



Jamestown Elementary School District

“CREATING A SAFE, RESPECTFUL LEARNING COMMUNITY”

2018 - 2019 Parent Handbook Rights and Responsibilities

A message from the Superintendent

The Jamestown School District Board and our talented and qualified staff are excited to welcome you to the 2018-19 school year! We are committed to providing opportunities for growth and learning to all students in a positive and nurturing educational environment.

This Parent Handbook provides valuable information about our policies, requirements and expectations that will assist both students and parents. Please take the time to read this document as a parent-student team, as it is an important resource for all students to be successful. If you have any questions about our procedures and policies, please feel free to contact the school office.

We look forward to working together as an entire school community to promote a safe and respectful learning environment that will benefit all of our students.

Best wishes for a successful school year,

Contessa Pelfrey
Superintendent

Jamestown School District

18299 Fifth Avenue, Jamestown, CA 95327
PHONE: (209) 984-4058 FAX: (209) 984-0434
www.jespanthers.org

Jamestown Elementary School
18299 Fifth Avenue
Jamestown, California
(209) 984-5217

Chinese Camp Science Academy
13444 Red Hills Road
Chinese Camp, California
(209) 984-5421

Please review the material in this booklet. Then SIGN and RETURN the acknowledgement form included in your packet to your school.

Jamestown School District Important Phone Numbers

Contessa Pelfrey, Superintendent	Jamestown School	(209) 984-5217
(209) 984-4058	School Office	ext. 3151
Joan Perry, Principal	24-Hour Attendance Line	ext. 3197
(209) 984-5217		
<u>Departments</u>		
(209) 984-5217	<u>Chinese Camp School</u>	(209) 984-5421
Transportation	ext. 3113	
Food Service	ext. 3145	<u>Family Resource Center</u>
		(209) 984-4704
District Office	ext. 3155	<u>After School Program</u>
		ext. 3102

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Please acknowledge receipt of this useful information

Please share the following information wth your family and sign the Acknowledgement Form in the Registration Folder.

HOME / SCHOOL COMMUNICATIONS

Jamestown School believes that regular home-school communication is an essential building block to success in general, and that positive parent-teacher interaction translates to improved student performance.

Mondays

Information, including flyers, the monthly newsletter and homework assignments are sent home on Mondays.

Conferences

Parent conferences are scheduled during the first trimester. The school day is shortened during conference week so that parents and teachers have time to meet and discuss student challenges and progress. Teachers are available for conferences on other days and times by appointment.

PowerSchool Parent Portal

Parents and students in grades 6-8 have access to current grades, assignments and attendance information through the web-based portal for parents. Parents receive passwords at Arena Registration and Back to School Night. Parents can also contact teachers for their child's password.

Reports Regarding Pupil Achievement

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. Each trimester parents receive a written Report Card that reflects student progress in classwork and proficiency levels and indicates educational growth in relation to the student's ability, citizenship and effort. Periodic Progress Reports are also sent home for grades 4-8. [EC 49067]

Automated Event Caller

An automated phone, email, or text communication system may be used to contact families about important special events and to follow up on student absences.

As the parent of a student you have many rights and responsibilities. This booklet talks about many of those and laws, policies and statutes which cover them. We suggest you read it. We must get the signed acknowledgement form included in your packet returned or your child may not be able to attend classes.

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

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

BP District Board Policy

FAC Food and Agriculture Code

AR Administrative Regulation

USC United States Code

EC Education Code

CFR Code of Federal Regulations

HSC Health and Safety Code

ESEA Elementary and Secondary Education Act [20 USC 7114(D)(7)]

PC Penal Code

PPRA Pupil Privacy Rights Amendment

WIC Welfare and Institutions Code

FERPA Family Educational Rights and Privacy Act

CCR California Code of Regulations

PPACA Patient Protection and Affordable Care Act [PL 111-148]

CC Civil Code

Title VI Title VI of the Civil Rights Act of 1964 [42 USC 1981]

FC Family Code

Title IX Title IX of the Civil Rights Act of 1964 [20 USC 1681-1688]

GC Government Code

IDEA Individuals with Disabilities Education Act

VC Vehicle Code

§ 504 Section 504 of the Rehabilitation Act of 1973 [29 USC 794(a)]

BPC Business and Professions Code

EOA Equal Opportunities Act [20 USC 1701]

CAMPUS EVENTS

■ Back to School Night:

Parents and guardians are invited to Back-to-School Night. Teachers explain their programs for the year including grading policies, academic and behavioral expectations, homework, projects, and unique activities.

■ Open House:

Parents have an opportunity to view student work and portfolios as they visit classrooms. Also, art and other awards are given at Open House.

■ Special Evenings:

Special gatherings such as Family Literacy Night or Science Night are an opportunity for parents, children and staff to share learning experiences.

■ Parenting Classes:

Parenting classes are periodically scheduled at the Jamestown Family Resource Center. Call 984-4704 for more information.

CAMPUS INFORMATION

■ Closed Campus

The Jamestown School District has a closed campus policy. Students must remain on grounds during school hours. When it is necessary for students to leave campus during school hours, parents or guardians must sign them out in the school office and then escort them off grounds.

For safety reasons, if a child is to be picked up by someone other than parents, that individual must have a note from the child's parent and sign the child out in the school office.

■ Visitor Passes

Parents and visitors on official business must check in and out at the school office before visiting the classrooms and other areas. For everyone's safety, a visitor's pass must be worn while on campus. Students who are not currently enrolled at Jamestown School may not attend classes or be on campus.

■ Arrival/Dismissal

Students should not arrive before 8:00 a.m. (7:50 a.m. if eating breakfast at school) and must leave campus when classes are dismissed. Supervision is limited to these hours.

Students may not be on campus without appropriate supervision.

With parental permission, 4th graders and older may walk home unaccompanied. Third graders and younger should be escorted by an adult or older student.

Walking along side or crossing Hwy. 108 is not safe and therefore is not allowed for the purpose of coming to school or going home from school.

■ Lost and Found

Items that are found should be placed on the Lost and Found rack, located in the back of the cafeteria. Those who have lost items should promptly claim missing articles because the rack is periodically cleared and donated to charity. Families are advised to label children's clothing so that items that end up in Lost and Found can be returned to their owner.

■ Office Phone

Students may use the school office phone only in the event of emergencies and then only with the permission of the office staff.

Families should make social plans and transportation arrangements prior to the start of the school day. In order to keep classroom interruptions to a minimum, telephone messages will not be delivered to students except in the event of an emergency.

■ Snow Information

On days when the weather is extreme, families should listen to the following radio stations that will broadcast information about any change in school or bus schedules:

KVML or STAR AM 1450 or FM 92.7

KKBN FM 93.5

Updates are also posted at www.mymotherlode.com

FOOD SERVICE

The Jamestown School Board believes that food and beverages available to students during school should support good health. Food service provided by the district meets the nutritional guidelines of the National School Lunch Program. Both breakfast and lunch are served daily.

