

Knights Ferry Elementary School District



Family Handbook 2017-2018

Vision Statement:

Inspiring academic excellence and cultivating citizenship
for the future success of the whole child.

Mission Statement:

Knights Ferry School District, in partnership with families and community, is dedicated to ensuring each student receives a challenging, quality education in a safe, supportive environment. We are committed to:

- Implementing high standards of teaching and learning;
- Developing students who demonstrate self-confidence, integrity, and community pride as responsible, self-directed, productive citizens;
- Fostering a love of learning, collaboration and individual creative expression;
- Preparing well-rounded students who will make successful transitions throughout their lives.

Forms to be filled out & returned by June 10, 2017:

- *Emergency/Registration Card*
- *Acknowledgement of Parent/Guardian of Annual Rights Notification*
- *Home Language Survey *Only for students new to KFS**
- *Data Request*
- *Student Health Information*
- *Internet Responsibility Contract*
- *Student-School-Parent Compact*
- *Student Insurance for Sports *5th – 8th only**
- *Driver Insurance Form *optional**
- *After School Dismissal Permission *if applicable**
- *Mobile Phone Permission Contract *if applicable**

NOTE: **All forms listed above must be turned in by June 10, 2017.**

TABLE OF CONTENTS

| | |
|---|--------------------|
| Vision and Mission Statement..... | INSIDE FRONT COVER |
| LIST OF FORMS TO BE RETURNED..... | INSIDE FRONT COVER |
| Table of Contents..... | 3 |
| Welcome..... | 4 |
| School Contact Information..... | 4 |
| School Office Hours..... | 4 |
| Knights Ferry Elementary School District Staff..... | 4 |
| Knights Ferry Elementary School District Board of Trustees..... | 4 |
| School Calendar 2017-2018 | 5 |
| Arrival and Departure..... | 6 |
| Attendance..... | 6-7 |
| Alternative Schools..... | 7 |
| Complaints..... | 7 |
| Daily School Schedule..... | 7 |
| Discipline..... | 7-10 |
| Dress and Grooming Policy..... | 10 |
| Driver Responsibility on Field Trips..... | 10-11 |
| Gum and Shelled Seeds on Campus..... | 11 |
| Homework..... | 11 |
| Honor Roll..... | 11 |
| Internet Responsibility..... | 11 |
| Lost and Found..... | 11 |
| Lunch Program..... | 11-12 |
| Medications at School..... | 12 |
| Messages for Students and Staff..... | 12 |
| Mobile Phones..... | 12 |
| Musical Program (Instrumental)..... | 12 |
| Parent Teacher Club..... | 12 |
| Pesticide Use Notification..... | 13 |
| Phone Emergency System..... | 13 |
| Prohibited Items..... | 13 |
| Progress Reporting..... | 13 |
| Renaissance..... | 13 |
| Safety at School..... | 13 |
| School Property..... | 14 |
| Smoking, Alcohol & Other Controlled Substances..... | 14 |
| Student Promotion and Retention Policy..... | 14 |
| Student Success Team..... | 14 |
| Tardy Policy..... | 14 |
| Telephone..... | 14 |
| Transfers..... | 14 |
| Visiting..... | 14 |
| ZAP – Zeros Aren’t Permitted..... | 14-15 |
| Parent Notice of Rights & Responsibilities..... | 16-29 |
| Notification of Rights under FERPA for Elementary and Secondary Schools..... | 30 |
| Interdistrict and Intradistrict Transfer Policy..... | 31-32 |
| Sexual Harassment Policy..... | 33-35 |
| Healthy School Acts..... | 36 |
| Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)..... | 37 |
| Internet Use and Inappropriate Internet Content..... | 38 |
| William Uniform Complaint Procedure – Complaint Form..... | 39 |
| Suspension or Expulsion from School..... | 40 |

WELCOME

Dear Knights Ferry School Family:



Welcome to the 2017-2018 school year. You can anticipate plenty of fun, excitement and learning to occur this year. The entire school staff, just like all of you, has been recharging our batteries this summer.

This Family Handbook contains very important information for you and your children. If you are new to KFS, it will give you an introduction to our school and give you insights into our learning community. If you are returning, the handbook will remind you of school rules, programs and procedures. For everyone, there are important forms included with this packet that help KFS do our job better!

Please take the time to carefully review this handbook and share its important information with your children. We look forward to seeing you on the *first day of school, Wednesday, August 16, 2017*. If you have any questions please feel free to call the school office at 881-3382 or e-mail us at aivaschenko@stancoe.org.

SCHOOL CONTACT INFORMATION

Knights Ferry Elementary School
P.O. Box 840
12726 Dent Street
Knights Ferry, CA 95361

Telephone – (209) 881-3382
Fax – (209) 881-3525
Website – www.knightsferry.k12.ca.us

SCHOOL OFFICE HOURS

School Days – 7:30am to 4:00pm (7:30am to 3:30pm on Fridays)
Summer Hours – 8:00am to 3:30pm (8:00am to 3:00pm on Fridays)
NOTE: The office is closed during the month of July.

