

SANTA YNEZ VALLEY UNION HIGH SCHOOL DISTRICT

Discipline Policy & Procedures

Annual Notice of Rights and Responsibilities

2018-2019

For additional information or complete copies of Board Policies, Administrative Regulations and/or Education Code references, contact Mr. Scott Cory, District Superintendent
(805) 688-6487, ext. 3570

For additional copies of this document, please contact the Student Services Office.

Para obtener ayuda en español con traducción, por favor llame a la Oficina de Servicios Estudiantiles.
(805) 688-6487, ext. 3225

For additional information you may also see our website at www.sylvuhd.org

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Discipline Policies & Procedures

Introduction Letter to Parents:

Dear Parents/Guardians,

School districts in California are required annually to notify students, parents, guardians, and staff of specific information that will contribute to the overall functioning of the school district and the provision of a quality and safe education program for our youth. For your convenience, the information has been consolidated into one document divided into two parts as follows:

SECTION A: Discipline Policy and Procedures for 2018/2019

This section defines some basic terminology with specific references to State of California Education Codes. The intent of the Santa Ynez Valley Union High School District Board of Education and the School Site Council is references in the “Suggested Sequential Discipline Plan.” This discipline policy is in effect whenever a student is in the “educational environment” which is defined as: While on school grounds, while going to or coming from school, during the lunch period, whether on or off the school campus, and during, going to, or coming from school-sponsored activities.

SECTION B: Annual Notice of Rights and Responsibilities for 2018/2019

This section, required of all school districts in California under Education Code 48980, is intended to notify parents, and staff of specific rights and responsibilities that affect each individual, as outlined by Federal legislation and the California Education Code. By law parents or guardians are also required to sign an acknowledgement that this information was received.

If you have any questions regarding this information, please feel free to contact my office at 688-6487, extension 3570.

Sincerely,

Scott Cory
District Superintendent

Notice regarding on-campus weapons & assaults:

Parents, Students, and Community Members:

Safety of students on school campuses in the Santa Ynez Valley is a priority of the Santa Barbara County Sheriff's Department and the Santa Ynez Valley Union High School District. We feel that there is a strong partnership between our two entities, and that along with you, we can continue to make our campuses safe.

In an effort to ensure safety of the campuses, the Sheriff's Department is taking a strong stance against possession of weapons on campus and violent assaults. The school district supports this policy.

The Sheriff's Department has implemented a strict Juvenile Hall booking policy for all students arrested for weapons violations and/or felonious assaults that occur on school campuses. All minors arrested for committing weapons violations or felonious assaults on the Santa Ynez Valley Union High School District campuses will be transported to Juvenile Hall in Santa Maria and booked.

It is our hope that your influence and counseling about the seriousness of weapons on campus and proper conflict resolution will affect your child's life and his or her decisions so that this policy will seldom be put into practice.

Thank you for your support,

Santa Barbara County Sheriff's Department

Scott Cory
District Superintendent

ATTENDANCE

To ensure that all students are given the best opportunity to acquire the necessary skills for success in adult life, school attendance is mandatory in the State of California.

Under Section 46010 of the Education Code, the only legal excuses for an absence or tardy from school are: illness, quarantine, medical, dental and optometric appointments, attendance at the funeral service of an immediate family member, and exclusion based on health code relations or jury duty. With only a few exceptions (defined by Education Code 48205), **ABSENCES FOR ANY OTHER REASON ARE CONSIDERED UNEXCUSED AND UNLAWFUL.**

Whenever possible, it is suggested that students schedule appointments for hours outside of the school day.

Tardy Policy

As a school, we believe strongly that being punctual is an essential life skill. Punctuality is a skill that better prepares our students for a successful and productive life in the world of work. ***Parents may check attendance online via the Parent Portal at any time.***

4th Cumulative Tardy

A warning will be issued to those students who have been marked tardy 4 times. Notification will be sent to the home via phone dialer or mail.

8th Cumulative Tardy

Students who have been marked tardy 8 times will be assigned a lunch detention. Notification will be sent to the home by mail.

12th Cumulative Tardy

Students who have been marked tardy 12 times will be assigned an after-school detention. The parent(s)/guardian(s) will be notified by mail.

16th Cumulative Tardy

Students who have been marked tardy 16 times will meet with the Vice Principal and will be placed on a tardy contract. The parent(s)/guardian(s) will be notified and a copy of the contract will be mailed home. An in-house suspension will also be assigned.

20th Cumulative Tardy

Students who have been marked tardy 20 times will be assigned (2) days of off-campus suspension. The parent(s)/guardian(s) will be notified by phone and letter.

24th Cumulative Tardy

Students with 24 or more tardy violations will receive increasing days of home suspension and a possible referral to an alternative education placement.

Education Code 48205: Excused Absences

- (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, attendance at an employment conference or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (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." (Amended by Stats. 1999, Ch. 312, Sec. 1.)

Reference: Education Code 45194, Education Code 48200. Education Code 12302

Tutorial Referral Program

A student receiving a tutorial will be notified and given a written copy of the notification. A twenty-four (24) hour notice will be given to students before they are required to serve a tutorial. A copy will be sent home to the parent/guardian at the time the student is

notified. A student assigned to the tutorial center who does not report will be given double the amount of tutorial time. If the same student does not report for the second time, he/she will be assigned an in-house suspension.

SUSPENSION AND EXPULSION

Education Code 48900

A pupil may 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 (q), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any 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 Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed 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 any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.

- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (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) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- (s) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (t) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (u) A superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (v) 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. (Amended by Stats. 2006, Ch. 601, Sec. 3.)

Reference: Health and Safety Code 11014.5, Health and Safety Code 11053, Penal Code 31, Penal Code 243.4, Penal Code 245.6, Penal Code 261, Penal Code 266c, Penal Code 286, Penal Code 288, Penal Code 288a, Penal Code 289

Education Code 48900.2: Suspension for Sexual Harassment

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

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. (Added by Stats. 1992, Ch. 909, Sec. 2.)

Education Code 48900.3: Suspension for Hate Violence

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233. (Amended by Stats. 1999, Ch. 646, Sec. 25.)

Reference: Education Code 233, Education Code 48900, Education Code 48900.2

Education Code EC 48900.4: Suspension and Expulsion

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment. (Amended by Stats. 2002, Ch. 643, Sec. 2.)

Reference: Education Code [U48900U](#), Education Code [U48900.2U](#)

Education Code EC 48900.5: Limitations on Imposing Suspension

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's

presence causes a danger to persons or property or threatens to disrupt the instructional process. (Amended by Stats. 1985, Ch. 907, Sec. 1.)

Education Code 48900.7 : Suspension and Expulsion

- (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
- (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family. (Added by Stats. 1997, Ch. 405, Sec. 1.)

While a student is under suspension, he/she must remain away from the school and school sponsored activities.

INVOLUNTARY TRANSFER

Involuntary transfer refers to the removal of a student from Santa Ynez Valley Union High School or Refugio High School. The student may be transferred to an alternative education program with the Santa Ynez Valley Union High School District or a community school operated by Santa Barbara County Schools.

A decision to transfer the pupil involuntarily shall be based on finding that the pupil a) committed an act enumerated in Section 48900, or b) has been habitually truant or irregular in attendance from instruction upon which he/she is lawfully required to attend. (EC 48432.5)

EXPULSION

Education Code 48915: Reasons for Expulsion

- (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 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 or other dangerous object of no reasonable use to the pupil.
 - (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession 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.
- (b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:
 - (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
 - (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 written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
 - (2) Brandishing a knife at another person.
 - (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
 - (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
 - (5) Possession of an explosive.
- (d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
 - (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
 - (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
 - (3) Is not housed at the school site attended by the pupil at the time of suspension.

- (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:
 - (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.
- (g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- (h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code. (Amended by Stats. 2001, Ch. 116, Sec. 2.)

Reference: Education Code 48900, Education Code 48900.2, Education Code 48900.3, Education Code 48900.4, Education Code 48911, Education Code 48918, Health and Safety Code 11053, Penal Code 240, Penal code 242

ELECTRONIC COMMUNICATION

Santa Ynez Valley Union High School (SYVUHS) District students are afforded many opportunities to use electronic communication as a technology tool. We believe technology provides increased learning opportunities for students. The internet is one such tool used for life-long learning which provides invaluable information.

Cell phones are permissible at school, as long as they are not used or turned on during instructional time. They are to be used only during the break or lunch period unless special permission has been given. Please be advised, phones will be taken away if rules are not followed:

- 1st offense – phone will be taken. Student will have to claim phone from Vice Principal’s Office after school.
- 2nd offense – phone will be taken. A parent/guardian will need to claim phone from Vice Principal’s Office after school.

Harassment of any form is prohibited in the SYVUHS District. This includes cyber bullying. *Cyber bullying is defined as: Harassment by the use of electronic devices through means of e-mail, instant messaging, text messages, blogs, mobile phones, pagers, websites, etc. Students participating in the harassment or bullying of other students or staff members using electronic devices will be subject to discipline under CA Education Code 48900.*

VIDEO SURVEILLANCE CAMERAS

In an effort to provide a safer, secure and peaceful environment for all students and staff, Santa Ynez Valley Union High School has installed video surveillance cameras on campus.

SUGGESTED SEQUENTIAL DISCIPLINE GUIDE

On the following pages, you will find the Discipline Guide approved by the school Board. As you read, recognize this is a framework guiding discipline for a number of offenses, but it is not a definitive document for all offenses or all consequences.