■ National School Lunch Program

The District's Food Service Department serves breakfast and lunch daily, and seeks to ensure no child is denied meals. The meal program is self-sufficient so that other student services are not impacted when meals are not paid for. Students may pay for meals on a per-meal basis

or parents/guardians may pay for meals in advance by contacting Debbie Barnum, Food Services Manager at dbarnum@jespanthers.org or (209) 984-5217 ext. 3145. The District will contact you if your account a zero dollar (\$0) balance. The District may be able to create a repayment plan or to explain the Free and Reduced meal plan; participation in the plan is confidential. [EC 49510-49520, 49558; 42 USC 1761(a)]

■ Express Enrollment

Jamestown is an Express Enrollment School District. With parent authorization, information from the National School Lunch Application can be shared with the Tuolumne County Social Services Department to determine their child's qualification for MediCal or Healthy Families, California subsidized health care programs.

■ Meal Prices

The full cost of breakfast is \$2.00 and the full cost of lunch is \$2.75. The reduced cost is .30 for breakfast and .40 for lunch. Payment may be made either before classes begin or during morning recess. Money received after this time will be recorded the next day. Those who prepay for ten or more lunches will receive an ice cream at no cost.

Lunch charges in excess of \$15 will not be permitted. Report cards may be held until cafeteria fees are paid.

Children's index fingers are scanned to record lunch participation.

Jamestown is an equal opportunity provider. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY).

The Food Service Manager is available at 984-5217 extension 3145 to answer questions about menus, payment, or any cafeteria related matter.

ATTENDANCE

■ Attendance Policy

Healthy kids need to arrive at school on time every day. Attendance is one of the most critical factors contributing to school success. Students with regular attendance usually earn better grades and score higher on tests. Jamestown students are expected to attend class 100% of the time, 180 days per year.

According to the California Education Code, three (3) unexcused/unverified absences or three (3) unexcused tardies over 30 minutes or any combination of, label a student as truant. More than three (3) unverified or unexcused tardies over 30 minutes (habitual truancy) will result in further attendance action. Parent illness, shopping

trips, and vacation days are examples of unexcused absences. Excessive absences may also trigger a truancy warning. Unexcused absences of more than 10% of the school year are considered chronically truant.

■ Absences

Parents should call the school office before 8:30 a.m. each day their child must be absent from school. A 24-Hour Attendance Phone Line is available for messages at 984-5217 Ext. 3197. In the event parents cannot call, the student must bring a note verifying the reason for the absence when s/he returns to school. Absence notes must be given to the school office for filing.

■ Tardiness

Students arriving after the final morning bell are tardy. A pass from the office is required when students **arrive after 8:30 a.m.** Frequent unexcused tardies or absences may result in a detention and/or a referral to the School Attendance Review Board. The office may verify tardiness or absence due to medical/dental appointments.

■ Saturday School

Saturday School allows students to make up absences and complete schoolwork and the district to reclaim lost revenues. Saturday School (8 a.m. to noon) offers enrichment and academics. Saturday School participation may be credited toward a Perfect Attendance Award, but may not be used to bank days to use against future absences. Of course, to receive credit for Saturday School, students must be on time and have acceptable behavior.

■ Independent Study (Minimum 5 days)

In order to qualify for Independent Study, a parent must make a request of the teacher and the school office at least 72 hours prior to the absence. Independent Study must be for a minimum of five school days, and typically no longer than two weeks. Students must complete all assigned work to receive full credit. Completed work should be returned on the day the student returns to school.

■ Illness

Although regular attendance is vital to school performance, students should not come to school when they are ill.* If a student becomes ill or is injured at school s/he should request a pass from the teacher and report to the school office. If necessary, a parent will be contacted to pick up the student. Students may not leave the school grounds to go home because of illness or injury without first checking out through the office. (* ill = diarrhea, vomiting, fever or disease)

■ Medical Appointments

Parents should arrange their child's medical and dental appointments after school whenever possible. Appointments may be verified as needed. Students should bring back a doctor's note excusing their absence. Parents must sign out their child in the school office prior to leaving campus for appointments.

■ General Absences

Children cannot learn if they are not in school. Children learn early about being on time and not missing school. For students 6 to 18 years old, daily school attendance is compulsory. Daily school attendance improves student achievement. Teach your child to be on time and that school attendance is an important family value. Any absence of 10% or more is considered as chronic absenteeism.

It is also important that you know the state only awards funding to school districts for actual attendance. The state no longer funds districts for the excused absences listed below. Always review the school calendar and plan activities and vacations during days off. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

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

1. Notwithstanding EC 48200, a pupil shall be excused from school when the absence is:
 - A. Due to his or her illness.
 - B. Due to quarantine under the direction of a county or city health officer.
 - C. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - D. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - E. For the purpose of jury duty in the manner provided for by law.
 - F. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - G. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony

of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

- H. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - I. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 - J. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
 - K. Participation in religious instruction or exercises in accordance with district policy.
2. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
 3. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
 4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
 5. "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil." [EC 48205, 51101]

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

■ Minimum Days/Pupil Free Staff Development Days

If your child will be affected by minimum days or staff development days, the district will notify you at least one month in advance. [EC 48980(c)]

■ Attendance Options

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

1. Interdistrict Attendance

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

Interdistrict Attendance Permits

The Board may enter into an agreement with any other school district for a term not to exceed 5 years, for the interdistrict attendance of students who are residents of the district.

Upon request by students’ parents/guardians, the Superintendent or designee may approve interdistrict attendance permits with other districts on a case-by-case basis to meet individual student needs, subject to the terms and conditions of the interdistrict attendance agreement.

The Superintendent or designee shall ensure that interdistrict permits specify the terms and conditions agreed to by both districts for the granting, denial, or revocation of the permit as well as the standards for reapplication.

The Superintendent or designee may deny the granting of an interdistrict attendance permit because of overcrowding within district schools or limited district resources.

Transportation

The district shall not provide transportation outside any school attendance area. Upon request, the Superintendent or designee may authorize transportation for students living outside an attendance area to and from designated bus stops within the attendance area if space is available. Priority for such transportation shall be based on demonstrated financial need.

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

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

In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state’s standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice.