KNIGHTS FERRY ELEMENTARY SCHOOL DISTRICT STAFF

| | |
|----------------------------|--|
| Dr. Janet Skulina..... | Superintendent/Principal |
| Mrs. Anita Ivaschenko..... | Administrative Assistant |
| Mr. Randy Russell..... | 7 th /8 th Grade |
| Mrs. Jenna Zellmer | 5 th /6 th Grade |
| Mrs. Samantha Travao..... | 3 rd /4 th Grade |
| Mrs. Shondra Cusano | 1 st Grade |
| Mrs. Lisa Fogarty | 2 nd Grade |
| Mrs. Kim McCarthy | Kindergarten |
| Mrs. Jenna Dickens | Paraprofessional and Librarian |
| Mrs. Natalie Brockman..... | Paraprofessional & Band Director |
| Miss Brittany Sterba | Paraprofessional |
| Ms. Lynn Duckworth | Custodian |

KNIGHTS FERRY ELEMENTARY SCHOOL DISTRICT BOARD OF TRUSTEES

| | |
|----------------------------|-----------|
| Diane Noon | President |
| Kym Cassaretto. | Clerk |
| Andrea Gonzalez-Wever..... | Member |
| Lisa Frymire..... | Member |
| TBD..... | Member |

- Board Meetings are held the 2nd Thursday of the month at 5:30pm in the school cafeteria -

2017/2018 KNIGHTS FERRY SCHOOL CALENDAR

SCHOOL BEGINS on Wednesday, August 16, 2017 SCHOOL ENDS on Friday, June 1, 2018

NOTE - CALENDAR IS SUBJECT TO CHANGE

| | | |
|--------------------------|--------------------------------|-----------------------------|
| HOLIDAYS/ | September 4, 2017 | Labor Day |
| Non-Student Days: | November 10, 2017 | Veteran's Day |
| | November 20-24, 2017 | Thanksgiving Break |
| | December 22 –Jan 5, 2018 | Winter Break |
| | January 15, 2018 | Martin Luther King, Jr. Day |
| | February 12, 2018..... | Lincoln's Birthday |
| | February 20, 2018..... | President's Day |
| | March 30- April 6, 2018 | Spring Break |
| | May 28, 2018..... | Memorial Day |

MINIMUM DAYS (SEE Daily School Schedule)

| | |
|---|-------------------|
| August 16- 18, 2017 | February 21, 2018 |
| September 6, 2017 | March 7, 2018 |
| September 20, 2017 | March 21, 2018 |
| October 4, 2017 | April 18, 2018 |
| October 13, 2017 (Jog-a-thon) | May 2, 2018 |
| October 18, 2017 | May 11, 2018 |
| October 31, 2017 (Costume Parade) | May 16, 2018 |
| November 1, 2017 | May 29, 2018 |
| November 13-17, 2017 (Parent Conference Week) | May 30, 2018 |
| January 17, 2018 | May 31, 2018 |
| February 7, 2018 | June 1, 2018 |

IMPORTANT DATES TO REMEMBER

| | |
|-----------------------------|--|
| Wednesday, August 23, 2017 | Back to School Night |
| Friday, October 6, 2018 | "D" & "F" Notices, 4 th through 8 th Grade for 1 st Trimester |
| TBD (September or October) | Outdoor Education 6 th Grade Camp |
| TBD | Picture Day (K – 8 th Grade) |
| Friday, October 13, 2017 | Jog-A-Thon, Minimum Day |
| Tuesday, October 31, 2017 | Costume Parade, 12:15pm Downtown |
| Friday, November 3, 2017 | End of 1 st Trimester |
| Nov 13 – Nov 17, 2017 | Parent Conference Week |
| Friday, November 17, 2017 | 8 th Grade Thanksgiving Feast for the Community |
| Friday, December 1, 2017 | 1 st Trimester Renaissance Assembly |
| Thursday, December 21, 2017 | Winter Program |
| Friday, January 19, 2018 | "D" & "F" Notices, 4 th through 8 th Grade for 2 nd Trimester |
| Friday, March 2, 2018 | End of 2 nd Trimester |
| Thursday, March 1, 2018 | Kindergarten Registration |
| Friday, March 9, 2018 | 2 nd Trimester Report Cards go Home |
| Thursday, March 29, 2018 | Egg Hunts and Parties in the Morning |
| Friday, March 29, 2018 | "D" & "F" Notices, 4 th through 8 th Grade for 3 rd Trimester |
| Thursday, April 26, 2018 | Open House/Public School Night |
| TBD | Smarter Balanced Testing |
| Friday, May 11, 2018 | Staff Appreciation Luncheon |
| Tuesday, May 22, 2018 | Honor Roll Trip |
| Friday, May 18, 2018 | Lunch Server Trip |
| Wednesday, May 30, 2018 | Staff Softball & Kindergarten Program 5pm |
| Thursday, May 31, 2018 | 8 th Grade Graduation |
| Friday, June 1, 2018 | Last Day of School |

SCHEDULED MONTHLY MEETINGS

Parent Teacher Club (PTC) – 2nd Tuesday of the Month, 3pm
Board of Trustees – 2nd Thursday of the Month, 5:30pm

ARRIVAL AND DEPARTURE

Students should arrive **no earlier** than 8:00 AM and leave the school grounds promptly when school is dismissed. All students must be picked up no later than 3:00pm.

ATTENDANCE

School attendance is required by California State Law. In addition to the valuable learning experiences a child misses when absent from school, the funding received by Knights Ferry School is reduced when a student is not in attendance, whether excused by illness or not.

Definition of Truant Pupil is defined as any pupil who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the superintendent of the school district. (E.C. 48260)

Unverified Absence may be treated as truancy and may result in disciplinary action against the student.