Please Note: On July 28, 1998, the Santa Ynez Valley Union High School Board of Education voted to have the Discipline Handbook cover all students during their high school career and infractions are cumulative.

SUGGESTED SEQUENTIAL DISCIPLINE PLAN

The Sequential Discipline Plan is considered a guide and does not supersede State Law or local Board Policy. Likewise, this guide does not alter the discretion given the Superintendent, Principal or designee by State law or local Board Policy. Each administrator has the discretion to adjust consequences for each incident/offense (including other intervention steps) as needed, except in cases wherein the education code mandates a specific penalty.
Note: All infractions are cumulative throughout a student's high school career.

	Student Infraction	First Offense	Second Offense	Third Offense
1	Battery* on a student without injury. E.C 48900(a) P.C 242 & 243.2 *Battery is defined as use of force or violence on a person.	Notify Parents; 1-5 day suspension. May recommend student behavior contract.	Notify parents; 3-5 day suspension. May recommend expulsion/transfer if student is in violation of a student behavior contract and/or if degree of offense merits.	Notify parents. Recommend involuntary transfer or expulsion
2	Battery on a student with injury. E.C 48900 (a) P.C. 242 & 243.2	Notify parents and Sheriff; 5 day suspension; implement student behavior contract; may recommend for expulsion if injury results in physician or hospital intervention.	Notify parents and Sheriff; 5 day suspension; <i>Recommend for expulsion.</i>	Notify parents and Sheriff; 5 day suspension; <i>Recommend for expulsion.</i>
3	Assault/Battery on School Personnel. E.C. 48900 (a) P.C. 243.6	Notify parents and Sheriff; 5 day suspension; <i>Recommend for expulsion.</i>	Notify parents and Sheriff; 5 day suspension; <i>Recommend for expulsion.</i>	Notify parents and Sheriff; 5 day suspension; <i>Recommend for expulsion.</i>
4	Fighting (mutual combat). E.C. 48900 (a) P.C. 243.2	Notify parents; suspension 1- 5 days.	Notify parents; suspension 3-5 days; place on student behavior contract.	Notify parents; 5 day suspension; may recommend for involuntary transfer or expulsion.
5	Horse Play (i.e. pinching, pushing, grabbing, or other unwanted touching).	Notify parents; 1-3 tutorial(s) or suspension.	Notify parents; 1-5 after-school tutorial(s). RHS: Notify parents.	Notify parents; suspension 1-3 days.
6	Possession or use of weapons or look-alike weapons or other dangerous objects of no reasonable educational use (including but not limited to: firecrackers, razor blades, poppers, sling shots, paint guns, lighters, projectiles, baseball bats not in conjunction with sports.	Notify parents and police; suspend 1-5 days. Retain weapon/object. May recommend for expulsion. (Gun or look-alike gun, recommend for expulsion. Any dangerous objects used in a threatening manner, <i>recommend for expulsion.</i>)	Notify parents and police; 5 day suspension; Retain weapon/object. <i>Recommend for expulsion.</i>	Notify parents and police; 5 day suspension; Retain weapon/ object. <i>Recommend for expulsion.</i>
7	Possession, use or being under the influence of alcohol, controlled substance, intoxicant or caustic of any kind (including super glue, toluene or mixtures) in quantities not requiring a mandated expulsion. E.C. 48900(c) P.C. 11357	Notify parents and Sheriff, 5-day suspension. 30 school day co-curricular & extra-curricular suspension; 6 sessions parents/student counseling; 30 hour community service. <i>Student non-compliance with discipline may result in involuntary transfer.**</i>	Notify parents and Sheriff; 5 day suspension; involuntary transfer to alternative ed. program; suspension from co-curricular/extra-curricular participation to coincide with period of transfer; additional counseling session; 45 additional community service hours; <i>Student non-compliance with discipline may result in expulsion from district.**</i>	Notify parents and Sheriff; may recommend for expulsion.

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8	Selling or offering a controlled substance, alcohol and/or intoxicant of any kind, including placebo. E.C. 48900(d) P.C. 11359	Notify parents and Sheriff; 5 day suspension; <i>recommend for expulsion.</i>	Notify parents and Sheriff; 5 day suspension; <i>recommend for expulsion.</i>	Notify parents and Sheriff; 5 day suspension; <i>recommend for expulsion.</i>
9	Overt/excessive Public Displays of Affection (PDA)	Warning	Notify parents; 1-3 tutorials.	Notify parents; 3-5 detentions.
	STUDENT INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
10	Making terroristic threats to school officials and/or against school property E.C. 48900.5 P.C.451 E.C. 48900 (k)	Notify parents and Sheriff; 3-5 day suspension; threats deemed serious enough in nature may be grounds for expulsion.***	Notify parents and Sheriff; 5 day suspension; threats deemed serious enough in nature may be grounds for expulsion.	Notify parents and Sheriff; 5 day suspension; <i>recommend for expulsion.</i>
11	Fire setting, arson E.C. 48900.5 P.C. 451 E.C. 48900 (k)	Notify parents and Fire Marshal; 5 day suspension; reimburse for damages, may recommend for expulsion.	Notify parents and Fire Marshal; 5 days suspension; reimburse for damages; <i>recommend for expulsion.</i>	Notify parents and Fire Marshal; 5 day suspension; reimburse for damages; <i>recommend for expulsion.</i>
12	Caused or attempted to cause damage to school property or tagging private property, including graffiti, tagging, etching E.C. 48900.5, 48900 (f) P.C. 594	Notify parents and Sheriff, 1-5 day suspension; reimbursement for damages, may recommend for expulsion.	Notify parents and Sheriff; 3-5 day suspensions; reimburse for damages may recommend for expulsion.	Notify parents and Sheriff; 5 day suspension; reimburse for damages; may recommend for expulsion.
13	Stolen or attempted to steal school property or private property E.C. 48900.5, 48900 (g) P.C.488, 487	Notify parents and Sheriff; 1-5 day suspension; reimbursement to be made; may recommend expulsion.	Notify parents and Sheriff; 3-5 day suspensions; reimbursement to be made; may recommend for expulsion.	Notify parents and Sheriff; 1-5 day suspensions; reimbursement to be made; may recommend for expulsion.
14	Smoking, use or possession of tobacco or any placebo, and/or paraphernalia E.C. 48900 (h)	Notify parents; may suspend 1-3 days.	Notify parents; may suspend 1-3 days.	Notify parents, suspend 3-5 days; place on student behavior contract, next offense results in involuntary transfer.
15	Profanity/vulgarity E.C. 48900 (i)	Notify parents; may suspend 1-3 days.	Notify parents; suspend 1-3 days; place on student behavior contract.	Notify parents; suspend 1-5 days; may recommend for involuntary transfer
16	Exhibiting intimidating and/or "pre-fight" behavior, challenging to fight, squaring off, encouraging others to fight, making obscene gestures, or using words likely to cause violent reactions, etc. E.C. 48900.5, 48900 (k)	Notify parents; may suspend 1-3 days.	Notify parents; may suspend 1-5 days; place on student behavior contract.	Notify parents; suspend 3-5 days; may recommend for involuntary transfer

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17	Possession of electronic devices (beepers, cell phones, communications devices, etc.) E.C. 48901.5, 48900 (k)	Notify parents; confiscate item; may release to student at the end of the day.	Notify parents; confiscate item thru end of day.	Notify parents; confiscate item; return to parents only
18	Unauthorized entry into any unattended school area: i.e. rooms, offices, athletic fields, etc. and/or loitering in parking lots during school hours.	Warning	Notify parents; 1-3 tutorial(s).	Notify parents; 3-5 tutorial(s). May suspend 1-3 days; place on behavior contract.
19	Buying or selling meal tickets, food, drinks or any unauthorized material.	Notify parents; 1-3 tutorial(s).	Notify parents; 1-3 tutorial(s); may be removed from lunch program.	Notify parents, 1-3 days suspension; remove from lunch program.
	STUDENT INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
20	Falsifying or altering documents, including absence excuses, misuse of hall passes, wrongful possession of school materials, etc.	Notify parents; 1-3 tutorial(s); confiscate item.	Notify parents; 1-3 day suspension; confiscate item; placed on student behavior contract	Notify parents; 3-5 day suspension, may recommend for involuntary transfer.
21	Gambling in any form; i.e. pitching coins, dice, wagering with cards, etc.	Warning; notify parents, confiscate item.	Notify parents; 1-3 tutorial(s); confiscate item.	Notify parents; 1-3 tutorial(s); behavior contract; confiscate item.
22	Violation of dress code.	Notify parents; student must change clothing.	Notify parents; student must change clothing; 1-3 tutorial(s) may be assigned.	Notify parents; student must change clothing; after-school tutorial(s); may be assigned, a suspension.
23	Signaling false alarms, tampering with alarm equipment E.C. 48900.5, 48900 (f)	Notify parents, police, and Fire Marshal, 1-5 days suspension, may recommend for expulsion if incident caused potential physical injury to other students.	Notify parents, police, and Fire Marshal, 5-day suspension, <i>recommend for expulsion</i> .	Notify parents, police, and Fire Marshal, 5-day suspension, <i>recommend for expulsion</i> .
24	Defiance of authority such as lying and refusing to provide or falsifying information, etc. E.C. 48900.5 & 48900 (k)	Notify parents, 1-5 tutorial(s); may suspend 1-5 Days.	Notify parents, 1-3 tutorial(s) and/or suspensions; place on behavior contract.	Notify parents; 1-5 days suspension; may recommend for involuntary transfer
25	Disruption of school/classroom activities; i.e. running, disrupting the learning process, habitually unprepared for class, non-suit (P.E.).	Notify parents, 1-5 tutorial(s); may suspend 1-5 days.	Notify parents; 1-5 tutorial(s); may suspend 1-5 days; place on student behavior contract.	Notify parents; 1-5 days suspension; may recommend for involuntary transfer.
26	Academic Integrity	Refer to Discipline Handbook	Refer to Discipline Handbook	Refer to Discipline Handbook
27	Violation of auto and/or motorcycle regulations (including parking & reckless driving)	Warning: May assign 1-3 tutorial(s); possible loss of parking permit; possible police citation.	Notify parents; may assign 1-5 tutorial(s); 30-day loss of parking permit; car may be towed, possible police citation.	Notify parents, 1-5 day suspension, loss of parking permit for the remainder of the year; car may be towed, possible police citation.
28	On-campus bike riding, scooters, skateboarding, rollerblading, etc. Bikes are to be locked on bike rack. Skateboards, scooters and skates are to be	Notify parents, warning; may give 1-3 tutorials; confiscate item return to parents.	Notify parents; 3-5 tutorial(s); confiscate item, return to parents only.	Notify parents, 1-3 tutorial(s) and /or suspensions; confiscate item; return to parents at the end of the school year.