A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district to a school district of choice, if the other district approves the application for transfer. [BP 5117 November 2017; EC 41020, 46600-46611, 48204, 48300-48316, 48350-48361, 48915, 48915.1, 48918, 48980, 52317]

2. Open Enrollment

Due to the transition to the new California Assessment of Student Performance and Progress system, the open enrollment list for 2018-2019 cannot be calculated. The District had at least one school on the list of 1,000 low-achieving schools for the 2015-2016 school year, but many changes have occurred since the creation of this list. For information about transferring to a different school under this provision, please contact the District Office. [EC 48350-48361, 51101]

3. Attendance Where Caregiver Resides

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

4. Attendance in District in Which Parent or Guardian is Employed

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

5. Enrollment of Homeless or Foster Youth

Foster and homeless children living in the District shall be permitted to attend a school in the District unless they: 1) stay enrolled at their school of origin outside the District, 2) their IEP indicates attendance elsewhere, or 3) the parent or guardian, with knowledge of all options, declares in writing otherwise. They also have rights to immediate enrollment in school, site and program attendance, and free after school

programs. [EC 48204, 48850-48859, 48645.3, 51225.1, 56055; 5 CCR 4622; WIC 361, 726]

■ Individualized Instruction

You must notify the school if your child has a temporary disability and cannot attend regular classrooms. The District will provide instruction in the home or in a hospital or other residential health facility if the student meets the District residency requirement. If your temporarily disabled child is located outside your school district, notify both the district where you reside and where the child is located. [EC 48206.3, 48207, 48208, 48980(b)]

■ Truancy

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

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

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

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

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

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

Parent Penalties: In Education Code; first conviction – up to \$100 fine; second conviction – up to \$200 fine; third – up to \$500 fine. In Penal Code; parents of elementary students who are chronic truants face a fine up to \$2,000; imprisonment up to one year; or both. They may also be scheduled to meet regularly with district staff and/or referred for help. It is

recommended that the parent or guardian attend classes at school with the student for one day.

[EC 48260, 48260.5, 48261, 48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320; PC 270.1, 830.1; WIC 256, 258, 601, 601.3; VC 13202.7]

■ Notice of Alternative Schools

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

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

INSTRUCTIONAL PROGRAM AND CURRICULUM

The Jamestown School District works hard to offer every student a quality education. The district's curriculum is based on California State Common Core Standards. These standards spell out the content that teachers are responsible to deliver in the classroom and the skills that students need to master at each grade level.

Students who do not meet grade level standards receive academic assistance in the classroom, through the district's reading and math interventions, as well as through the After School and Supplemental Program.

Jamestown School District has two additional educational program opportunities. First, we have implemented a Science

Academy at our Chinese Camp campus. This program focuses on Project-Based Science instruction that is integrated into the other subject areas. It is designed with smaller class sizes in mind, frequent field trips, numerous hands-on learning experiences, and an emphasis on community service and partnerships. Secondly, we are the first school in the county to provide a Dual Language Immersion Program where students will be taught in both English and Spanish with the goal of becoming bilingual and bi-literate by the 6th grade. This is an exciting opportunity for students to acquire a second language as they learn grade level standards-based curriculum.

The district also offers a high quality Visual and Performing Arts Program. A Music Specialist provides classroom instruction to those in primary grades. Third and fourth graders play recorders to prepare them to participate in band as they acquire skill with instruments. Students in grades 5-8 may participate in band. A Credentialed Art Teacher offers well sequenced instruction based on Visual Arts Standards to all students.

The Jamestown School District recognizes the educational value of instructional technology. Students have access to and experience with technology. Every classroom has Internet access, with regularly updated blocking software, and computers for student use. Each child is instructed in the appropriate use of technology and how to effectively employ it both as a learning resource and a tool for productivity.

■ District Courses

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

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

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

■ California State Academic Standards

California along with most other States developed and

adopted common academic standards in core curriculum areas. They are rigorous, internationally benchmarked, and research- and evidence-based.

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

■ LCFF and LCAP

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

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

■ Homeless, Foster, and Juvenile Court Youth

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

Language Learning Programs

The District offers a language learning program, Dual Language Immersion — classrooms composed of English speakers and foreign language students. [EC 306, 310(b)(2)]

Curriculum and Personal Beliefs

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

Family Life, Human Development, and Sexual Health Education

Your child will be taking classes in compliance with the California Healthy Youth Act. These will include instruction in comprehensive sexual health education, HIV prevention education, and research findings regarding pupil health behaviors and risks. Any written and audio-visual educational materials planned for use are available for inspection prior to the start of classes. You may have copies of non-copyrighted material that will be presented by a consultant or guest speaker for ten cents (10¢) per page. You will be notified before such instruction, and have a right to request, in writing, that your child not participate in any or all activities. You may withdraw this request at any time. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses. Staff teaches these classes. During this class, students in grades 7-12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, or questionnaires measuring student attitudes toward health, sex, and risk behaviors. Copies of Education Code Sections 51933, 51934, and 51938 can be requested from the District or can be obtained online at www.leginfo.legislature.ca.gov. [EC 51933, 51934, 51937-51939]

Dissection of Animals

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

Tests/Surveys on Personal Beliefs

You and/or your children over 18 will be notified and will be asked for written permission before your child is given any test, questionnaire, survey, examination, or marketing material containing questions about your child's, or his/her parents' or guardians' personal beliefs or practices in politics, mental health, anti-social, illegal, self-incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may also opt out of their child supplying information to be used for marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to the surveys and personal information. Notice will be sent to parents prior to any such test or survey. If you believe your rights have been violated, you may file a complaint with the Family Policy Compliance Office at U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920. [EC 51513, 60614, 51938; 60615; PPRA; 34 CFR 98; ESEA]

Promotion Standards

Requirements

Students must complete classes in math, science, language arts, social science, physical education, and electives during both their seventh and eighth grade years. There are two plans for meeting promotion standards. Both plans reflect the strong commitment to academic standards, reasonable attendance, and good citizenship by the Jamestown School Board. Students are required to:

1. have 70 or more citizenship points five (5) days in advance of the promotion activities and ceremony
2. have an 85% attendance rate for a minimum of 153 days during the 8th grade year
3. meet the academic standards of either Plan A or Plan B as outlined below

Plan A: Students need to earn a 2.0 or better cumulative GPA for the seventh and eighth grade years. Students will not be allowed to improve any grades received on a report card other than incompletes due to absences.

Plan B: This plan validates the importance of 7th grade and creates possibilities of promotion for students who attained less than a 2.0 GPA in their 7th grade year.

Students can obtain credits by taking advantage of additional learning opportunities. Students who obtain the required credits will need a cumulative 8th grade GPA of 2.0 to achieve 8th grade promotion. After achieving the required credits, the 7th grade GPA will be dropped from the cumulative calculation.

Students with a 7th grade GPA of greater than or equal to 1.5 will need to earn 175 credits

Students who had a 7th grade GPA of less than 1.5 will need to earn 200 credits.

Credits can be earned for these activities:

- Summer School with regular attendance, full participation, and completion of assignments, (proportional credit will be possible with prior approval)=80 credits
- Saturday School, each day of attendance=15 credits
- Trimester Achievement or Honor Award=15 credits
- After School Support, 1 day of attendance =5 credits. Students serving after school mandatory detentions cannot earn credits
- Trimester Perfect Attendance=10 credits

Transfer Students

Students transferring into the Jamestown School District in the seventh or eighth grades will have records from their previous school(s) evaluated using the same criteria as those who are continuing students. In the case of citizenship points, transferees with 1/3 year remaining will start with 80 points, 2/3 year remaining will start with 90 points, and those who transfer into JES within the first six weeks of school will start with 100 points.

Promotion Appeal Procedures

Students who may not meet 8th grade promotion activities requirements will be notified in writing within one week of the conclusion of the third trimester progress report grading period. Students will be given the opportunity to complete a Promotion Appeal Form. This form must be turned into the Principal by the designated due date.