Habitual Truant is defined as any pupil who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed a habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261. (E.C. 48262)

Independent Study may be allowed students who are absent for a minimum of 5 days, provided that a request is made prior or on the first day of the absence. Students whose absences are excused under an Independent Study Agreement will be counted as present by the State for purposes of school funding. PLEASE NOTE: A student may NOT receive perfect attendance if they are on an Independent Study Contract.

Tardiness is disruptive to the educational process for the child who is tardy and for the other children in the classroom. A student is considered Tardy if they arrive on campus after class begins (8:15am for 1st – 8th; 10:30am for kindergarten). Tardy students must report to the school office before entering the classroom. Excessive Tardiness is considered a form of truancy and will result in discipline consequences and/or referral to the School Attendance Review Board. For every 5 tardies, at the discretion of the teacher, the student will receive 15 minutes of detention.

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

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during the school hours of a child of whom the pupil is the custodial parent.
7. For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Election Code.
9. Absence for Religious Purposes. A pupil, with the written consent of a parent or guardian, may be excused from school in order to participate in religious exercises for four or fewer days per month, provided the pupil attends school at least the minimum day for his/her grade Attendance at religious retreats shall not exceed four hours per semester. (E.C. 46014).

Written Excuses are required by California Education Code when a student does not attend school. An oral excuse may be acceptable in certain circumstances. Please call the office on the morning of your child's absence. If your child is absent for more than a day, please continue to notify the office each morning.

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

Make Up Assignments. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. As the teacher of any class from which a pupil is absent shall determine, the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. A reasonable period of time is defined as one school day for each day absent up to a maximum of three school days. (Work is due the following day) Teachers may grant one extra day to make up work if such a request is reasonable.

Immediate Family, as used in this section refers to mother, father, grandmother, grandfather, or a grandchild of the pupil or of the spouse of the pupil, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the pupil, or any relative living in the immediate household of the pupil (E.C. 48980(c)).

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:

1. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
2. Recognize that the best learning takes place when the student learns because of his/her desire to learn.
3. Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
4. 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.
5. 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.
6. 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. (E.C. 58500)

COMPLAINTS

Please see *Parent Notice of Rights & Responsibilities* Section of this Handbook.

DAILY SCHOOL SCHEDULE

Regular School Day

| | |
|--------------------------------------|-----------------|
| Transitional Kindergarten | 8:15am – 2:40pm |
| Kindergarten through 8 th | 8:15am – 2:40pm |

Minimum School Day

| | |
|--------------------------------------|-----------------|
| Transitional Kindergarten | 8:15am – 1:00pm |
| Kindergarten through 8 th | 8:15am – 1:00pm |

DISCIPLINE

District Rules Regarding Student Discipline. Rules relating to students discipline are available at the school office (E.C. 35291). Students are expected to behave in a safe, an orderly and socially acceptable manner. This includes at school, to and from school, any school related activity, and anytime they represent our school and community. Unacceptable student behavior is behavior that

interferes with the learning environment, safety of others, and the orderly function of our school. The correction of unacceptable behavior will be carried out in a positive and effective manner.

Student Conduct Code

- **RESPECT**
 - Respect others. Be kind with your words and actions.
 - Respect school and personal property.
- **Help others**
- **Don't touch others**
- **Listen Carefully**
- **Be ready for learning**

1. Classroom Discipline Plans Grades K – 4th. Each classroom teacher employs a specific positive discipline plan that clearly states expected behaviors and possible disciplinary outcomes. Please consult your child's teacher for the specifics of the plan and its consequences.
2. Classroom Discipline Plans Grades 5th/6th & 7th/8th. Each classroom teacher employs a specific positive discipline plan that clearly states expected behaviors and possible disciplinary outcomes. Please consult your child's teacher for the specifics of the plan and its consequences.
3. Playground and non-classroom areas. All students are expected to conduct themselves with self-control and respect and kindness for others while at school. Students who misbehave while outside the classroom are subject to their classroom discipline plan. Yard duty supervisors will communicate misbehavior with the classroom teacher for appropriate consequences. Any additional rules and/or directions given by a supervisor are to be followed at all times.
 1. All students will show RESPECT to all adults, other students, and all property.
 2. Students will use appropriate language at all times and be considerate of others feelings.
 3. Students will keep their hands, feet, and objects to themselves.
 4. All students are expected to use common sense and follow the school rules.
 - a. Students will walk in corridors/designated areas.
 - b. Students will not loiter around bathrooms and drinking fountains.
 - c. Students will run and play ball in designated areas only.
 - d. Students will use equipment [balls, jump ropes, hula-hoops, etc.] as intended.
 - e. No playing with balls after bells or in line [balls should be left in designated area: ball bins on upper blacktop]
 - f. No tag in bark area or on the blacktop. Tag only on the lower grassy area.
 - g. No jumping from playground equipment or swings.
 - h. Use swings appropriately.
 - i. No playing out of sight of the supervisor.
 - j. No closed games unless closed by the supervisor.
 - k. Eating allowed only in designated areas.