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	checked in at the Student Services Office upon arrival to school.			
29	Knowingly received stolen school or private property E.C. 48900.5, 48900(I)	Notify parents and police, 1-5 day suspension; reimburse for loss; may place on student behavior contract	Notify parents and police; 3-5 day suspension; reimburse for loss; place on student behavior contract; may recommend involuntary transfer or expulsion.	Notify parents and police; reimburse for loss; <i>recommend for expulsion.</i>
30	Harassment: physical, visual, or verbal, sexual, and electronic. E.C. 48900	Notify parents, 1-5 day suspension; place on student behavior contract; possible police involvement; may recommend for expulsion.	Notify parents; 3-5 day suspension; possible police involvement; may recommend for expulsion.	Notify parents; 5-day suspension; <i>recommend expulsion.</i>
31	Hate, violence (i.e.) any words or actions which reflect negatively on a person's culture, race, or ethnic background E.C. 48900.3 P.C. 242, 243	Notify parents, 1-5 day suspension; place on student behavior contract; possible police involvement; may recommend for expulsion.	Notify parents; possible police involvement; may recommend for involuntary transfer or expulsion.	Notify parents; 5 day suspension; possible police involvement; may recommend for involuntary transfer or expulsion.
32	Threatening, intimidating or menacing another student, creating a hostile environment, etc. E.C. 48900.4	Notify parents, 1-5 day suspension; may notify police; place on student behavior contract.	Notify parents, 3-5 day suspension, may notify police, may involuntarily transfer or expel.	Notify parents; 5 day suspension; may notify police; <i>recommend for expulsion.</i>
33	Leaving campus without permission	Notify parents; assign after-school tutorial(s); possible loss of or eligibility for Senior Off-Campus Lunch Permit. RHS may suspend 1-3 days.	Notify parents; assign tutorial(s); possible loss of or eligibility for Senior Off-Campus Lunch Permit. RHS may suspend 1-5 days.	Notify parents; 1-5 day(s) suspension; LOSS of Senior Off-Campus Lunch Permit or eligibility for permit during senior year; put on behavior contract.
	STUDENT INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
34	Tardy – Refer to Tardy Policy. NOTE: Excessive tardies may affect one's ability to obtain or keep a parking pass or a Senior Off-Campus Lunch Permit.	Warning. Refer to Tardy Policy.	Refer to Tardy Policy.	Refer to Tardy Policy.
35	NOTE: Truancy may affect one's ability to obtain or keep a parking pass or a Senior Off-Campus Lunch Permit.	Notify parents; (1) tutorial per class on first offense.	Notify parents; may assign 1-3 tutorial(s). Additional truanancies may constitute a suspension and/or an attendance contract.	Notify parents; possible drop from class; loss of credit in multiple classes due to excessive truancy will result in involuntary transfer to an alternative education plan
36	Teacher class suspension E.C. 48910	Student will be sent to in-school tutorial for remainder of class; teacher will notify parents.	Repeat process from first offense; student may be assigned additional tutorial(s). Student may be placed on student behavior contract.	Repeat process from first offense; request a parents/teacher/administrator; place on behavior contract; possible removal from class with loss of credit.
37	Bus policy Violation	Refer to Discipline Handbook.		
38	"NO Show" to in-school tutorial (of any type) E.C. 48900.5 & 48900 (k)	Assign after-school tutorial(s).	Notify parents; 1-3 after-school tutorial(s).	Notify parents; 1-5 tutorial(s).
39	Possession or use of laser pen or device	Warning; confiscate item	1-3 after-school tutorial(s); confiscate item	1-3 days suspension; confiscate item. Parent may pickup item.

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40	Internet Violation: e.g. Downloading inappropriate materials; accessing inappropriate internet sites; sending offensive email communications, etc.	1-5 detentions; may suspend 1-3 days; possible loss of internet privileges, may recommend for involuntary transfer and/or expulsion.	3-5 days suspension; <i>recommend for involuntary transfer and/or expulsion.</i>	<i>Recommend for involuntary transfer and/or expulsion.</i>
41	Committed or attempted to commit robbery or extortion 48900(e)	Notify parents and Sheriff; 5 day suspension; implement student behavior contract; may recommend for expulsion.	Notify parents and Sheriff; 5 day suspension; <i>recommend for expulsion.</i>	Notify parents and Sheriff; 5 day suspension; <i>recommend for expulsion.</i>
42	Unlawfully possessed or unlawfully offered arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.	Notify parents and/or Sheriff; 3-5 day suspension.	Notify parents and/or Sheriff; 3-5 day suspension; place on behavior contract; mandatory counseling and community service.	Notify parents and/or Sheriff; 5 day suspension and may recommend for expulsion.

***May be referred to the School Board for expulsion if individual case is deemed severe in nature by the Principal. Involuntary transfer will be for the balance of the semester in which the offense occurred and the following semester.*

****May be referred to the School Board for expulsion if individual case is deemed severe in nature.*

NOTE: Any items confiscated by staff may or may not be returned directly to the student. Parents may recover confiscated items not held in evidence upon administrative approval within a reasonable period of time. Items not recovered in a reasonable period of time will be discarded. The Santa Ynez Valley Union High School District or any individual school is not liable for damage or loss to these confiscated items. The primary objective of requiring students not to bring restricted materials to school is to ensure students' focus on educational tasks, student's safety and to prevent the loss or damage of private property.

This discipline guide outlines the consequences for inappropriate student actions, which have been referred to the administration for action. It should be noted that although the school discipline plan affords a framework for dealing with inappropriate student conduct in a comprehensive and consistent manner, each disciplinary issue will be reviewed within the context of its unique circumstance and the educational needs of the student. The Sequential Discipline Plan is considered a guide and each administrator must use his/her judgment in applying its provisions. Situations not specifically addressed in this plan or unusual or extreme cases will be dealt with in accordance with Board Policy, Administrative Regulations or the California Education Code. Principal or Designee may recommend expulsion for any act where State Law permits expulsion.

DISTRICT SCHOOL BUS POLICY

1. District School Bus Conduct Policy

Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

2. District School Bus Conduct Rules

These rules shall be enforced for students transported by school buses in the Santa Ynez Valley Union High School District. All offenses listed in the Discipline Handbook are applicable while a student is coming to or from school. In addition, the following bus rules will be enforced:

- a) Students must follow the directions of the bus driver.
- b) Students shall not misbehave at bus stops.
- c) Students are not permitted to enter a bus unless the driver is present.
- d) Students shall enter and leave the bus in an orderly manner.
- e) Student shall remain seated while the bus is in motion.
- f) Students shall sit facing the front of the bus.
- g) Students are required to share their seats with other students.
- h) Students shall not put any part of their bodies outside of a bus window.
- i) Students shall not use vulgar or profane language on the bus.
- j) Students shall not engage in fighting or boisterous conduct, create unnecessary noise or commotion, or shoot or throw things while on the bus.
- k) Student shall not eat on the bus.
- l) Students shall not smoke or light matches on the bus or at the designated bus stop area.
- m) Items which may jeopardize the safety of any person shall not be permitted on the bus.
- n) No animals (except Seeing Eye dogs) shall be transported on a school bus.
- o) Pupils shall not be permitted on buses wearing athletic footwear equipped with cleats or spikes.
- p) Students must not leave debris of any kind on the bus.
- q) Students must not tamper with the bus or bus equipment.
- r) Students shall not cross a street or highway at the rear of the bus.

3. Transportation Procedures

- a. Students must arrive at the bus stop prior to the scheduled arrival time of the bus and wait on the sidewalk for the bus. They are not to step off the sidewalk until the bus has come to a complete stop and the driver opens the door.