The Appeal Committee will consist of three teachers, the principal, and the Resource Center Director. Parents will be given prior notice of the date of the appeals committee meeting. The committee will review the anonymous Promotion Appeal Form and determine whether the student may participate in any of the promotion activities. The student and their parent/guardian will be notified of the committee's decision in a timely fashion.

Eighth Grade Promotion Trip

Each year the eighth graders select a location for a Promotion Trip. Students are expected to pay for the trip. Permission forms are required. Telephone permission cannot be accepted. For students who are ineligible to participate in the eighth grade promotion trip, classes will be provided during school hours, and ineligible students are expected to be in attendance. To be eligible for the trip students must be academically eligible under either Plan A or Plan B. Students must also meet citizenship and attendance eligibility for promotion to participate in the class trip.

Eighth Grade Promotion Dance

Students must be citizenship and attendance eligible to attend the 8th grade dance. The dance is held following the promotion ceremony. Only seventh and eighth graders from Jamestown School may attend the dance. Each student must have a permission form signed by his/her parent. Students may not leave the dance unless a parent or guardian picks them up. Consistent with school policy, those who do not attend school on the day of the dance will not be eligible to participate.

Note: Students who fall below 70 points five days or less prior to graduation will not have sufficient time to make up lost points.

■ Student Activities

Athletics

Athletics provide a major contribution to fitness of the participant through:

- the development of and appreciation for health and physical fitness
- learning the "give and take" essential to emotional adjustment
- practicing good sportsmanship, citizenship, and cooperation
- gaining an understanding of self discipline and the rewards of hard work

Jamestown School District participates in the following school sports: Boys' sports are cross country, basketball, wrestling, and track; Girls' sports are cross country, basketball, volleyball, and track.

Each participating student must submit a completed After-School Sports Permission Form signed by their parent and their teacher. They must meet eligibility requirements in order to participate (see page 21 for eligibility requirements). Students who are ineligible may practice with a team but may not suit up or play in any games or travel to any away games.

Students who miss excessive practices or games due to unexcused absences may be benched or dropped from the team. Absences due to funeral, illness, or doctor/dentist appointments may be excused at the coaches discretion. Students may be dropped from a team for inappropriate behavior or for being left by parents without transportation after games. Students may leave campus between school dismissal and game time only with school and parent permission. While athletes are on campus, however, they are to remain under the supervision of the coach or adult in charge of the activity.

Dances

With the signed permission from their parents, citizenship

and attendance eligible (70+ points – see page 21 for eligibility requirements) sixth, seventh, and eighth grade students may attend school dances, which are normally held on Friday evenings. Participation is limited to those attending Jamestown School District. Students must stay until the conclusion of the dance, unless they are picked up by a parent or guardian. Parent or guardian must pick up student promptly when dance is over.

■ Student Recognition

Jamestown School believes in encouragement and incentives for various personal achievements. Recognition of excellence in scholarship, citizenship, volunteer service and attendance is done in classrooms, assemblies, and at various events.

Scholarship

Students achieving Honor Roll (3.5 - 4.0 GPA) status are presented with a certificate and incentive awards, and their names are published in the Union Democrat after each trimester. Merit Roll (3.0 - 3.49 GPA) recipients are similarly recognized.

Honor Guard

Six 7th- graders who have at least 70 citizenship points and the highest GPAs at 2nd Trimester grading period will be selected to serve as Honor Guards at the 8th Grade Promotion Ceremony.

Citizenship

Students who maintain 100 citizenship points are recognized as members of the Century Citizenship Club. Students are allowed to learn from minor mistakes and regain their membership by re-depositing a maximum of 5 points per year. In order to qualify, redeposits must be made within 30 school days of the infraction. Century Club students are eligible for a celebration at the end of the year.

Attendance

Students with Perfect Attendance receive special recognition. At Jamestown School District, Perfect Attendance means students have attended school every day, although partial day absences due to illness or medical appointments are permitted. We understand that absences may occur, but encourage and reward students to participate in the “Under 5 Absence Challenge”. Attending Saturday School to replace an absence counts toward Perfect Attendance.

Other Recognition

Positive Referrals are used to randomly recognize various accomplishments of students at all grade levels. Positive referrals may be generated for achievement in the classroom, an act of kindness on the playground, good behavior on the bus or any other contribution noticed by a staff member.

Pride Cards reward students for following school and class rules and demonstrating positive character traits. Students are recognized with awards through weekly drawings.

Students selected by their teacher as Student of the Week receive prizes, and their names are read during Monday morning announcements. The Student of the Month has his/her photograph published in the newspaper, name on the marquee, and receives certificates from merchants. Students are recognized for demonstrating outstanding character traits through monthly assemblies.

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8th Grade Promotion Awards

Seventh and Eighth Grade parents receive a description of additional awards that are awarded at the Promotion Ceremony.

SCHOOL RECORDS AND STUDENT ACHIEVEMENT

■ Pupil Records

Parents, guardians, foster parents, certain caregivers, and students over 18 have the right to review, get copies, and inspect school records within five business days of a written or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained. Student records are provided to schools where student transfers or wants to enroll. In some instances information about your child may be released to District staff, foster agencies, short-term residential treatment programs, after school programs, summer camps, lawyers, law enforcement, state researchers, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, health information. The records are maintained at Jamestown School office by the principal. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. District policy or administrative regulation 5125 sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for fifteen

cents (15¢) per page. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You can challenge the records if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You can file a complaint about how your request was handled with the district or with United States Department of Education. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student's record. [EC 8484.1, 49063, 49060, 49068, 49069, 49069.3, 49070-49079.7, 51101, 56043, 56504; CC 1798.24(t); FERPA; 20 USC 1232(g); 34 CFR Part 99]

Student Data from Social Media Websites

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

■ Teacher Qualifications

A provision of federal Title I requires all districts to notify parents of children in Title I schools that they have the right to request and receive timely information on the professional qualifications of classroom teachers and paraprofessionals including state qualifications, licensing for the grade level or subject taught, any waivers for qualifications, emergency provisions, college major, graduate degrees and subject, and if paraprofessionals or aides are in the classroom and what their qualifications are. [ESEA; 20 USC 6311; 34 CFR 200.61]

■ Release of Directory Information

The law allows schools to release "directory information" to certain persons or organizations including military recruiters. Directory information includes student's name, address, telephone number, email address, date of birth, dates of attendance, and the most recent previous school attended. You may have the district withhold any of this information by submitting a request in writing. In the case of students with exceptional needs or who are homeless, no material can be released without parent or guardian consent. [EC 49061(c), 49070, 49073(c), 56515; FERPA; ESEA]

■ School Safety Plan

Every year, each school shall review and update its plan by March 1. Each school shall make its plan public and shall share the plan with numerous community leaders, school

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

STUDENT SERVICES

■ Student Use of Technology

The Governing Board intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

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

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

Before a student is authorized to use the district's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the district or any district staff responsible

for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

Whenever a student is found to have violated Board policy or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

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

Internet Safety

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

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

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors.