School rules exist for the purpose of facilitating a safe learning environment at school. These rules are:

- a. Students are to be courteous and respectful to other students and staff at all times.
- b. Students will be courteous and respectful to those in charge at all times.
- c. Students are to respect school property. School property is to be used only for the purpose for what it is intended.
- d. Students are to practice proper table manners while eating meals in the cafeteria. Students will enter and exit in an orderly fashion. They will eat in assigned areas. Students are not to take food from other students.
- e. Respect the privilege of using the library. Loud talking is not permitted.
- f. Students are to play on the playground where there is supervision. Students are not to play in the restrooms, in the hallways or in the classrooms.
- g. Gum is not allowed at school.
- h. Students are to comply with all school rules:
- i. No student is to be in the multipurpose room without a staff member present.
- j. Standards of good courtesy are expected during assemblies.

- k. Fighting is not tolerated at school. In the event of a dispute, the superintendent/principal or designee will investigate the incident and assign the appropriate disciplinary action which may include suspension.
- l. Students are discouraged from bringing personal items such as toys, sports equipment, etc. to school. The student assumes responsibility for these items if they are lost or stolen.
- m. Electronic devices, e.g. iPods, CD's, CD players, radios, cameras, games, etc., are not allowed at school without the consent of the superintendent or designee. Cell phones must be turned off and put away while at school. Other valuable items (such as expensive jewelry and/or items of sentimental value) should not be brought to school. Students should maintain the ability of a direct-line-of-sight to their backpacks/possessions when these items are not locked or stowed in a secured area.
- n. Weapons or replicas of weapons are not allowed. These include, but are not limited to guns, knives, water pistols or any object fashioned into a weapon. Certain exceptions for instructional purposes may apply with specific and prior approval by the superintendent/principal or designee.

The use of Knights Ferry School District computer equipment is a privilege for which all users accept responsibility. Inappropriate conduct in the use of this equipment includes but is not limited to:

- a. Damage, vandalism or theft of equipment
- b. Piracy: altering and/or theft of software
- c. Use of systems to transmit computer viruses
- d. Accessing, communicating or printing information that is deemed inappropriate in nature by school personnel
- e. Plagiarism
- f. Any conduct in violation of school rules

The Knights Ferry School District staff members will determine what is appropriate and inappropriate use of computer equipment and their decision is final. Any student involved in inappropriate use of any computer equipment will be referred to the superintendent/principal or designee for disciplinary action and may lose the privilege to access any or all computer equipment for the remainder of the school year. In addition, parents may be held responsible for damages to any Knights Ferry School District computer equipment incurred during the course of inappropriate action by a student.

Conduct Code Procedures

Knights Ferry students may be referred to the Superintendent/Principal by school personnel using a Knights Ferry School REFERRAL-TO-SUPERINTENDENT/PRINCIPAL NOTICE. 'Intervention' given is decided by the Superintendent/Principal or designee after considering the available facts.

Citizenship Grade Policy

1. Grades 4th – 8th

A student shall receive one point for each occurrence of observed positive behaviors in keeping with the Student Code of Conduct and character education.

- 0 – 2 points shall receive a grade of F
- 3 – 4 points shall receive a grade of D
- 5 – 6 points shall receive a grade of C
- 7 – 8 points shall receive a grade of B
- 9 or more points shall receive a grade of A

Sexual and Personal Harassment. It is the district policy that sexual harassment will not be tolerated and can result in disciplinary action. The Governing Board prohibits the unlawful sexual harassment of any student by an employee, student, or other person in or from the district. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment. Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. The Board expects students or staff to immediately report incidents of sexual harassment to the principal. Any student who feels that he/she is being harassed should immediately contact the principal. If a situation

involving sexual harassment is not promptly remedied by the principal or designee, a complaint of harassment can be filed in accordance with AR 1312.1 – *Complaints Concerning School Personnel* or AR 1312.3 – *Uniform Complaint Procedures*. The principal or designee shall determine which procedure is appropriate. The district prohibits retaliatory behavior against any complaint or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Suspension or Expulsion from School. California Education Code requires that school personnel act to protect all pupils in their charge from dangerous actions by other pupils. Should a student act in a dangerous or destructive manner he or she may be suspended or expelled from school. Punishment requiring suspension is progressive in most cases and ranges from one to five school days. School administrators may expel a child if in their judgment a serious infraction of the rules has occurred. The school administrator will recommend expulsion to the Board of Trustees in the most serious cases. State law requires such actions in specific cases. These cases are listed on page 40 of this Handbook.

DRESS AND GROOMING POLICY

Students should dress properly and neatly for school. The following are acceptable guidelines to be followed by all students:

1. Shoes must be worn at all times. Shoes appropriate for running (closed toes) must be worn for physical education. Students K through 4th must wear shoes with a back on them, no flip flops.
2. Halter tops, midriff blouses or shirts, football practice half jerseys, spaghetti strap (less than 1”) tops, and “T” back tank shirts shall not be worn.
3. Hair, clothes, and body will reflect regular cleaning and grooming.
4. Hats, sunglasses, etc., shall not be worn in the instructional area.
5. Clothing and attire shall always be appropriate and not be designed to disrupt the normal operation or be a safety concern. This includes art, words, or pictures on clothing.
6. Make-up is discouraged for elementary students.

DRIVER RESPONSIBILITY ON FIELD TRIPS

The following are Knights Ferry’s rules for parents and community members who provide transportation or chaperone for school field trips. Many of these rules are based upon the advice or direction of our insurance carrier to help us increase the safety of the adults and children participating on field trips.