- b. Students must follow instructions of school bus driver during red light cross over procedures.
 - c. Students may not have a friend ride the bus to their house. Only students assigned to a bus may ride that bus.
4. District Procedures for Improper Conduct
- a. **First Incident** - Driver verbally warns student.
 - b. **Second Incident** - A Student Referral Form is written regarding the incident. Contact with parent must be made before student can resume riding the bus.
 - c. **Third Incident** - A Student Referral Form is written regarding the incident. Student denied transportation for three (3) days. Contact with parent must be made before student can resume riding the bus after denial.
 - d. **Fourth Incident** - A Student Referral Form is written regarding the incident. Student denied transportation for one (1) week. Contact with parent must be made before student can resume riding the bus after denial.
 - e. **Fifth Incident** A Student Referral Form is written regarding the incident. Parent contact is made and student is denied transportation for the remainder of the semester.
 - f. **Severe Disruption** - The following inappropriate behavior will result in automatic suspension of transportation privileges (as well as other school disciplinary measures which may be in order):
 - (1) Physical harm to another student.
 - (2) Physical harm or threat of physical harm to the driver.
 - (3) Property damage/graffiti.
 - (4) Disruption to the point of interfering with the safe operation of the bus.
 - (5) Failure to give a correct name in order for a Student Referral Form to be written.

NOTE: Student discipline by the driver shall be subject to review and modification by the principal or designee who shall have authority to affirm, increase, or decrease the length of time transportation may be denied.

504 COMPLIANCE NOTICE: (CFR Title 34 104.8 (a) (b))

The Santa Ynez Valley Union High School District complies with the rules and regulations implementing Section 504 of the Rehabilitation Act of 1973. The District does not discriminate in admission, access, or employment in its programs or activities. Inquiries regarding the existence and location of services, activities, and facilities should be addressed to the coordinator:

Title IX - Students

It is the policy of the Santa Ynez Valley Union High School District, in compliance with Title IX of the Education Code Amendments of 1972, final guidelines effective for implementation July 21, 1975, and in accordance with the Equal Opportunity Act of 1972, not to discriminate on the basis of actual or perceived sex in the admission of students to schools programs or in its education al programs or activities. Questions or complaints regarding these guidelines should be addressed to the coordinator:

The Santa Ynez Valley Union High School complies with the rules and regulations implementing Section 504 of the Rehabilitation Act of 1973. The District does not discriminate in admission, access, or employment in its programs or activities. Inquiries regarding the existence and location of services, activities, and facilities should be addressed to the coordinator.

Title IX Coordinator and District 504 Co-Coordinator	Uniform Complaint Procedures Officer	District 504 Co-Coordinator
Mark Swanitz, Principal P.O. Box 398 2975 E. Hwy 246 Santa Ynez, Ca. 93460 805-688-6487 (Ext. 3571)	Cris Avery P.O. Box 398 2975 E. Hwy 246 Santa Ynez, Ca. 93460 805-688-6487 (Ext. 2355)	Peter Haws, Vice Principal P.O. Box 398 2975 E. Hwy 246 Santa Ynez, Ca. 93460 805-688-6487
Williams Uniform Complaint Procedure Mark Swanitz, Principal P.O. Box 398 2975 E. Hwy 246 Santa Ynez, Ca. 93460 805-688-6487 (Ext. 3571)	District Liaison for Homeless Students Cris Avery, Vice Principal P.O. Box 398 2975 E. Hwy 246 Santa Ynez, Ca. 93460 805-688-6487	

Annual Notification of Rights & Responsibilities

ANNUAL NOTIFICATION OF PARENTS’/GUARDIANS’ RIGHTS AND RESPONSIBILITIES

The California Education Code (EC) Section (§) 48980 requires school districts to notify parents and guardians annually of rights and responsibilities. The following is a brief summary of required statutes. The full text of each statute is available by contacting the Santa Ynez Valley Union High School District Office.

1. Parents or guardians are responsible for the enrollment and regular **ATTENDANCE** of their school-age children in their district and school of residence. (EC § 48200)
2. Parents are advised that the district provides for various statutory and local **attendance options** as described in the attachment. [EC 48980(h)/SB 512, Ch. 677, Statutes of 2005] The district will annually review these options and will attempt to provide options that meet the needs, potential, and interest of students.
3. Parents shall be advised (no later than one month prior) of any scheduled **MINIMUM DAYS or PUPIL-FREE STAFF DEVELOPMENT DAYS**. (EC 44579 et seq.) [EC 48980(c)]
4. State law permits students to be **ABSENT FOR JUSTIFIABLE PERSONAL REASONS**. In accordance with the board policy, the request must be in writing and must be agreed to by the principal. Complete text of this law is in Discipline Handbook. (EC 48205)
5. No student may have his or her **GRADE REDUCED OR LOSE ACADEMIC CREDIT** for any absence or absences excused pursuant to Section 48205 when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. [EC 48980(j)]

6. The **FAMILY NUTRITION EDUCATION SERVICE ACT** makes provisions for needy children to receive nutritionally adequate, free or reduced price meals. (EC 49520)
7. Hospital-bound students (not classified as exceptional children) with **TEMPORARY DISABILITIES** and residing in a hospital or a residential health care facility are deemed to comply with residency requirements for that district and are entitled to our individualized instructional program. The parent or guardian is responsible for notifying the district in which the health facility is located of the pupil with temporary disability. Upon receipt of notification, district shall commence specific **EDUCATIONAL RESPONSIBILITIES** within a mandated timeline. [EC 48206.3, 48207, 48208 (a) (b)]
8. 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 school grounds, or during recesses. (EC 44807)
9. Rules and procedures on **STUDENT DISCIPLINE** are included in the Discipline Policy and Procedures and Annual Notification of Rights and Responsibilities including suspension and expulsion, and are also available from each principal. Board policy authorizes teachers to provide that parents/guardians of pupils suspended by a teacher attend a portion of a school day in his or her child's classroom. This information is also communicated to all students each year. This includes the authorization to adopt a dress code to prohibit the wearing of "gang-related clothing" and/or a school-wide uniform. Sun protective clothing, including, but not limited to, hats that is not gang-related or inappropriate is allowed outdoors during the school day. **USE OF SUNSCREEN BY PUPILS:** (Amended by SB 1632, Ch. 266, Statutes of 2002). Students may use sunscreen during the school day, without a physician's note or prescription. School sites have the authority to establish policy regarding the use of sunscreen. (EC 35183.5) [EC 35183, EC 35183.5, EC 35291, EC 35291.5, EC 35291.7, and EC 48900.1] (see Board Policy 5132)
10. Pupils are required to **CONFORM** to school regulations; **OBEY** all directions; **BE DILIGENT** in study and **RESPECTFUL** to teachers and others in authority; and, refrain from the use of **PROFANE AND VULGAR LANGUAGE**. (5 CCR 300) Notice of Compliance. (Amended by AB 1901, Ch. 643, Statutes of 2002). EC 48900 is amended and reordered. New provisions include: Subdivision (p) Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug, Soma. Also added is subdivision (s) as used in this section, "school property" includes, but is not limited to electronic files and databases EC 48900. Additional Grounds for Suspension and Expulsion. (Amended by AB 1901, Ch. 643, Statutes of 2002). This section, which formerly provided for suspension or expulsion for acts of harassment, threats or intimidation against pupils, is amended

to include school personnel. (EC 48900.4) 48. **POSSESSION OF A LASER POINTER** by a student on any elementary or secondary school premise is prohibited, unless possession is for valid instruction. (PC 417.27) **HAZING** or conspiracy to engage in hazing is strictly prohibited while in attendance at any public school or educational institution. Violation of this section is a misdemeanor. (EC 32051) Grounds for Suspension and Expulsion. (Amended by AB 1411, Ch. 21, Statutes of 2003). Amends and reorders EC 48900. Adds new subdivision (q), engaged in, or attempted to engage in, hazing as defined in Section 32050. Include in annual notification to parents and students regarding student behavior. (EC 48900) Notice of Intent to Conduct Pre-Expulsion Assessment. (Repealed by AB 1859, Ch. 492, Statutes of 2002). Repeals requirement to conduct pre-expulsion assessment and concurrent notification requirement. (EC 48915.5) EC 48900.1 Attendance of Suspended Pupil’s Parent or Guardian for Part of School Day. Amended to allow district to adopt board policy requiring parent to attend portion of school day in child’s classroom under specified circumstances. If district chooses to adopt policy under EC 35291, annual notification required under EC 48980(a). (Amended by AB 2855, Ch. 895, Statutes of 2004).

11. The **NOTICE OF OCCURRENCE OF VIOLENT CRIME** (Added by AB 2198, Ch 735, Statutes of 2002). Provides that the principal or designee may send a written notice of the occurrence and general nature of a crime to each pupil’s parent or legal guardian, following verification with law enforcement of the occurrence of a violent crime in an elementary or secondary school site. (EC 35294.1) **PERSISTENTLY DANGEROUS SCHOOL**, option to Transfer. (Register 2005, No. 25. Adds 5 CCR 11992 which defines “persistently dangerous” as specified sum of firearm violations by non-pupils on school grounds or during school-sponsored activities plus expulsions for certain violations of EC 48915(a) and 48900.3 over course of three school years.
12. A student may be absent for **RELIGIOUS ACTIVITIES** for up to four (4) times per month, provided that the student has attended the minimum school day. (EC 46014)
13. The District may administer **IMMUNIZATIONS** to students with parental consent. Students new to the Santa Ynez Valley Union High School District will be required to have proof of certain immunizations against communicable diseases. (EC 49403)
14. Prescribed **MEDICATION** may be administered to students by school personnel only with parental consent and by written instructions from a physician. Parents are required to notify the school if the student is on a **CONTINUING PROGRAM OF MEDICATION**. (EC 49423 and 49480)