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs
2. Intentionally uploading, downloading, or creating

computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"

3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

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

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access. [BP 6163.4 August 2017; EC 49073.6, 51006, 51007, 51870-51874, 60044; PC 313, 502, 632, 653.2; 15 USC 6501-6506; 20 USC 6751-6777; 47 USC 254; 16 CFR 312.1-312.12; 47 CFR 54.52]

■ School Accountability Report Card

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

■ Services to Disabled Pupils

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, tell or write the school. Your child will be evaluated to determine whether he/she is eligible for free special or modified instruction or services.

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools. The District has policies guiding procedures for identification and referral. Students identified with special needs will receive a Free Appropriate Public Education in the least restrictive environment. [EC 48853, 56020 et seq., 56040, 56301; 5

■ Pupil Fees

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

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

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

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

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

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

TRANSPORTATION

■ Bus Rules

Many Jamestown students use school transportation. Parents have come to rely on it. For safety and clarity reasons, the following rules are added:

1. All appropriate school rules apply to transportation, including at bus stops.

2. Obey the bus driver immediately and without question. S/he is in total control of the bus and riders.
3. Remain seated at all times, unless otherwise directed by the bus driver.
4. Keep all body parts inside the bus.
5. Do not throw anything in the bus or out of the bus.
6. Get on and off bus in an orderly fashion.
7. Animals are not allowed on the bus.
8. Passengers may talk, but quietly. At railroad crossings, they must be silent.
9. Skateboards are not permitted on buses.
10. Kindergarteners must have a parent at the bus stop to be released from the bus.
11. No transportation changes will be allowed after 1:30 pm on the day the request applies to.

For the safety of students, staff may not arrange for transportation changes over the telephone. Written permission is needed for students who plan to ride the bus to a stop other than their regular one. The note must contain the following information: name of the student, location of the stop, date and duration of the transportation change, phone number where the parents may be reached, and parent's signature. The student must submit the note to the office when they arrive at school in the morning. **The bus will leave promptly 5 minutes after the release bell.**

■ Bus Citations

Students transported in a school bus are under the authority of the bus driver. Prior to issuing a citation, bus drivers have been trained to give a verbal warning or assign a special seat to the student. Disorderly conduct or defiance is sufficient reason for a pupil to be denied transportation. If the offense is serious the student may be removed from the bus on the first offense. Otherwise, students will be corrected and cited as follows:

- Verbal warning to correct behavior.
- First written bus citation: Principal will speak to the student and contact the parent.
- Second written bus citation: Possible removal from the bus for up to five days.
- Third written citation: Removal from bus for up to ten days.
- Fourth written bus citation: Removal from the bus for the remainder of the school year.

While students have been removed from the bus, they are not eligible to use any school transportation for field trips, athletic events, or other school activities.

STUDENT HEALTH

■ Immunizations

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

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

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

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

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

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

■ Physical Examinations

For each child enrolling in the District for the first time in kindergarten or first grade, the parent or guardian must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you must file a waiver with the school district stating the reasons you are unable to obtain such services. You may have your child immunized at the same time that the physical examination is conducted. [EC 49450; HSC 124085, 124100, 124105]

These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For information, you may contact:

Tuolumne County Health Department
20111 Cedar North, Sonora, CA 95327
(209) 533-7415

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

Dental Screenings

Parents or guardians must have their child's oral health assessed and have proof of the assessment by a licensed dentist or registered dental health professional no later than May 31 of the student's first school year (kindergarten or first grade). Assessments within the twelve months before the child enters school also meet this requirement. [EC 49452.8; ne]

The following resources may help parents complete this requirement.

1. Medi-Cal/Denti-Cal at 800-322-6384 or <http://www.denti-cal.ca.gov>
2. Health Families at 800-880-5305 or <http://www.dhs.ca.gov/mcs/medi-Calhome/CountyListing1.htm>.

Vision, Hearing, and Scoliosis Screening

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

■ Medication

Children may take medication, which is prescribed by a physician, received in its original container, and can get help from school personnel during the school day if:

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian, or caregiver annually submits a written statement asking the school district to assist their child in taking the medication or allow the student to self-administer certain medications. This includes allowing a school staff member to volunteer to identify the need for, and administer glucagon and epinephrine to a student. The letter gives

permission to a district representative to communicate with the health care provider, pharmacist and acknowledge understanding of how the medication will be administered. Each school determines if it will have staff trained in the use and storage of auto-injectable epinephrine. The District will have a supply of epi-pens at each school site. [EC 49414, 49414.3, 49414.5, 49423, 49480]

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

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the district designee of the medication being taken, the current dosage, and the name of the supervising physician. [EC 49480]

■ Sun Protection

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

■ Medical and Hospital Insurance

The district DOES NOT provide insurance on individual students. However, you may purchase accident insurance through the district for medical and hospital services covering your child. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of attendance during a regular school day of the district; or while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities. The school district assumes no liability for accidents to pupils at school. [EC 32221.5, 49472]

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

Enrollment in a Health Care Plan

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

School-Sponsored Athletics

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

■ Drug, Alcohol, and Tobacco Prevention Programs

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises or as a part of any District activity is strictly prohibited. "Tobacco product" is defined as (i) any product made or derived from tobacco or nicotine that is intended for human consumption, regardless of how consumed; (ii) an electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device (commonly known as "e-cigarettes"); or (iii) any component, part or accessory of a tobacco product. Except for members of the military, possession of tobacco by those under 21 is illegal and can lead to a \$75 fine or 30 hours of community service. It is illegal to possess synthetic marijuana. The District has adopted no smoking policies that are not part of the TUPE program. The District has adopted a policy banning electronic-cigarettes (e-cigarettes) and other vapor delivery devices. [EC 48900, 48901; HSC 11357.5, 11375.5; BPC 22950.5(c); PC 308; BP 3513.3 June 2014]

This district may seek funding to support student programs. The district qualifies for Tobacco Use Prevention Education (TUPE) grant money. Money for the grant comes from Proposition 99 (1988) that added a 25¢ tax on each pack of cigarettes. In grades 6-12, TUPE funds support health education efforts aimed at the prevention and reduction of tobacco use by students and provide intervention and cessation services to students currently using tobacco. All recipients will adopt tobacco free district policies as well as post "Tobacco Use Is Prohibited" signs at all property entrances. [HSC 104350, 104420, 104460]

Marijuana (Cannabis)

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

than 18 possessing marijuana, depending on amount and number of offenses, faces up to forty (40) hours of community service, ten (10) hours of drug education, sixty (60) hours of counseling. [EC 48900; HSC 11357, 11357.5]

■ Type 2 Diabetes Information

Type 2 diabetes is the most common form of diabetes in adults. Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens. According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy. The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells. The pancreas makes insulin, a hormone that moves glucose from the blood to the cells. In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise. Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia. Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

- Being overweight. The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- Family history of diabetes. Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- Inactivity. Being inactive further reduces the body's ability to respond to insulin.
- Specific racial/ethnic groups. Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- Puberty. Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning signs and symptoms of type 2 diabetes in

children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

Type 2 Diabetes Prevention Methods and Treatments:

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.
- Get more physical activity. Increase physical activity to at least 60 minutes every day.
- Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests That Are Available:

- Glycated hemoglobin (A1C) test. A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- Random (non-fasting) blood sugar test. A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.
- Fasting blood sugar test. A blood sample is taken after an overnight fast. A fasting blood sugar level less than

100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.