1. Field trips are school activities. All behavior, dress and other school rules, policies and laws are applicable to every person participating on a field trip.
2. Drivers must show proof of insurance and have insurance covering a minimum of \$100,000.00 per occurrence (if driver drives for a number of field trips, a minimum of \$300,000.00 per occurrence is recommended.) A school insurance form must be on file in the school office.
3. Drivers must have a current DMV printout on file in the school office that indicates a clear driving record. To obtain this information you may either drop by your local DMV office or go online at www.dmv.ca.gov . Click on “Online Services” tab at the top of the page choose the very first item listed, “Driver Record.” Follow the directions on the page, the fee for this online service is \$2.00. If you go into a DMV office the cost is \$5.00.
4. Drivers must have a school insurance form, proof of insurance AND a DMV printout on file even if you are driving just your own child.
5. Only students whose class is participating, drivers and chaperones pre-approved by the teacher and Knights Ferry staff members are allowed to attend field trips.
6. If you are driving students from Knights Ferry School NO other children (non Knights Ferry School Students) may be in the car. This includes younger siblings.
7. No more than 7 people (including the driver) may be transported in one car. A seatbelt must be provided for each passenger.
8. Seat belts must be worn when the vehicle is moving.

9. Drivers may not transport a child in a motor vehicle without properly securing the child in a rear seat in a child passenger restraint system meeting applicable federal motor vehicle safety standards. California Law requires children to ride in the back seat in a properly secured child passenger safety restraint until they are at least 8 years old or until they are at least 4 feet 9 inches in height. (CVC 27360)
10. A child may not ride in the front seat of a motor vehicle with an active passenger airbag if the child is under 12 years of age (National Highway Traffic Safety Administration).
11. Body parts (hands, head, etc.), clothing or other objects must be kept inside the vehicle when it is moving.
12. All drivers must check out with the teacher in charge before leaving school and before beginning the return trip.
13. No alcoholic beverages are to be consumed before or during the field trip.
14. Appropriate language is to be used by adults and students.
15. The teacher organizing the field trip will determine if there is a single “safe route” to the destination. If a “safe route” is identified, all vehicles must take that route.
16. No Stopping, except for emergency, unless approved prior to the start of the field trip by teacher or administrator in charge.

GUM AND SHELLED SEEDS ON CAMPUS

Please help keep our school beautiful! The use of chewing gum or eating of shelled seeds on campus is absolutely not allowed! Students in possession or chewing or eating of gum or shelled seeds will be subject to disciplinary action according to the conduct code.

HOMEWORK

Practicing concepts taught during the day through work at home (homework) enhances student learning and the retention of new skills. Parents and guardians have a tremendous influence on the success of their students through monitoring of class progress and especially homework. By providing your child a regular place that is well lighted, reasonably quiet, and adequately supplied with necessary materials, a parent can greatly enhance the changes that their student will be successful. Also, it will keep you, the parent, informed as to how well your child is performing in class.

Grades 5th through 8th: Parents may check for homework assignments written in the student’s agenda book for each class on the daily planner. Parents, please verify completion by initialing or signing the Agenda book on the current date that has the class and homework assignments written for the day at the bottom in the tan rectangular box. Assignments that are one day late will be marked down 10%. Students will be Zapped for late work. Please see Zap (pg 14-15) for more information.

HONOR ROLL

Honor Roll students (those students with a GPA of 3.0 and above, and a C and above in citizenship) shall be recognized at the end of the school year with an Honor Roll trip chosen by the Superintendent/Principal. An F in any subject or citizenship in any trimester will disqualify students from the end of the year Honor Roll trip. In addition to the trip each child with a GPA of 3.0 and above shall receive a plaque designating the child’s cumulative GPA for the year. These awards shall be presented at the end of the year Awards Assembly on the last day of school.

INTERNET RESPONSIBILITY

In order for students to use the internet at Knights Ferry School an Internet Responsibility Contract **MUST** be filled out and signed by both the student and parent and be on file at the school.

LOST AND FOUND

The lost and found bin is located in the cafeteria. Please be sure to check for lost articles regularly. At the end of each school quarter, items not claimed will be donated to charity.

LUNCH PROGRAM

Lunches and milk are available for your children through the school office. Purchases for lunches and milk may be made in the school office during school office hours. The cost per lunch will be \$2.95, including milk. Individual extra milks will cost \$0.25. Reduced price and free lunches are available to families with limited or fixed incomes. Please contact the office for an application if you feel your family might be eligible.

NOTE: No more than 5 days of lunches OR milk may be charged. No hot lunch OR milk will be provided on the fifth day, instead they will receive a peanut butter sandwich and a milk for a lunch ordered OR no drink if a milk is ordered.

MEDICATIONS AT SCHOOL

Prescription and Over-the-Counter (OTC) medication can be administered at school under certain circumstances. All of the following conditions must be met BEFORE any medication can be administered to a child at school by school staff:

1. All medication must be given to the school secretary or nurse by the student's parent.
2. The medication must be in a labeled pharmacy bottle.
3. The label must contain the student's name, name of medication and time/dosage to be given.
4. The student's parent **and** doctor must complete a "Medication Form."
5. Paperwork must be complete and updated each school year/annually.
6. Medication must be picked up at the end of the school year. All medicine not retrieved at the end of the year will be disposed.
7. Students must not be in possession of medication of any kind at any time while on campus including Over-the-Counter (OTC) medications.

All medication must be given to the office and administered by authorized office personnel as specified by items #1 through #4 above. Only the Principal, School Secretary or School Nurse is authorized to administer medications to children at school. Please do not ask other school personnel to violate this policy. Questions may be directed to the school secretary.