- a. EC 49423 Administration of Prescribed Medication. Amended to include process by which pupils may self-administer auto-injectable epinephrine at school. (Amended by SB 1912, Ch. 846, Statutes of 2004).
 - b. EC 49423.1 Inhaled Asthma Medication. Describes process by which school personnel may assist pupils or by which pupils may self-administer inhaled asthma medication at school. (Added by AB 2132, Ch. 832, Statutes of 2004).
 - c. EC 56040.5 prohibits school staff from requiring pupils with exceptional needs to obtain prescription for medication as condition for attending school or receiving services.
15. Parents/Guardians may file a written statement with the school if they do not want their child to have a routine **PHYSICAL EXAMINATION**. However, school authorities may send a student home whenever there is a good reason to believe the student is suffering from a **CONTAGIOUS OR INFECTIOUS DISEASE**. The student shall not be permitted to return to school until authorities are satisfied that such health condition does not exist. (EC 49451; HSC 3385)
16. All parents will be notified of the **PURPOSE OF AIDS INSTRUCTION** and may request **COPIES OF EDUCATION CODE 51201.5** and 51553. [EC 51201.5 (d)] Sexual Health and HIV/AIDS Prevention Education. (Added by SB 71, Ch. 650, Statutes of 2003). Repeals EC 51201.5, 51240, 51550, 51551, 51553, 51554, 51555, and 51820 and consolidates those provisions under EC 51930 et seq. New EC 51938 requires parent/guardian notification before instruction in sexual health education, HIV/AIDS prevention, and assessments related to that education. (EC 51930 et seq.)
- a. EC 51938 Sexual Health and HIV/AIDS Prevention Education, Parent or Guardian Notification. Amends notification, when a school elects to provide comprehensive sexual health education or HIV/AIDS prevention education by outside consultants or guest speakers, to include the date of the instruction, the name of the organization or affiliation of each guest speaker, and information stating the right of parent to request a copy of EC 51933, 51934 and 51938. For arrangements made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before instruction is delivered. (Amended by AB 1925, Ch. 323, Statutes of 2004). For complete text of EC 51930 et seq. review education
17. School districts will ensure that all students in grades 7 to 12, inclusive, receive **AIDS PREVENTION INSTRUCTION** from adequately trained instructors - once in junior high/middle school and once in high school. (EC 51201.5) Any parent or guardian may provide written request that his/her child/ward not receive instruction in AIDS prevention.

18. No student shall receive **INSTRUCTION ON AIDS**, sexually transmitted diseases (STDs), human sexuality, or family life **IN AN ASSEMBLY** led by a district teacher or instruction in any setting by an outside agency without the parent being properly notified. (EC 51554)
19. The law permits school authorities to excuse pupils in grades 7 through 12 to obtain **CONFIDENTIAL MEDICAL SERVICES** without consent of parent. (EC 46010.1) [BP 5113]
20. The governing board may provide or make available **MEDICAL OR HOSPITAL SERVICES FOR INJURIES** to students arising from school programs or activities. No student shall be compelled to accept such service without his/her consent or, if a minor, without the consent of a parent or guardian. (EC 49472)
 - a. 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 may 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 Program Toll Free: 1-800-880-5305. (EC 32221.5)
21. Written notification will be provided to parents/guardians prior to any instruction in a **FAMILY LIFE OR SEX EDUCATION** course in which venereal disease or human reproductive organs and their functions and processes are described, illustrated or discussed. Parents/guardians may request in writing that their student not participate in that part of any such course. **SEX EDUCATION CLASSES** (Amended by SB 2817, Ch. 1099, Statutes of 2002). Requires all public schools that teach sex education courses that discuss sexual intercourse to include the provisions of Section 1255.7 of Health and Safety Code and Section 271.5 of the Penal Code, relating to parents and others who voluntarily surrender physical custody of a minor child 72 hours old or younger at a hospital emergency room or other designated location without being subject to prosecution. (EC 51553) Annual Notification to Parent or Guardian. (Amended by SB 71, Ch. 650, Statutes of 2003). Amends EC 48980(a) to address new notification provision under Sexual Health and HIV/AIDS Prevention Education Act, EC 48980. EC 51550, and 51820)
22. Whenever any part of instruction in **HEALTH, SCIENCE, FAMILY LIFE OR SEX EDUCATION CONFLICTS WITH RELIGIOUS TRAINING OR BELIEFS** or moral convictions of the parent/guardian, the student may be excused from that instruction. (EC 51240 and 32255)

23. Any student with a moral objection to **DISSECTING OR OTHERWISE HARMING OR DESTROYING ANIMALS** as defined in this statute shall notify his or her teacher and be excused from this activity. An alternative activity and test may be provided without penalty. Parent written substantiation of the student's objection may be required. NOTE: Separate notification to parent and pupil is required of the teacher. (EC 32255 et seq.)
24. Parents shall be provided a copy of the district's written policy regarding access by pupils to **INTERNET** and **ON-LINE SITES**. (EC 51870.5)
25. For all aspects of educational programs and activities, the school district requires **NON-DISCRIMINATION ON THE BASIS OF** actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. Lack of English language acquisition will not be a barrier to admission and participation. (Title VI, Civil Rights Act of 1964 and Title IX, Education Amendment Act of 1972, Rehabilitation Act of 1973, Section 504)
26. Parents have the right to initiate a referral in writing for **ASSESSMENT TO IDENTIFY STUDENTS (AGES 0-21 YEARS) WHO MAY NEED ASSESSMENT FOR SPECIAL EDUCATION SERVICES** or accommodation under Section 504 of the Rehabilitation Act of 1973. Parents who disagree with the identification, placement, services, or accommodations for the students may appeal through a hearing process. (Rehabilitation Act of 1973, Section 504; EC 56301, 34 CFR 104.32, 34 CFR 104.36)
 - a. EC 56301 amends EC 56301(a) to require child find for homeless children and wards of state. Amends EC 56301(c) to ensure equitable participation of parentally placed private school pupils. Amends EC 56301(d) to require parents be a copy of their rights and procedural safeguards only one time a year, and upon initial referral, parent request for assessment, first occurrence of filing for due process, and upon parent request. Also allows district to place current copy of procedural safeguards notice on its web page.
27. Parents will be notified that at the **CONCLUSION OF THE ASSESSMENT**, an Individualized Education Program (**IEP**) **MEETING WILL BE HELD** and parents may also request a copy of the assessment report and related documentation. (EC 56329). Special Education Assessment, Notice to Parent. (Amended by SB 145, CH. 368, Statutes of 1993). Amends notice to parent upon completion of assessment to include notice of right to have in-class observation of pupil, under specified circumstances. (EC 56329)
 - a. AB 1662, Ch. 653, Statutes of 2005 amends EC 56329 to require written notice as part of the assessment plan to state lack of appropriate instruction in reading, including essentials components of reading instruction as

defined, lack of instruction in mathematics, or limited English proficiency, are not factors in determining eligibility under IDEA.

28. At least one year prior to 18, **SPECIAL EDUCATION** students are to be informed of their **RIGHTS THAT WILL TRANSFER** to them from their parents. This must be stated in the IEP. [EC 56345 (a)(8)]
29. Pupils with Exceptional Needs Placed in Group Homes. (Added by SB 464, Ch. 413, Statutes of 2003). Requires school district, SELPA, or county office to invite to IEP team meeting representative of group home for pupil with exceptional needs placed in group home, as defined, by juvenile court. (EC 56341.2)
30. Federal law requires that a **FREE AND APPROPRIATE EDUCATION IN THE LEAST RESTRICTIVE ENVIRONMENT** be offered to all handicapped students. The benefits of the program shall not be denied handicapped students for whom reasonable accommodations could be made. [Individuals with Disabilities Education Act (IDEA), Section 121a.504 of Fed. Regulation: See also: EC 56329, 56380, and 56506 Rehabilitation Act of 1973]
 Due Process Rights: (A 1662, Ch. 653, Statutes of 2005). Amends EC 56506 to provide a parent may elect to receive required notices by electronic mail, if the district makes the option available.
31. Districts are required to have a Board Policy on **PROMOTION AND RETENTION** including **EARLY PARENT NOTIFICATION** when a student is at risk of retention. [EC 48070.5 (e)]
32. Parents are informed that schools ensure **SEX EQUITY** related to career counseling, career course selection opportunities and athletics. Parents also have the right to participate in counseling sessions and decisions. (EC 221.5)
33. The California Education Code requires the following verbatim **NOTICE OF ALTERNATIVE SCHOOLS**: California state law authorizes all school districts to provide for alternative schools. An alternative school is a school or separate class group within a school, which is operated in a manner designed to: (EC 58501)
 - (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 own 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/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choice of learning projects.

