safety planning requirements in the No Child Left Behind Act, and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations. Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when facts became known. Complaints regarding a special needs student may be filed within 12 months of the occurrence. Staff has been trained to deal with these types of complaints. [EC 56500.2]

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

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

- **American Civil Liberties Act 504** – Office of Civil Rights
- **Child Abuse** – Department of Social Services, Protective Services Division, or law enforcement
- **Discrimination/Nutritional Services** – U.S. Secretary of Agriculture
- **General Education** – this school district
- **Health and Safety/Child Development** – Department of Social Services
- **Student Records** – Family Policy Compliance Office (FPCO), U. S. Department of Education

[20 USC 7114(D)(7) (No Child Left Behind), 20 USC 11138; 34 CFR 300.510-511, 300.513; EC 235. 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5 CCR 4600; 5 CCR 4620-4632]

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

Parents should use the District Uniform Complaint Procedure with modifications as necessary, to identify and resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students; or staff, teacher vacancies or misassignments. Complaints may also be filed regarding intensive instruction and services provided to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12, however, the state budget crisis has given districts flexibility in providing exam services. [EC 35186, 37254, 52378]

**Williams Settlement Complaint Procedure**

Free forms are available, at the school, but the form need not be used to make a complaint. The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

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

AB 379 (Gordon) allows enforcement of education rights through the Uniform Complaint Procedure (UCP) for foster and homeless youth: immediate enrollment, remain in school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities. [EC 48853, 49069, and 51225]

SEXUAL HARASSMENT

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy.

❖ 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. Students should be encouraged 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.

❖ Complaint Process
Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall, within 24 hours of his/her getting the complaint, report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint. If the alleged harasser is the principal or designee, the employee may report the complaint or his/her observation of the incident to the Superintendent or designee who shall investigate the complaint.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint. 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 necessary. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the District’s uniform complaint procedures.

❖ Disciplinary Measures
Any student who engages in sexual harassment of anyone at school or a school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 8, disciplinary action may include suspension and/or expulsion provided that in imposing such discipline that entire circumstances of the incident(s) shall be taken into account. Such circumstances shall include but are not limited to:
1. Age and maturity of the victim and the perpetrator.
2. Pervasiveness of the alleged harassing conduct (i.e., how many times the act(s) occurred, how many individuals were involved, etc.).
3. Prior complaints against the perpetrator.
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.

Information gathered in the course of investigating a sexual harassment complaint shall be kept confidential except when disclosure is necessary to further the end of the investigation or other needed remedial action or ongoing monitoring. [EC 200 – 262.4, 48900.2, 48904, 48980]

MISCELLANEOUS

School Parking Lot
The safety of students in our school parking lot is a special concern. All community members are asked to cooperate by following school parking lot procedures. In addition, there are no dropping off students in the parking lot unless the car is parked in an authorized parking space. Please drive slowly and carefully. Through the use of courtesy, caution, and discretion by all drivers, we can further assure the safety of our students.

Recess During Inclement Weather
In order to provide children with a change of environment at least once during the day, children will go outside on moderately cold/warm days. We ask that parents send children to school dressed appropriately for the weather. Students that are not appropriately dressed will be asked to spend recess in the MPR.

Smog Alert
The Castaic Union School District, under Smog Regulation 6114.7(A), has adopted specific procedures for servicing children under actual smog episodes:
   Level I  Reduction of physical activities.
   Level II Children will remain in classroom/MPR, as on a rainy day.
   Level III Under the direction of the Superintendent the school will possibly be closed.

Lost and Found
We urge each parent to sew or mark his/her child’s name in coats, sweaters and other personal items. Found items are housed in the cafeteria. More valuable items will be kept in the office. Lost and found items are donated quarterly to Goodwill and/or a local charity.

Student Use of the Phone
Students may use the office telephone for emergencies only. Calling for homework, supplies or last minute arrangements to go to a friend’s home will not be allowed. Students are not allowed to use cell phones at school. All communication must be done through the school office during the school day. All cell phones must be turned off and kept in the student’s backpack during school hours.

Restrooms
Restrooms are available to all students during the day. We encourage students to use the restroom before school starts, during recess and their lunch break. It can be disruptive to the students’ learning if a student is to use the restroom during class time although, in the case of an emergency, students may use the restroom. Using the restroom during class time requires a pass/note from the teacher granting permission to be outside of class. Individual school sites may have their own, but similar rules.
Birthday Celebrations
Classroom teachers will recognize your child’s birthday as appropriate for his/her grade level. Unfortunately, birthday treats will not be permitted. Please do these celebrations at home. Birthday party invitations may not be passed out on campus. Thank you for helping us keep the school day focused on instruction.

School Safety Plan
Every year, each school shall review and update its plan by March 1. Each school shall make its plan public and shall report its school safety plan to numerous community leaders, school site personnel and parent groups. Plans should, among other things, provide guidance for the prevention of bullying, and key elements are to be described in the school accountability report card. Planned responses to criminal incidents need not be disclosed. [EC 32281, 32286, 32288]

Safe Place to Learn
District policies prohibit discrimination, harassment, and bullying at all school sites and school activities based on actual or perceived characteristics: mental or physical disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. When safe to do so District employees must intervene when they see discrimination, harassment, intimidation or bullying.