MESSAGES FOR STUDENTS AND STAFF

To minimize classroom interruptions, please discuss after school care and other plans with your children before they leave for school in the morning. Messages are difficult and time-consuming for the office staff, as well as very disruptive to classrooms. We realize there are unavoidable circumstances that may necessitate a student receiving a message during the school day. However, we do appreciate your cooperation in keeping these instances to an absolute minimum. During regular school hours messages for students will be placed in the child's teacher's mail box. All teachers now have voicemail. If you would like to leave a message for your child's teacher we will transfer you directly to their voicemail. Teachers check voicemail regularly.

MOBILE PHONES

Students are **not** allowed to have mobile phones at school without prior written permission from their parent. This permission must be sent to the school office where it will be kept on file. With written permission from the student's parents, mobile phones **must** not be in the student's possession. Phones must be off and turned into the teacher each and every day and the beginning of the school day and will be given back at the conclusion of the school day. The teacher will have a collection basket by the door at the beginning of the school day. If any child is found with a mobile phone, the phone will be taken from the student and kept in the school office until their parent comes in to pick it up. If they are caught a second time with their phone in their immediate possession they will be given detention and will lose the right to have their phone at school. If they are caught a third time they will be suspended.

MUSICAL PROGRAM (INSTRUMENTAL)

KFS offers an instrumental program for students in grades 5th – 8th. If your child is interested in participating in this program please contact the school office.

PARENT TEACHER CLUB (PTC)

KFS parents, faculty and friends conduct annual fundraising activities. The funds raised by these activities are allocated by the PTC to a variety of school activities that improve and enhance the learning experience of KFS students. You are a member of the PTC as the parent of a KFS student.

You are encouraged to become an active member! If you want more information about the PTC, stop by the office! Help your child! Help your school! Participate today!

PESTICIDE USE NOTIFICATION

See the “Healthy Schools Act of 2000” on page 36.

PHONE EMERGENCY SYSTEM

Our school uses “Blackboard Connect” as our telephone emergency system. This electronic system will automatically contact you by phone for any information changes happening at the school. This includes schedule changes (informative items) as well as any emergency situation. In the event of an emergency all telephone numbers given to us on the registration form will be contacted. If the item is information only, the preferred telephone number you listed on the registration form will be used.

PROHIBITED ITEMS

Items which are disruptive, unsafe and do not add to the learning environment are not permitted at school. Such items as, but not limited to, water balloons, toys, yo-yos, tops, whistles, noisemakers, i-pods, or other electronic music devices, etc. These items will be confiscated immediately and the student will be subject to disciplinary action. Items may be returned to the student to transport home or may be picked up by parents. Bicycles and skateboards may be used to transport students to and from school. Students must dismount them before entering the campus and cannot begin riding them until off campus.

NOTE: Some items are prohibited by law from school grounds and could involve law enforcement agencies. Example of these could be: firecrackers, knives, matches, firearms, weapons, etc. Other items which could cause serious discipline problems are alcohol, cigarettes and chewing tobacco, and any type of drug or unauthorized prescriptions.

PROGRESS REPORTING

Report cards will be sent home at the conclusion of each trimester. In addition, “D” & “F” Notices will be sent home at least once each trimester for students in 4th through 8th grade. Formal parent conferences will be held at the end of the first trimester. Additional conferences may be held if either the teacher or parent/guardian so desires.

RENAISSANCE

Knights Ferry Elementary School District participates in a modified Renaissance program designed for our school. Students in grades kindergarten through third grade are recognized in each individual classroom every Friday. Students in grades fourth through eighth grade are recognized at the end of each trimester. Awards are presented based on citizenship, grades and/or improvement of grades from the previous trimester. Awards will vary depending on availability of prizes. To receive recognition students must have at least a ‘B’ in citizenship as well as a GPA of 2.5 or above OR a grade point increase of .5 or more from the previous trimester. If a student has 4 or more missing and/or late assignments they will automatically be disqualified from Renaissance. To be considered for Renaissance all work needs to be turned in on time on a regular basis. Each trimester Renaissance students shall receive a Renaissance Card with the privileges in addition to the trimester prizes.

SAFETY AT SCHOOL

Students are urged to observe every safety precaution on the way to and from school and while at school. Students **MUST** report any accident to their own teacher or to the teacher on duty. Students are asked to observe the following safety rules on the way to and from school:

1. **Students Walking** are to walk down the fire lane on the east side of the school and then down Dean Street keeping to the left-hand side of the street (facing on-coming traffic.).
2. **Bicycle Riders** are to use the same route as those students who are walking. There is no bicycle riding on school grounds or in the parking lot. All bicycles must be parked in an approved school area.
3. **Parking Lot Safety** is very important. Please observe the loading zone and crosswalk. Parents, please remain in cars while stopped at the yellow loading zone.

SCHOOL PROPERTY

Students are expected to be responsible for all school property in their care including textbooks, workbooks, desks, computers and software, physical education equipment, library books, etc.

Students will be required to pay for lost or damaged items.

SMOKING, ALCOHOL & OTHER CONTROLLED SUBSTANCES

Please keep our school healthy! Knights Ferry School is a Tobacco, Alcohol and Drug -Free Zone. Adults and students may not have any of these items in their possession while on school grounds. Our policy is to immediately report any violation of this rule to the appropriate law enforcement authorities. Smoking by any individual is NOT permitted anywhere on or near school grounds.