- (d) Maximize the opportunity for the teachers, parents and students to develop cooperatively 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 react continuously to the changing world, including, but not limited to the community in which the school is located.
 - (1) In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the County Superintendent of Schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. Further, a copy shall be posted in at least two places, normally visible to pupils, teacher, and visiting parents in each attendance unit, for the entire month of March in each year.
 - (2) EC 58502 – Request by Parent or Guardian to Establish Program: The parent or guardian of any pupil may request the governing board of a school district to establish an alternative school program or programs in the district pursuant to this chapter.
34. Under the supervision of the principal, all pertinent **STUDENT RECORDS** are to be kept in the school office's locked files. Each student has a record of his/her personal school history in this **CUMULATIVE FILE**. The file contains a log of persons who have had access to the file. Such access is limited to the school administration and other certificated school personnel who are directly involved with services for the student. The parent or guardian may permit access to other persons by providing approval in writing. Parents, students 16 years old or older, or students who have completed the 10th grade have a **RIGHT TO REVIEW RECORDS**, to challenge or expunge such records following procedures available at each school. Copies of records are available at a minimal cost. [FERPA (20 USC 1232g), 34 CFR 99.7, EC 49063, **49069**]
35. The **RELEASE OF DIRECTORY INFORMATION**
- a. Directory information may be released on any pupil or former pupil except that **no directory information shall be released when a parent or eligible pupil has notified** the school district that such information **shall not** be released. (EC 49073)
 - i. Name and address
 - ii. Telephone Number
 - iii. Electronic Mail Address
 - iv. Photograph
 - v. Weight and height of members of athletic teams
 - vi. Date and place of birth
 - vii. Date of attendance
 - viii. Major field of study

- ix. Degrees and awards received
 - x. Participation in officially recognized activities and sports
 - xi. The public or private school most recently attended by the student
- b. Directory information may be released to public, non-profit entities. However, under no circumstances can directory information be disclosed to private or profit-making entities other than employers, prospective employers, representatives of the news media, or private trade or professional schools. (EC 49073)
- c. It is the intent of the State Legislature to not purposefully exclude any military service representative from access to that information. Further, that the school districts minimize the release of student telephone numbers without parent consent. (EC 49073.5)
36. EC 33126, EC 33126.1, EC 35256, EC 35258 – **SCHOOL ACCOUNTABILITY REPORT CARD:** A copy of the school accountability report card, including a report on the status of the key elements of the School Safety Plan will be provided upon request and is accessible at the following Internet site:
[TUhttp://www.syvuhsd.org/UT](http://www.syvuhsd.org/UT) (EC 33126 amended by SB 1108, Ch. 22, AB 1609, Ch. 354, and SB 687, Ch. 358, Statutes of 2005)
37. The **UNIFORM COMPLAINT** procedures are governed by state law and board policy. Any individual, public agency or organization may inquire at the school or central office for the appropriate procedures to file a written complaint. (5 CCR 4622) Uniform Complaint Procedures. (Added by AB 115, Ch. 423, Statutes of 2003). EC 35294.95 authorizes complaint of noncompliance with school safety plan requirements under Uniform Complaint Procedures set forth in 5 CCR 4600 et seq. 5 CCR 4622; EC 35294.95)
- a. EC 32289 Uniform Complaint Procedures. Adds EC § 32289 to authorize filing of Uniform Complaint for noncompliance with school safety planning requirements of Title IV of the NCLB (20 USC 7114(d)(7)). (Added by AB 2885, Ch. 272, Statutes of 2004). Note: Similar language found in former EC 35294.95.
38. EC (§) 35186 Supplemental Uniform Complaint Procedure (Williams). Requires district to establish policies and procedures regarding deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or miss assignment. Further requires district to use Uniform Complaint Procedures (5 CCR 4600 et seq.) to identify and resolve complaints regarding those issues. Sets forth different timelines for investigation and resolution of complaints than timelines specified under Uniform Complaint Procedures. (EC 35186 amended by AB 831, Ch. 118, Statutes of 2005)
39. **SEXUAL HARASSMENT** of or by any employee or student shall not be tolerated. The governing board considers sexual harassment to be a major offense that can result in disciplinary action of the offending employee or suspension of students. [EC 231.5, 48900, 48900.2, and 48980(h)] (see Board Policy 5145.7)
40. A complete, updated management plan for **ASBESTOS-CONTAINING MATERIAL** in school buildings is available on request by parents, teachers and employee organizations. (Code of Federal Regulation, Title 40, EC 763.93)

41. In accordance with “**MEGAN’S LAW**” information about sex offenders may be obtained from local law enforcement agencies. (PC 290.4) (AB 1323, Ch. 722, Statutes of 2005). Amends Penal Code 290.4 to require Department of Justice to operate service where members of public may provide list of six persons on approved form and inquire whether any of the persons is required to register as sex offender and is subject to public notification.
42. School staff and parents will annually be notified of all **PESTICIDE PRODUCTS** including active ingredient(s) in each product expected to be used at the school facility during the year. Included will be the internet access address on information about pesticides. (EC 17612, 48980.3, F&A Code 13184)
43. Parents and guardians are notified that state funds exist to cover costs of **ADVANCED PLACEMENT EXAMINATION FEES**. Please contact Vice Principal, Peter Haws at 805-686-3319 for information. [EC 48980 (k) & 52244]
44. Each Santa Ynez Valley Union High School District school site has **COMPREHENSIVE SCHOOL SAFETY PLAN** and shall review and update its plan by March 1 every year. Fire drills and emergency drills are held at each school site during the school year. Copies of the School Safety Plan are available to read at each school office. [EC 32286]
45. Parents or guardians will be **NOTIFIED OF THEIR RIGHTS AND RESPONSIBILITIES** at the beginning of the first semester or quarter of the regular school term. The notification may advise parents of the importance of investing for future college or university education for their children. [EC 48980(a), (d)]
 - a. EC § 51101.1 Rights of Parents and Guardians Who Lack English Fluency. Amends parents’ rights to include being given any required written notification, under any applicable law, in English and the pupil’s home language under EC § 48985. Encourages schools with substantial number of pupils with a home language other than English to establish parent centers with staff that can communicate with the parents or guardians. (Amended by AB 2525, Ch. 896, Statutes of 2004).Act.
46. Limitations on Contracts; **PUBLIC HEARING REQUIREMENTS**; Sale of Advertising Products. (Amended by SB 65, Ch. 458, Statutes of 2003). Requires school board to hold public hearing for parents, guardians, pupils, and others to comment on contract for advertising, or for sale of non nutritious food or beverages. Board to clearly identify in agenda contract to be discussed. EC § 5182.5
47. Assembly resolution acknowledging health risks **HEAVY BACKPACKS** pose. Encourages State Superintendent to inform every school district about passage of resolution. Encourages school districts to take actions necessary to avoid potential injury to pupils caused by heavy backpacks. ACR 10 Health: Heavy Backpacks. (Added by ACR 10, Ch. 105, Statutes of 2003).

48. In the event of **FOSTER PUPILS** law requires district's educational liaison to ensure pupils in foster care receive stable school placements which are in the best interests of the child, placement in least restrictive educational programs, access to academic resource, services, and extracurricular and enrichment activities available to all pupils, full and partial credits for coursework taken, and meaningful opportunity to meet state pupil academic achievement standards. (EC 48850 et seq.)
49. There are **TIMELINES AFFECTING SPECIAL EDUCATION** services. (AB1662, Ch. 653, Statutes of 2005). EC 56043 amends 56043(c) to modify timeline for holding IEP team meeting following initial assessment to 60 days. Amends 56043(e) to require post-secondary goals and transition services be considered at IEP meetings for pupils 16 years of age or older. Amends 56043(f) to require IEP, as result of assessment, be developed within 60 days. Amends 56043(g) to require not later than one year before pupil reaches age 18 that IEP shall contain statement that pupil informed of rights under IDEA that will transfer to pupil upon reaching age 18. Amends 56043(j) to require district maintain procedures to ensure IEP reviewed pupil's IEP periodically, but not less frequently than annually. Amends 56043(k) to provide reassessment of pupil shall not occur more frequently than once every three years, unless parent and district agree in writing that a reassessment is unnecessary. Amends 56043(z) to require complaint filed with California Department of Education to allege violation of IDEA or state law that occurred not more than one year prior to date complaint received by the State.
50. Specialized **SPECIAL EDUCATION TEACHER QUALIFICATIONS**. (AB 1662, Ch. 653, Statutes of 2005). EC 56058 requires special education teachers must meet highly qualified standards set under NCLB. EC 56059 clarifies failure of district to employ highly qualified teacher does not create right of action on behalf of pupil.
51. **SPECIAL EDUCATION LOCAL PLAN**. (AB 1662, Ch. 653, Statutes of 2005). Amends EC 56205 to require SELPA have policies governing personnel qualifications to ensure teachers and paraprofessionals appropriately and adequately prepared and trained, participation in state and district-wide assessments, access to instructional materials by blind individuals and others with print disabilities, over identification and disproportionate representation by race and ethnicity, and prohibition on mandatory medication. Local plan to be written in language understandable to general public.
52. **ALTERNATE MEANS OF MEETING PARTICIPATION**. (AB 1662, Ch. 653, Statutes of 2005). Amends EC 56304 to provide parents of pupil with exceptional needs and district may agree to use alternative means of meeting participation such as video conferences and conference calls.