- Oral glucose tolerance test. A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student’s school nurse, school administrator, or health care provider if you have questions.

■ Confidential Medical Services

School authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil’s parent or guardian. [EC 46010.1]

STUDENT BEHAVIOR AND SAFETY

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

■ Student Behavior Standards

Students are expected to follow the rules that are posted in each classroom. When outside the classroom, students are expected to follow school wide rules.

1. Students need to be safe, respectful and responsible.
2. **Be Safe**
 - Keep hands, feet and objects to yourself

Be Respectful

- Follow directions the first time
- No bullying, teasing, put down or inappropriate language
- Respect school property

Be Responsible

- Come to class prepared and on time
- Keep hands, feet and objects to yourself

Students are expected to be Respectful, Responsible, Ready to Learn; Reach Academic Standards, and Rise to Their Potential, which are the 5 Rs of the Jamestown School District.

■ School Rules

You have a right to review school and district rules regarding student discipline. If you wish to do so, please contact the school office. [EC 35291, 48980, 51101]

■ Dress Code

Students should come to school neatly and modestly dressed in clothing suitable for school activities. Personal appearance should not distract from the teaching-learning environment or present a hazard. Shorts, dresses and skirt hem lengths must be at or below one’s index finger while in a normal standing position. Examples of inappropriate dress include:

- Pajamas/slippers
- Flip flops and shoes with wheels or high-heels
- Sandals worn during P.E.
- Clothing that exposes undergarments
- Clothing that exposes the midriff – halter, mesh, tube, and/or see-through tops.
- Tops with a shoulder strap width of less than two inches
- Clothing that is excessively undersized/tight or oversized/baggy
- Clothing with symbols, messages, advertisements, and/or statements about tobacco, alcohol, drugs, sex and/or violence.
- Clothing that is gang-related.
- Hats worn backwards or indoors
- Writing or drawing on skin
- Active-wear clothing such as yoga pants or athletic tights

■ Books

Students are responsible for the textbooks checked out to them. It is recommended that students cover books to protect them. Families are required to pay the replacement cost of a new textbook or library book that they lose or damage. In addition, students may be ineligible to participate in sports activities, dances, and other activities until charges are paid.

■ Academic Honesty

This policy applies to 4th through 8th grades. Academic dishonesty undermines honor and integrity in the learning environment. Jamestown District Staff support an Honor Code and students who cheat will be held accountable. The following behaviors are examples of cheating:

- Claiming credit for work that is not the product of one’s own honest effort
- Copying or using someone else’s work for examinations,

workbooks, homework, lab assignments, or other written products

- Submitting work done entirely or in part by someone else
- Giving or getting test answers from another student.
- Plagiarizing or representing another person's words or ideas as your own without properly citing the source and giving the author credit
- Cheating includes allowing another to use or copy one's work as well as being the one who copies or uses another's work
- Changing answers, grades, or attendance for fellow students

Consequences for cheating may include teacher enforced grade reduction or a zero on the work and/or a referral to an administrator for discipline.

■ Prohibited Items

Jamestown School District campuses are alcohol-free, drug-free, tobacco-free, and weapon-free in order to provide a safe and positive learning environment. Any item with the potential to disrupt or distract the school environment is prohibited. Examples include roller blades, scooters, balls, bats, toys, squirt guns, CD and cassette players, radios, pagers, laser pens, electronic games, pets, gambling items, trading cards, caps, poppers, fireworks, gum, and balloons. This list is not meant to be all-inclusive, but contains items that may cause problems. Possession of any prohibited or unsafe item is a violation of school rules. Fireworks, firecrackers, scrappers, poppers, lighters, matches, razor blades are considered dangerous objects and are prohibited and may be grounds for possible suspension. [EC 48900(b)]

■ Coasting Devices

Posted signs indicate that all coasting devices (scooters, bicycles, roller blade/skates, skateboards, or any wheeled device) may not be used on campus.

Students who use bicycles or skateboards to transport themselves to school may not ride the device on school property. Riders must wear a helmet and bike riders must secure their bike at the bike rack.

■ Additional Rules

Those who would like a list of specific playground rules may contact the school office.

- Selling personal and/or school property is not allowed.
- Physical public displays of affection are not acceptable behavior at school.
- No sunflower seeds at school.

■ Cell Phones, Pagers, Electronic Signaling Devices

Districts may regulate the possession or use of any cellphone, pager or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. Use is allowed if essential to student's health as determined by a licensed physician or surgeon. Jamestown School District has determined that cell phones may not be seen, heard or used during the school day, the after school program, or any school activity. Cell phones must be in backpacks and turned off. Students who break the cell phone rules may be subject to all day reflection room (-10 points). [EC 48901.5; ne]

The school is not responsible for any lost, stolen, or damaged articles. Valuable items should remain at home. Students are responsible for their own belongings. [EC 48901.5]

■ Impersonation on the Internet

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

■ Safe Place to Learn

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

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer below for assistance. [EC 200, 220, 234, 234.1, 234.5, 51101; PC 422, 422.55; 5 CCR 4900; BP 1312.3]

CITIZENSHIP POINT PLAN

The Jamestown School District Citizenship Plan applies to students in grades 4 through 8. At the beginning of the school year, each student is given 100 ICP [Individual Citizenship Points]. Eligibility is based on maintaining a balance of at least 70 points. Points may be lost for the following infractions:

- Lunch Detention = 2 pt
- Reflection Room Referral for misbehavior = 2 pts
- After School Detention = 4 pts
- Bus Citations: 1st = 2 pts, 2nd = 4 pts, 3rd = 7 pts or 4th = 10 pts
- Inhouse suspension = 10 pts
- Suspension = 20 pts.

Infractions not included here will result in loss of points at the principal's discretion.

■ Redepositing Citizenship Points

Students may earn and redeposit citizenship points. The simplest way is to have 20 successive school days without any discipline problems (no detentions, referrals), which earns 5 points.

Students in grades 4th through 8th who successfully complete 20 school days without any disciplinary infractions **must notify the Reflection Room Supervisor. This must be done within 5 days of the 20 successful school days via re-deposit blue form** to have their citizenship account credited back.

Other ways students may earn points for redeposit include:

- 4 points for each hour of successfully completed after school Community Service
- 4 points for successfully participating in Saturday School
- 2 points for each before school or full lunch recess spent successfully completing Community Service
- 2 points for each positive referral
- 4 points for voluntary after school homework detention. Students who do not use the time to complete class work or who are disruptive will be sent out of the detention room and receive zero points. Students who have already earned 100 points may not serve voluntary detention.
- 1 point for 2 laps around the track (weather permitting)

Citizenship points earned for redeposit must be entered on a signed redeposit form and turned in weekly to the school's designated person on Fridays.