STUDENT PROMOTION AND RETENTION POLICY

In Kindergarten and 1st grade a student may not be retained without parent's permission.

In 2nd through 8th grade parent permission is ***not*** required. In 2nd and 3rd grade a satisfactory grade in reading is required. In 4th through 8th grade a student must achieve at least a 1.0 GPA in all grades, or a GPA of 1.0 in math, 1.0 in reading, or 1.0 in writing.

STUDENT SUCCESS TEAM/PROBLEM SOLVING PLANS

The academic, social, and personal progress of every KFS student is important to us. Student progress is assessed on a continuing basis by the school's professional staff. At times, students struggle with behavior or learning new concepts, and may be identified as experiencing a challenge that might benefit from intervention. In such cases, a staff member may complete a Problem Solving Plan (PSP) developing specific goals to target for intervention in problem areas. If the Problem Solving Plan and initial interventions are not successful in alleviating the problems, teachers, parents or administrators may request a Student Success Team (SST) meeting.

TARDY POLICY

Tardiness is disruptive to the educational process for the child who is tardy and for the other children in the classroom. A student is considered tardy if they arrive on campus after class begins (8:15am for 1st – 8th; 10:30am for Kindergarten). Tardy students must report to the school office before entering the classroom. Excessive Tardiness is considered a form of truancy and will result in discipline consequences and/or referral to the School Attendance Review Board. At the teacher's discretion, for every 5 tardies the student may receive 15 minutes of detention.

TELEPHONE

The telephone in the school office is a business telephone. Students may use it **ONLY** for an emergency call.

TRANSFERS

If your family or child is going to move, please request a transfer from the school office to facilitate an easier transition from our school to his/her new one. Also, please give as much notice as possible to help us clear your child properly.

VISITING

Please feel free to make an appointment to visit our school or your child's classroom. After checking with the office, please check with your child's teacher. If visiting or working in a classroom, please be sure to sign the Visitor's Sign-In Log located in the school office.

Individual conferences should not be attempted during class time. An individual conference appointment may be made through the teacher for a time convenient to both the parent and the teacher. Please arrange to pick up any homework outside of class time or arrange to have it available at the office.

ZAP-ZERO'S AREN'T PERMITTED

Main Objective:

- Improved academic performance by students

- Increased sense of responsibility for academic success
- Development of better study habits and higher quality work
- Increased communication between school and home

How this will be done:

- Provide students a “second chance” to turn in their work
- Providing a supervised study time during lunch
- Not allowing students to “do nothing”
- Placing higher expectations on student success

How the program works:

Step One: Student fails to turn in an assignment or project on time. On time means the assignment is due at the start of that day. The teacher will notify the student that he or she must complete the assignment during lunch that day.

Step Two: ZAP tickets will be completed for any missing assignment and are delivered to the principal by 10:30AM. ZAP students will be dismissed for lunch at 12:18PM allowing them to get their lunch and eat before reporting to the ZAP area at 12:30PM. The ZAP room will be monitored by one of our instructional aides, a teacher, or the principal.

Step Three: The student shall turn their assignment into the teacher before school is out that day.

Step Four: The teacher will review the assignment for completeness and quality of work. ZAPPED assignments will be reduced by 10% for each day that they are late.

Students who are ZAPPED more than twice in one week may receive an after school detention

Rationale:

We believe all students can learn if pushed and encouraged to do so. The ZAP program is just one more strategy to help a child experience more success in school. Preparing a student for school and for life requires us to ensure each child knows the curriculum, and if a student is not completing assignments a teacher cannot possibly provide an accurate measure of that student’s knowledge.

Knights Ferry School will hold a lunch/recess time study hall for students who have not completed assignments on time. The program is called ZAP. This program is to provide a motivation for all students to complete and turn in their assignments on time and to meet their academic responsibilities. When a student does not turn in an assignment on time or has an incomplete assignment. He/she will be required to attend the ZAP session during their lunch period that day. Students will eat their lunch in the cafeteria and report to the Zap area at 12:30PM to work on homework and read from an Accelerated Reader book.

Student Responsibilities:

1. Turn in your assignments on time, every time.
2. If an assignment is not turned in on time, you are ZAPPED. Mark your planner for that assignment as ZAP. You will miss recess lunch that day. You will go to the ZAP area to work on your assignment.
3. If you turn in your assignment before your ZAP time, you still go to the ZAP, but you take other homework or a book.
4. Work on that assignment during the ZAP and turn it in by the end of that day or you will be ZAPPED again the next day.
5. Any time a teacher feels effort was not applied on an assignment you can be ZAPPED. The teacher will let you know.

We thank you for entrusting the education of your child to us at Knights Ferry Elementary School District. Please review these documents with your child to ensure their success during their time with us at school.

PARENT NOTICE OF RIGHTS AND RESPONSIBILITIES:

State law requires that parents be notified of their rights and responsibilities in certain matters pertaining to their children's education. Some items listed under this section may be repetitive from previous sections in this Parent Handbook. Also, some items may not be applicable to our School District.