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer below for assistance. [EC 220, 234; Penal Code 422]

Emergency Preparedness
Disaster preparedness drills for fire, earthquake, hazardous spills, and hard and soft lock down are held regularly at all school sites. Most are unannounced to ensure a real-life scenario. In some instances site evacuation will also be incorporated. Your support in reinforcing the importance of these drills is appreciated. In the case of actual bomb threats, our plan calls for notifying proper authorities for direction and instruction. All facilities will be searched and, if deemed necessary, evacuation of the school(s) and/or facilities involved will be implemented until such facilities are cleared for re-entry by the Sheriff Department or similar agency.

Fire and Safety Drills
To best prepare for any emergency, we practice a variety of safety drills on a regular basis. A fire drill is held once a month. Drop and Cover drills, emergency bus procedures, and an evacuation drill are practiced at least once a year. These drills are scheduled, and staff is notified, in advance.

Emergency Notification
Parents are required to provide the school with current emergency information, including the parent’s home and business address and telephone numbers. They must also provide the name, address and telephone number of a relative or friend authorized to care for the pupil in an emergency if the parent cannot be reached.

School Closure Procedures – Introduction
These procedures are intended to address the unplanned closure of district schools or of an individual school site in the event of a “minor” emergency. They may not be totally applicable in the case of a major emergency or a disaster.

Procedures: When School is Already in Session
1. Your child will not be released from school to anyone who is not listed on your emergency card.
2. If no authorized person arrives at school to pick up a student, parents will be contacted at work.
3. Following this contact/approval from you, pupils who walk to school will be released.
4. Following this contact/approval, pupils who are bused to school will be transported to their normal bus stop as soon as buses are available.
5. Pupils retained at school awaiting parent contact will be normally released at the regular dismissal time.
6. If conditions are deemed unsafe at the normal dismissal times, the school staff will establish a disaster shelter on site and attempts at parental contact will continue.

Procedures: School is Not in Session
1. A decision to close school will be made prior to 7:00 a.m. A recorded message will be sent to your house.
2. Radio and television stations will be notified of the school closure.
3. School personnel will be on campus in the morning to receive pupils who miss the school closure announcement.
4. The school personnel will hold such pupils on campus until permission to release is obtained from you or an adult on your emergency card.
5. Informed radio stations will be:
   - KHTS: 1220 AM
   - KMPC: 1540 AM
   - KFWB: 980 AM
   - KFI: 640 AM
   - KNX: 1070 AM
   - KTNQ: 1020 AM (Spanish)
6. Television station will be: Major local news channels.

Lock Down
1. If the school is on lock down that affects dismissal a phone message will be sent to all phone numbers on record at the school. The message will give an update on the situation and what procedures will be taken.
2. Students will not be allowed to walk home unless a parent/guardian calls to give permission.
3. Students that ride the bus will continue to take the bus and will be dropped off at their designated bus stop, unless the parent/guardian calls to arrange a pick-up.
4. If the lock down occurs at the beginning of the day, all students will be sent to the MPR until the start of school. Teachers will pick up their classes and escort them to the classroom. Parents that wish to stay to help supervise will need to check in at the office. Depending on the severity of the lock down, parents may not be allowed on site if it compromises the safety of the parents, students or staff.

What Parents Can Do
1. Keep emergency contacts and telephone numbers on data forms current with the school office.
2. Prepare for a possible school closure by discussing alternatives with your children, your friends, your neighbors and your relatives.
3. In the event of a school closure, listen to the radio or television stations. Avoid calling the school so the telephone lines remain open and available.

◊ Custody Rights
By law, if parents are legally separated or divorced, each parent has educational rights. UNLESS a parent has a court order that indicates otherwise. If you have a court order that prohibits contact with a parent, the school must have a copy on file, otherwise either parent (with proper identification) may check the child out of school.

◊ Sex Offender Notification “Megan’s Law”
Information about registered sex offenders as required by Megan’s Law is available from local law enforcement agencies. [Penal Code 29034]

◊ Management Plan for Asbestos-Containing Material
The district has available upon request a complete and updated management plan for asbestos-containing material. [Code of Federal Regulations: 40 CFR 763.93]
**Pesticide Use**

The District complies with the Healthy School Act and makes every effort to utilize safe products whenever possible. The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year. Only fully certified pesticides can be used on school grounds. For more information, visit our district website under the Business Services tab and Facilities – Integrated Pest Management Plan.

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<th>Product</th>
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</thead>
<tbody>
<tr>
<td>Talstar</td>
</tr>
<tr>
<td>Terad3 AG Box</td>
</tr>
<tr>
<td>Wilco Gopher Getter type 2 bait</td>
</tr>
<tr>
<td>Hot Shot Foger</td>
</tr>
<tr>
<td>Waxie Bug Off II</td>
</tr>
<tr>
<td>Terro Ant Bait</td>
</tr>
<tr>
<td>Takedown Soft Bait</td>
</tr>
</tbody>
</table>

Parents and guardians may register with the district if they wish to receive notification of pesticide applications at a particular school or facility. Please request a REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION from their school. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, www.cdpr.ca.gov/schoolipm  [EC 16711]

**Further Information is Available**

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office. [EC 48209.13, FERPA, 34 CFR Sec 99.7 (b)]
PTA
everychild.onevoice.

Your PTA is dedicated to each and every student at Live Oak.
Your PTA has exciting events planned this year!
If you would like to help, please feel free to contact me. We have lots of opportunities for you to help out at school - you can give as much or as little time as you have available - anytime you are able to give is appreciated! Live Oak is a family with all of us working together for the children and teachers we serve. Thanks for doing what you can to keep Live Oak a great place for our kids! This promises to be a great year with so many activities for your family to enjoy.

Won’t you join us next year and be a part of it?
If you are interested in helping or want more information –

Contact Sandra Gudino