53. **TESTING AND ASSESSMENT OF PUPILS WITH EXCEPTIONAL NEEDS.** (AB 1662, Ch. 653, Statutes of 2005). Amends EC 56320(a) and (b) to require testing and assessment materials and procedures be provided in pupil's native language or mode of communication, unless clearly not feasible to do so. Tests and assessments must also be administered in language and form most likely to yield accurate information on what pupil knows and can do academically.
54. **SPECIAL EDUCATION INITIAL ASSESSMENT, PARENTAL CONSENT.** (AB 1662, Ch. 653, Statutes of 2005). Amends EC 56321(c) to require district proposing to conduct initial assessment to determine if pupil qualifies under IDEA to obtain informed consent from parent before conducting assessment. Authorizes district to pursue initial assessment through due process if parent does not provide consent. Amends 56321(d) to provide consent not required if district cannot discover whereabouts of parent or rights of parent have been terminated or subrogated. Adds 56321(g) to provide screening of pupil by teacher or specialist to determine appropriate instructional strategies for curriculum implementation is not an assessment for eligibility for special education.
55. **IEP TEAM, MEMBERSHIP/ATTENDANCE REQUIREMENTS.** (AB 1662, Ch. 653, Statutes of 2005). Amends EC 56341(f) to allow member of IEP team not to attend IEP meeting if parent or district agree attendance is not necessary because member's area not being addressed. Amends 56341(g) to allow member of IEP team not to attend IEP meeting even if member's area being addressed if parent and district consent after conferring with member and member submits input in writing to parent and IEP team. Agreement or consent to be in writing.
56. The **PROVISION OF SPECIAL EDUCATION AND RELATED SERVICES** is dependent on Parental Consent. (AB 1662, Ch. 653, Statutes of 2005). Adds EC 56346 to require district obtain informed consent from parent before providing special education services. If parent refuses consent, provides district may not provide services by filing for due process and that district not required to provide FAPE or develop an IEP. Requires district to file for due process if parent refuses all services but consented to those services in past or parent refuses some services and those services not requested are determined necessary to provide FAPE.
57. The **DESIGNATED INSTRUCTION AND SERVICES** statute (AB 1662, Ch. 653, Statutes of 2005) amends EC 56363 to conform to federal law and provides designated instruction and services has same meaning as related services under federal law. Provides that such services do not include medical device that is surgically implanted or replacement of the device.
58. Making **CHANGES TO IEP.** (AB 1662, Ch. 653, Statutes of 2005). Adds EC 56380.1 to allow parent and district to change IEP, after annual meeting, without convening IEP team by developing written document signed by parent and district representative to amend or modify existing IEP. Upon request, parent to be provided revised copy of the IEP.

59. On the **REASSESSMENT OF PUPILS**. (AB 1662, Ch. 653, Statutes of 2005). Amends EC 56381(i) to not require district to conduct assessment before termination of pupil's eligibility due to graduation from secondary school with regular diploma, or due to exceeding age eligibility for FAPE. District to provide pupil with summary of academic achievement and functional performance, including recommendations on meeting postsecondary educational goals.
60. Availability of **ALTERNATIVE ASSESSMENTS**. (AB 1662, Ch. 653, Statutes of 2005). Amends EC 56385 to require State or district to develop and implement guidelines for participation of pupils in alternate assessments when unable to participate in regular assessments with accommodations. Alternate assessments to meet specified criteria.
61. Special education **INVESTIGATIONS OF COMPLAINTS, LIMITATIONS PERIOD**. (AB 1662, Ch. 653, Statutes of 2005). Amends EC 56500.2 to require compliance complaint to be filed within one year of date of alleged violation.
62. Utilizing **MEDIATION & WRITTEN AGREEMENTS**. (AB 1662, Ch. 653, Statutes of 2005). Amends EC 56500.3 to provide if parties reach a resolution of due process issue through mediation, parties shall execute legally binding written agreement that sets forth resolution, states all discussions that occurred during mediation process confidential and may not be used as evidence in subsequent due process or civil proceeding, must be signed by parent and representative of district, and is enforceable in state or federal court.
63. Requirement of **PRIOR WRITTEN NOTICE**. (AB 1662, Ch. 653, Statutes of 2005). Amends EC 56500.4 to require prior written notice be given to parent or guardian when district proposes to initiate or change, or refuses to initiate or change, the identification, assessment, or educational placement of pupil, or the provision of FAPE to the pupil.
64. Duty to provide a **RESOLUTION SESSION**. (AB 1662, Ch. 653, Statutes of 2005). Adds EC 56501.5 to require, prior to party invoking due process hearing, district to convene a resolution session, as specified. Resolution session not required if both parent and district agree in writing to waive the meeting or agree to use mediation.
65. Confidential **REQUEST FOR DUE PROCESS HEARING**. (AB 1662, Ch. 653, Statutes of 2005). Amends EC 56502 to provide due process hearing request notice shall remain confidential and requires request to include name of child, residence address, available contact information, name of school attending, description of the nature of the problem, and proposed resolution to extent known. Provides party may not have due process hearing until request meets above requirements. Provides process for challenging sufficiency of, and for amending, request notice. Limits due process hearing to issues raised in notice unless opposing party agrees otherwise.

66. Qualifications of **STATE HEARING** officer. (AB 1662, Ch. 653, Statutes of 2005). Amends EC 56505(c) to set minimum qualifications of hearing officer. Amends and re-letters 56505(f) to require decision of hearing officer be made on substantive grounds based on determination whether pupil received FAPE. Allows hearing officer to find pupil did not receive FAPE based on procedural violation, only if violation impeded pupil's right to FAPE, significantly impeded parent's opportunity to participate in decision making process regarding provision of FAPE, or caused deprivation of educational benefits. Amends 56505 (l) to allow three year statute of limitations for filing due process complaint until October 9, 2006, if parent agrees to participate in mediation process. Adds two year statute of limitations applies if parent refuses mediation or complaint filed on or after October 9, 2006.
67. **SEPARATE DUE PROCESS HEARING REQUEST**. (AB 1662, Ch. 653, Statutes of 2005). Adds EC 56509 to clarify Procedural Safeguards Chapter does not preclude parent from filing separate due process hearing request on issue separate from a due process hearing request already filed.
68. **RELEASE OF INFORMATION FROM EDUCATIONAL RECORDS OF PUPIL WITH EXCEPTIONAL NEEDS**. (AB 1662, Ch. 653, Statutes of 2005). Amends EC 56515 to prohibit district from releasing records of pupil to other agencies without parent consent.
69. School counselors and college **COUNSELING** – Adds EC 51229 to provide annual notification to parents/guardians of students in grades 9 to 12 that explains college admission requirements, describes career technical education, and provides information about how students may meet with school counselors. (AB 428, Chapter 527, Statutes of 2007)
70. **MANDATORY REPORTING: CHILD ABUSE AND NEGLECT REPORT** [PC 11164 et seq.] Staff of the Santa Ynez Valley Union High School District are required by law to report cases of child abuse and neglect whenever staff have a reasonable suspicion. Staff may not investigate to confirm the suspicion. Both the staff name and the report itself are confidential and cannot be disclosed except to authorized agencies.
71. Requirement of the **AVAILABILITY OF PROSPECTUS**. The school site must compile a prospectus of the curriculum including titles, descriptions, and instructional aims of every course offered by the school. Prospectus to be reproduced and made available, upon request by parent or guardian, for inspection. (EC 49063 and 49091.14)
72. The district maintains courses in **DRIVER'S TRAINING** and advises parents and guardians of the potential civil and liability and of the mandated insurance coverage. (EC 35211)

ATTENDANCE OPTIONS: Per EC 48980 (h) Requirement

The Santa Ynez Valley Union High School District currently provides comprehensive educational programs for school-age children enrolled in grades nine through twelve. These programs are available on a limited basis through statutory attendance options to students who reside outside Santa Ynez Valley Union High School District boundaries. Additional attendance options as described below are available on a limited basis to pupils whose parents or guardians currently reside within the Santa Ynez Valley Union High School District's attendance boundaries and to pupils who have established residency pursuant to provisions of EC 46600.

Current local attendance options available to district pupils are as follows:

EC 46600 Interdistrict Attendance: Establishes that two or more school districts may enter into an agreement to allow a pupil to attend a district outside the district of residence. Such transfers are subject to local board policy approval. (Note: At the December 12, 2002 board meeting, the Board of Education took action not to accept any new interdistrict transfer students based on Education Code 48204(3): The additional cost of educating the student exceeds the amount of additional State aid received as a result of the transfer).

If a pupil's residence is in the Santa Ynez Valley Union High School District and a parent wishes to transfer the pupil to a school out of the Santa Ynez Valley Union High School District, contact Mrs. Cypert in the District Office (688-6487, extension 3570) for procedures.

For additional information about the attendance options described in this notification, please contact Mr. Scott Cory, District Superintendent, 688-6487, extension 3200.

BOARD POLICIES

Please click the link below for the Santa Ynez Valley Union High School District board policies:

<http://gamutonline.net/indexframes.html>

UNIFORM COMPLAINT PROCEDURES

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures (UCP) to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties (5 CCR 4622). The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge.

(5 CCR 4622)

The district is primarily responsible for compliance with state and federal laws and regulations.

The Governing Board designates the following compliance officer to receive and investigate complaints and ensure district compliance with law:

Mr. Cris Avery
Santa Ynez Valley Union High School District
2975 E Hwy 246 (P.O. Box 398)
Santa Ynez, CA 93460
Telephone: 805-688-6487, Extension 2355

The district shall investigate and seek to resolve complaints at the local level using the policies and procedures adopted by the local board as the Uniform Complaint Procedures. These procedures shall be used when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color or physical or mental disability, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, career/technical, Indian education, migrant education, vocational education, child care and development, programs, child nutrition programs, and special education programs.

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the district (5 CCR 4630). Complainants shall be protected from retaliation and the identity of a complainant alleging discrimination shall remain confidential as appropriate.

The district complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the parties have agreed in writing to an extension of the timeline.

An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.

The complainant has a right to appeal the district's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the district's

decision. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

The complainant has a right to take some complaints directly to the CDE or to pursue remedies before civil courts or other public agencies.

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

You may appeal the district's decision to the CDE by filing a written appeal with the State Superintendent within fifteen days after receiving the district decision.

The appeal must:

1. Specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law is misapplied.
2. Include a copy of the original complaint and a copy of the district's decision.

CIVIL LAW REMEDIES

Civil law remedies may be available under state or federal discrimination laws, if applicable. A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

ACADEMIC HONESTY

Definition of Cheating

Cheating is the deliberate attempt to disrupt the evaluation process and includes such behavior as permitting another student to copy from a test.