Once redeposit is made, there is a 5 school day waiting period before a student is again eligible. Points earned in this manner may be applied to either service hours in Leadership Class or redeposit for ineligibility, but not both.

Restriction: Community Service points earned outside of school must be earned through a recognized organization and not an individual. Students may work in a community organization such as 4-H, Scouts, and Little League. These points are not for participating in meetings or as a member of a team. They are for service in such activities as community breakfasts, park clean-ups or plantings, or coaching younger teams. Each activity must be at least an hour in length. The leader of the activity must sign the form as verification.

ELIGIBILITY

A student's eligibility is determined by grades, citizenship, and attendance.

■ Grades

Jamestown School uses a four-point grading scale for students in the sixth through eighth grades: A=4; B=3; C=2; D=1; F=0. To arrive at a grade point average (GPA), weighted values are averaged for all subjects. Students are expected to maintain a grade point average of 2.0.

■ Citizenship

Students must maintain at least 70 citizenship points to be considered eligible. When a student has fewer than 70 points, s/he is ineligible for extracurricular activities such as sports, dances, rallies, 8th grade promotion activities, school plays and some assemblies.

Students who are citizenship ineligible may participate in academic assemblies with the permission of grade level teachers who decide whether or not an assembly is considered academic.

Students who are citizenship ineligible may not participate in attendance reward activities. Students who are citizenship ineligible may participate in academic field trips only with the permission of their teacher and principal or superintendent. Permission to attend may include a contract for behavior and possible parent supervision during the trip.

Events or activities with a duration of three weeks or longer (athletics or school play, for example), require Citizenship eligibility (70+ points), Scholarship (2.0 GPA), and Attendance eligibility criteria to be met. Students who have been suspended, home or in-house, or have been issued a half-day or full-day Reflection Room, may not attend or participate in athletics or extracurricular events for that day or the number of days issued.

The following requirements govern eligibility (starting on page 11):

- For athletics, students must maintain a 2.0 GPA and have at least 70 points in their citizenship "account" and not be under SART (School Attendance Review Team) review..

Sports qualifying grade checks will be administered at predetermined times between official grading periods. Grade checks will provide an opportunity for ineligible students to become eligible for games and travel. A "Citizenship Ineligibility" list will be posted on the office window by student number each Monday. Athletes not meeting these criteria will remain ineligible for sports until the next progress reporting period and/or until 5 days after citizenship eligibility is reestablished. Students with any outstanding detention are ineligible until detention has been served.

Attendance

- Attendance ineligibility or chronic absenteeism will consist of a SART Meeting.
- To participate in all extracurricular activities, students must be citizenship eligible and in attendance the entire day of the event with the exception of medical appointments as verified by a doctor's note.
- Any student under School Attendance Review Team (SART) shall remain ineligible until the next eligibility check.

DISCIPLINE

■ Parent Responsibility

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

■ Progressive Discipline

The following progressive discipline steps may be taken to guide student toward meeting behavior standards. The assignment of the disciplinary action will be left to the professional judgment of the adult in charge.

- Warning from Teacher or Staff Member
- Benching during recess
- Assignment to alternate playground area
- Letter of apology or thematic essay
- Parent Contact Notice/Conduct Violation
- Reflection Room – Time Out
- Phone call home to inform parents
- Classroom detention with the teacher
- After-school detention (2:45-3:30, Tuesday through Friday)
- Referral to principal for further disciplinary action
- Loss of all recesses in a day
- Mandatory attendance at Saturday School
- Suspension-removal of a student from school
- Expulsion, which is the removal of a student from school for a period of time determined by the Jamestown School Board.

Reflection Room

Reflection Room hours are from 8:30 am–2:00 pm Tuesday–Friday, and 8:30 am–1:40 pm on Mondays and is located on the Jamestown School campus.

Students may be sent to the Reflection Room to "reflect" on their behavior choices and/or to utilize targeted regulation activities in a safe and calming environment. Trauma Informed approaches will be utilized, including but not limited to, the practice of scaling feelings, the teaching and practice of coping skills, social skills curriculum, and restorative justice practices when applicable.

Any student that is referred will be directed to find and use a regulation activity and/or to complete a Behavior Reflection Sheet (age appropriate). The supervisor will discuss the behavior with the student and develop a plan to return to the classroom. The supervisor will assign and record all actions, deduct points if applicable, and have the student call home using the appropriate script. The student will need a signed pass from the supervisor in order to return to class. If a student was referred by a teacher, the teacher will make a follow-up phone call before the end of the day.

Please note that any immediate dangerous situations or severe discipline will be sent to administration.

After School Detention

After school detention is held from 2:45-3:30, Tuesday through Friday. The location is posted on the School Office window. Those who fail to serve their detentions will receive additional detentions and a reduction of citizenship points. A student who fails to serve 3 consecutive after school detentions will be referred to the principal.

Homework Detention

A homework detention may be issued for missing class or

homework assignments. Citizenship points are not deducted for homework detention. If the student does not attend the assigned homework detention, a conduct violation detention will be issued with appropriate citizenship point deductions for not following directives.

■ Grounds for Suspension or Expulsion

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

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

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) "Electronic act" means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- (i) A message, text, sound, video, or image
 - (ii) A post on a social network Internet Web site, including, but not limited to: (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1); (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated; (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (iii) An act of cyber sexual bullying. (I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. (II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school-sponsored activity.
 - (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
 - (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
 - (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.
 - (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities. [EC 35291, 48900, 48910]

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

■ **Mandatory Suspension / Expulsion**

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

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

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

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

Some of these offenses require school authorities to notify law enforcement agencies.

A five (5) school day ineligibility period will result from each suspension.

Suspension/Expulsion rules are subject to changes in the law and in school board policy.

■ **Student Search**

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

■ **Release of Student to Peace Officer**

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

DISCRIMINATION, PROTECTIONS, COMPLAINTS AND PROCEDURES

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

■ **Non-Discrimination/Harassment**

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

characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

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

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment that through prohibited conduct that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

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

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in discrimination, including discriminatory harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or

discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, discriminatory harassment, intimidation, bullying, retaliation, or bullying shall be subject to disciplinary action, up to and including dismissal.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools. [BP 5145.3 August 2017; EC 200-262.4, 48900.3, 48900.4, 48904, 48907, 48950, 48985, 49020-49023, 51500, 51501, 60044; CC 1714.1; PC 422.55, 422.6; 5 CCR 432, 4600-4687, 4900-4965; 20 USC 1681-1688, 12101-12213; § 504; Title VI; Title VII; Title IX; 42 USC 6101-6107; 28 CFR 35.107; 34 CFR 99.31, 100.3, 104.7, 106.8, 106.9]

Sexual Harassment

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

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

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

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance

3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

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

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

Record-Keeping

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

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

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

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

Contessa Pelfrey, Superintendent
18299 Fifth Avenue, Jamestown, CA 95327
(209) 984-4058