Teachers need to be able to clearly demonstrate that cheating has occurred before this policy is implemented. Concrete evidence of cheating includes possession of cheat notes and/or answers to exam questions from extraneous sources, identical answers on unlike problems on an exam, plagiarism on papers, taking, possession, or posting photographic images of standardized test materials, and so forth.

Level One

- Copying homework or files
- Allowing homework to be copied
- Passing materials, homework or test information (not during a test)
- Collaborating when assignment is to work independently
- Copying or closely paraphrasing a brief passage, sentences or phrases

Level Two

- Looking at, or allowing someone else to look at, your own or another's paper during a test or quiz
- Copying on a quiz
- Allowing someone to copy off of your test
- Giving test information to other students (different classes)
- Using technology during an exam/quiz
- Any unauthorized entry, use, duplication of electronic files, location, paper, etc., for the purpose of an academic advantage
- Stealing homework, a test or notebooks from a student
- Plagiarizing papers (more than a brief passage)
- Using stolen exams or quizzes
- Using an unauthorized "cheat sheet" on a test
- Submitting someone else's work or file as your own

Level Three

- Altering a teacher's grade book
- Stealing tests or notebook from a teacher
- Testing under a false name
- Taking, possessing or posting photographic images of standardized test materials

Consequences of Academic Dishonesty

When it is determined that the student has cheated, the following will occur:

First Offense at Level One: (Step One Incident)

- Student receives 0 or F on the assignment
- Notification of parents
- Discussion with student by administration
- Logged into Discipline File
- Saturday School or after-school tutorial

Second Offense at Level One or First Offense at Level Two: (Step Two Incident)

- Student receives 0 or F on the assignment
- Meeting with administration, parents and student
- Logged into Discipline File
- Co-curricular suspension for 30 days
- Student becomes ineligible for California Scholarship Federation and National Honor Society
- Student will not be eligible for school honors for a 12-month period (graduation speaker, school awards, etc.)
- In-school suspension

Third Offense at Level One, Second Offense at Level Two or First Offense at Level Three: (Step Three Incident)

- Student is drop failed from the applicable class (reflected on transcript)
- Meeting with administration, parents and student
- Logged into Discipline File
- Student is ineligible for any co-curricular activity for a 12-month period
- Student will not be eligible for school honors for a 12-month period (graduation speaker, school awards, etc.)

A parent may appeal any academic honesty infraction to the Academic Honesty Appeals Committee chaired by the Principal or designee and not less than three appropriate faculty members.

COLLEGE ADMISSION REQUIREMENTS / HIGHER EDUCATION INFORMATION

Students planning to attend a college or university must select their academic programs to meet the specific requirements of the higher institution as requirements vary from one institution to another. Generally, private colleges and universities consider the quality and quantity of academic preparation. Capable students are urged to meet the admissions requirements for the University of California/California State University (UC/CSU) system if undecided about a particular college.

Please note that university admissions directors indicate that chances for admission are enhanced by a strong school record that reflects demanding courses. Additionally, participation in a well-managed extracurricular program is recommended. Applications for the UC and CSU systems are usually available online by the first of October. The initial filing period for CSU applications begins October 1st and for the UC on November 1st. Watch the deadlines as most UC's only accept applications through Nov 30th. Applications for private/independent colleges and universities will need to be requested directly from the college by the student. Most private colleges and universities will require letters of recommendation. **Letters of recommendation must be requested at least ten school work days prior to their due date. Students are warned that counselors and teachers are unavailable over the Christmas break.**

Community Colleges

There are no specific courses, GPA, or admission tests required for acceptance to a California community college. Allan Hancock College requires new students to attend a START testing session, which will include basic skills assessment, orientation to the college, and advising by counselors. Other community colleges require a placement test and an orientation. **Students who intend to transfer to another college after completing community college should plan a high school program that will enable them eventually to handle university-level study.** Community colleges also offer vocational/technical programs. For more information on California Community College admission requirements, please refer to the follow website: www.ccco.edu

Private Colleges and Universities

Each private college/university throughout the country has its own admissions requirements. While some have requirements similar to a UC or CSU, students should always learn about each campus' requirements before applying (including College Entrance Tests). Typically, the best way to learn about each college is to go to its official website or contact the Admissions Office. Students may see their counselor to find those sites. Students should be aware that awarding weighted grades for honors, AP courses are at the discretion of each college.

University of California / California State University Systems

The University of California (UC) and California State University (CSU) systems each have the same minimum course requirements called “*A-G Requirement*”. To meet these requirements, students must earn a “C” grade or above in each course. Not all Honors, or AP course grades weighted by the high school are weighted by the UC and CSU. The UC system highly recommends that students go above and beyond the minimum course requirements with a challenging course load throughout high school. Each system requires students to submit *College Entrance Test* scores from either the SAT Reasoning Test or ACT. An *Eligibility Index* is used by the UC and CSU to take into account students’ GPA in A-G courses and scores from Entrance Tests. Meeting the Eligibility Index does not guarantee admissions; it only indicates that a student has met at least the minimum standards.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career r preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: www.cde.ca.gov/da/si/rp.

You may meet with a school counselor to choose courses at your school that will meet college admission requirements or enroll in career technical education courses, or both. For further information, contact the lead counselor –Mr. Jon Morris at 805-688-6487, extension 3210.

AB 2260, the Healthy Schools Act of 2000

In September 2000, Governor Davis signed into law the Healthy Schools Act of 2000 (Assembly Bill 2260). This law requires schools to notify parents, guardians and school employees about pesticides used in their schools, and requires the Department of Pesticide Regulation to promote the voluntary adoption of integrated pest management (IPM) practices in California schools. Most provisions of the law took effect January 1, 2001. Each school district is to implement the following requirements of the law:

- Notification of all pesticide products the school district expects to use on school grounds must be sent annually to parents or guardians of all students. These products include over-the-counter pesticides available at retail outlets, but do not include certain products exempted under the law. The notifications must list the active ingredients in each pesticide product and the Internet address for the Department of Pesticide Regulation (DPR) to access additional information. Visit DPR's Web site at <http://www.cdpr.ca.gov> and click on School IPM Program.
- Each school will establish a list of parents or guardians who want to be notified before individual pesticide applications are made.
- Each school district will ensure that warning notices are posted in areas where pesticides will be applied. These signs will be posted 24 hours in advance and 72 hours after application of pesticides, and will contain information as specified in the law.
- Each school will maintain records of all pesticide use at the school for four years and the records will be available to the public upon request.
- For more information, contact your local school district.

The Department of Pesticide Regulation's school IPM program aims to promote and facilitate the voluntary adoption of IPM programs.

- DPR will develop a model IPM program guidebook that reflects conditions in California.
- DPR will establish and maintain an Internet Web site that functions as a comprehensive directory of IPM resources.
- DPR will assist school districts to establish IPM policies and programs.
- DPR will establish an IPM training program for individuals designated by the districts to be in charge of pest management.

For more information, go to T<http://www.cdpr.ca.gov>/T and click on School IPM Program, or email DPR at school_ipm@empm.cdpr.ca.gov.

Pesticide Information

The Healthy Schools Act of 2000 (as amended by Assembly Bill 2865, Chapter 865, Statutes of 2006) requires all California school districts and child day care centers to notify parents and guardians of pesticides that they expect will be applied during the upcoming year. We want to notify you that the following pesticides may be used in the Santa Ynez Valley Union High School District during the 2018-2019 school year.

PESTICIDE -ACTIVE INGREDIENT(S)

Weed-B-Gone Lawn, Weed Killer 2-Dimethylamine Salt of 2, Propionic Acid

Roundup Pro-Isopropylamine Salt

Roundup-Isopropylamine Salt

Sluggo-Iron Phosphate

Proposed Dates to Apply Pesticides

Below please find locations, and products we are proposing to apply during the 2018-2019 school year. The areas to be treated will be posted 24 hours in advance of application and for 72 hours after application. Scheduled as follows: Nov. 19-23, 2018, Dec. 26- 28, 2018, Feb. 19- 22, 2019, April 1- 5, 2019. We make every effort to perform this work when the students are not in attendance.

See list for areas to be treated and the products that will be applied:

Roundup Pro will be applied to weeds along the fence lines of the campus at Stadium Drive, Refugio Road/ Highway 246, along Elks Field/ the perimeters of the west unincorporated parking lot. The bricked areas east of the library west of the B Building, the bricked area north of the MP Building/south of NG2, interior of the Central Plant, west exterior side of the Central Plant. In addition, Elks Field, the inner boundaries of the Baseball Diamonds/areas adjacent to the Stadium Field, Track/ tennis court areas will receive an application. The inner areas of Refugio High School will be treated as well.

Weed-B-Gone will be applied on the north/ west/ east sides of the E and L Buildings, north side of the C Building, north/south sides of rooms NG1 and NG2, north side of the B Building, south, east / west sides of the Administration Building, south side of the MP Building, north side of the New Gym, east /south sides of the pool area, north side of the Weight Room /west side of the East Plaza Permanent Portable Class Room Plaza, the inner lawn areas at Refugio High School, the baseball field infield.

Sluggo will be applied around plant beds, Science Bldg. A, Bldg. P, Old GYM south side, New GYM east side and Bldg. C.

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's School IPM Web site at

<http://www.schoolipm.info>

If you have any questions concerning these applications, you may contact Mr. Cesar Lugo Maintenance and Operations Manager at (805) 686-3572 or email: clugo@syvuhd.org