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs as identified by the District's Board Policies: adult education, career/technical education, technical training, ROP programs and centers, Agricultural Vocational Education, child development, State Preschool, Early Childhood Education Program Assessments, Consolidated Categorical Aid, Economic Impact Aid, LCAP, State Compensatory Education, State Program for Students of Limited English Proficiency, school improvement, tenth-grade counseling, tobacco-use prevention education, Peer Assistance and Review, Migrant and Indian Education, American Indian Education Centers, Bilingual Education, nutrition services, special education, after school education and safety, homeless or foster youth education options, course content, physical education (including instructional

minutes grades 1-6), discrimination, harassment, intimidation, bullying, pupil lactation accommodations, pupil fees, Civil Rights Guarantees that receive state or federal financial assistance, ESEA (Titles I-VII), Williams Settlement issues, school safety plan, safe place to learn, School Safety and Violence Prevention Act, and other areas designated by the District. [EC 200, 201, 220, 234, 260 et seq., 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51210, 51223, 51225.2, 51228.3, 52075, 52334.7, 56500.2, 56501; PC 422.55; 5 CCR 4600- 4687; CC 51-53; GC 11135, 12900; 20 USC 1400 et seq.; EOA; Title VI, Title IX; § 504; IDEA; 42 USC 2000d, 2000e, 2000h; 34 CFR 106.9]

Uniform Complaint Procedures

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. In district programs and activities, including, but not limited to, those funded directly by or that receive or benefit from any state financial assistance.

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the legal requirements related to the implementation of the Local Control Accountability Plan, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in programs, NCLB/ESSA, bilingual education, compensatory education, education of students in foster care or students that are homeless, physical education instructional minutes, reasonable accommodation for students who are lactating, after school education and safety, child nutrition, consolidated categorical aid programs, child care and development programs, child nutrition programs, and special education programs, or any other complaint as specified in a district policy.

The Board prohibits any form of retaliation against any

complainant in the complaint process. The Board will ensure that complaints are protected from retaliation. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy will be investigated.

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

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with the uniform complaint procedures, whenever all parties to a complaint agree to try resolving the problem through mediation, the

Superintendent or designee shall initiate that process. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate.

The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee shall keep confidential the identity of a complainant and/or the subject of the complaint, if s/he is different from the complainant, as long as the integrity of the complaint process is maintained.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance office shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and misassignments
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

[BP 1312.3 June 2017; EC 200-262.4, 8200-8498, 8500-8538, 18100-18203, 32289, 35186, 37254, 41500-41513, 48985, 49010-49013, 49060-49079, 49490-49590, 52160-52178, 52300-52490, 52500-52616.24, 52800-52870, 54000-54028, 54100-54145, 54400-54425, 54440-54445, 54460-54529, 56000-56867, 59000-59300, 64000-64001; GC 11135, 12900-12996; PC 422.55, 422.6; 5 CCR 3080, 4600-4687, 4900-4965; 20 USC 6301-6577, 6601-6777, 6801-6871, 7101-7184, 7201-7283g, 7301-7372]

District's Uniform Complaint Process

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

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

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing

the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint. The Superintendent and complainant may agree in writing to extend the timeline.

2. You may contact the Uniform Complaint Procedure Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.
5. The compliance officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results, you then have 15 days to appeal to the California Department of Education. The appeal must include a copy of the locally filed complaint and a copy of the district's decision.
7. There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to: injunctions and restraining orders.

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

American Civil Liberties Act 504 – Office of Civil Rights

Child Abuse – Department of Social Services, Protective Services Division, or law enforcement

Discrimination/Nutritional Services – U.S. Secretary of Agriculture

Employment Discrimination – Department of Fair Employment and Housing, Equal Employment Opportunity Commission.

General Education – this school district

Health and Safety/Child Development – Department of Social Services

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

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

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

Parents should use the District Uniform Complaint Procedure with modifications as necessary, to identify and resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility

conditions that pose a health or safety threat to students; or staff, teacher vacancies or misassignments. [EC 35186]

Williams Complaint Procedure

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

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

HEALTHY SCHOOLS

■ Pesticide Use

Pests such as fleas, wasps, termites, and rodents are annoying and can disrupt the learning environment. They are known to bite, sting and perhaps transmit disease or cause allergic reaction.

The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year. The identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds. The school’s Integrated Pest Management Plan (IPM) is updated by June 30 each year. The IPM, pesticide names and active ingredients, and application dates are posted on the school and/or district website at www.jespanthers.org.

<u>Product</u>	<u>Active Ingredient(s)</u>
Bifen	Bifenthrin
Dimension 270-G	Dithiopyr
Diuron 80 DF	Diuron
Microcare CS	Pyrethrin
Oryzalin 4	Oryzalin
Payload	Flumioxazin
Quali-Pro.	Isopropylamine salt of glyphosate
Roundup Power Max	Glyphosate
Roundup Pro	Glyphosate, N-(phosphonomethyl) glycine
Sureguard	Flumioxazin
Terro Ant Bait	Borax
Venue	Pyraflufen-Ethyl

Parents and guardians may register with the school or district if they wish to receive notification of pesticide applications at a particular school or facility by written request to Maintenance Manager at 18299 Fifth Avenue, Jamestown, CA 95327. Notice of an application and written notice of unlisted pesticide use will be given 72 hours in advance. For an emergency application, 72 hours notice will be the goal. Each area of the school where pesticide is being used will be identified by a posted warning 24 hours before (or upon application, if an emergency) through 72 hours after use. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, www.cdpr.ca.gov. [EC 17610.1, 17612, 48980; FAC 13184]

■ Asbestos

The district has available upon request a complete and updated management plan for asbestos-containing material. [40 CFR 763.93]

■ Further Information is Available

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

Home / School District Compact

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, parents, and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

Staff Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Provide high-quality curriculum and instruction.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to be creative and develop a love of learning.
- Communicate regularly with families about student progress.
- Enforce rules equitably and provide a safe and caring learning environment.
- Provide meaningful homework assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.
- Respect the school, students, staff, and families.

Student Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments, and homework.
- Know and follow school and classroom rules.
- Ask for help when I need it.
- Talk regularly with my parents and teachers about school experiences so that they can help me be successful in school.
- Set aside time to complete my homework. Limit my TV watching, video playing, and recreational computer time and instead study, read, or exercise every day after school.
- Respect the school, classmates, staff, and families.

Family / Parent Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor TV viewing, and video playing and recreational computer use.
- Read to my child or encourage my child to read every day (*20 minutes K – three, and 30 minutes for grades 4-8*).
- Communicate with the teacher or the school when I have a concern.
- Ensure that my child attends school every day when he or she is healthy, gets adequate sleep, regular medical attention and proper nutrition, and is appropriately dressed.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as Back-to-School-Night, Open House, school decision-making, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

Jamestown School District Calendar 2018-2019

• July 2018 •

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• February 2019 • (18)

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• March 2019 • (16)

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• April 2019 • (21)

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