1. **Absence for Religious Exercises and Instruction:** Pupils may be excused, with written permission from a parent or guardian, in order to participate in religious exercises or receive moral and religious instruction away from school property. Every pupil so excused must attend at least the minimum school day. No pupil shall be excused from school for such purpose on more than four days per school month. (Ed. Code, § 46014)
2. **Comprehensive Sexual Health Education and HIV/AIDS Prevention Education:** Parents may request in writing that their child not receive all or part of comprehensive sexual health education or HIV/AIDS prevention education. Parents may inspect the written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education. Parents have a right to request that the District provide them with a copy of Education Code section 51938. Every child's parent will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction as to the date of such instruction and whether the instruction will be taught by District personnel or by outside consultants. If outside consultants are used, the name of the organization of each guest speaker will be identified. Parents have a right to request that the District provide them with a copy of Education Code sections 51933 and 51934.
3. **Excuse From Instruction in Health:** Upon written request of a parent, a pupil may be excused from any part of instruction in health which conflicts with the parent(s)' religious training or beliefs (including personal moral convictions). (Ed. Code, § 51240)
4. **Administration of Medication:** Medication prescribed by a physician for a child may be administered during the school day by a registered nurse or other designated school personnel, or self-administered by the child if the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent consents in writing and provides detailed written instructions from a physician. Forms for administering medication may be obtained from the school secretary. (Ed. Code, §§ 49423, 49423.1, 49423.5, 49480)
5. **Students on Medication:** Parents are to notify the principal if their child is on a continuing medication regimen. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the principal or school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. (Ed. Code, § 49480)
6. **Immunizations:** The District shall exclude from school any pupil who has not been immunized properly, unless the pupil is exempted from the immunization requirement pursuant to Health & Safety Code sections 120365 or 120370. Pursuant to Health & Safety Code section 120325, a parent or guardian may consent in writing for a physician, surgeon, or health care practitioner acting under the direction of a supervising physician and surgeon to administer an immunizing agent to a pupil at school. (Ed. Code, §§ 48216, 48853.5(d), 48980(a), 49403, Health & Safety Code, §§ 120325, 120335, 120341)
7. **Physical Exams and Testing:** The District is required to conduct certain physical examinations and vision, hearing and scoliosis testing of students unless the parent has a current written objection on file. However, the child may be sent home if he or she is

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

8. **Confidential Medical Services:** For students in grades 7 through 12, the District may release a student for the purpose of obtaining confidential medical services without obtaining the consent of the student's parent or guardian. (Ed. Code, § 46010.1)
9. **Medical Coverage for Injuries:** Medical and hospital services for pupils injured at school or school-sponsored events, or while being transported, may be insured at parent's expense. No pupil shall be compelled to accept such services without his or her consent or, if the pupil is a minor, without the consent of a parent or guardian. (Ed. Code, § 49472)
10. **Medical and Hospital Services Not Provided:** The District does not provide medical and hospital services for students injured while participating in athletic activities. However, all members of school athletic teams must have accidental injury insurance that covers medical and hospital expenses. (Ed. Code, §§ 32221.5, 49471)
11. **Services for Students with Exceptional Needs or a Disability:** State and federal law requires that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Students classified as individuals with exceptional needs for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the local director of special education for specific information. (Ed. Code, § 56040 et seq.) In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. §104.32) The District official listed below is responsible for handling requests for services under Section 504 and may be reached at the following address and telephone:

District Superintendent or Designee
Knights Ferry Elementary School District
P.O. Box 840
Knights Ferry, CA 95361 Telephone: 209-881-3382

12. **No Academic Penalty for Excused Absence:** No pupil may have his or her grade reduced or lose academic credit for any absence or absences which are excused for the reasons specified below when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (Ed. Code, §§ 48205, 48980(j))

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

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

- (8) For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Elections Code.
- (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

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

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

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

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

District Superintendent or Designee
Knights Ferry Elementary School District
P.O. Box 840
Knights Ferry, CA 95361 Telephone: 209-881-3382

- 14. **Complaints (Special Education):** Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. Parents may submit a description of the manner in which the parent believes special education programs for handicapped do not comply with state or federal law or regulations to:

District Superintendent or Designee
Knights Ferry Elementary School District
P.O. Box 840
Knights Ferry, CA 95361 Telephone: 209-881-3382

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

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

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

16. **Information Obtained from Social Media:** A school district that considers a program to gather or maintain in its records any information obtained through social media of any enrolled student shall notify students and their parents or guardians about the proposed program and provide an opportunity for public comment at a regularly scheduled public meeting of the Governing board of the school district. The notification shall include, but is not limited to, an explanation of the process by which a student or a student's parent or guardian may access the student's records to examine the information gathered or maintained, and an explanation of the process by which a student or student's parent or guardian may request the removal of information or make corrections to information gathered or maintained. (Ed, Code § 49073.6)
17. **Inspection of Student Records:** State law requires that the District notify parents of the following rights which pertain to student records. (Ed. Code, §§ 49063, 49069, 34 C.F.R. § 99.7)

- a. A parent or guardian has the right to inspect and review student records relating directly to his or her child during school hours or obtain a copy of such records within five (5) business days of his/her request.
- b. Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at his/her child's school. The principal of each school is ultimately responsible for maintenance of student records.
- c. A parent with legal custody has a right to challenge information contained in his/her child's records. Any determination to expunge a student's record is made after a review of said record(s) by site administrators and certificated staff. Following an inspection and review of student records, the parent may challenge the content of the student's record. The right to challenge becomes the sole right of the student when the student becomes eighteen (18) years of age.

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

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

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

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

Both the Superintendent and the Board have the option of appointing a hearing panel in accordance with Education Code sections 49070-49071 to assist in the decision making. The

decision as to whether a hearing panel is to be used shall be made at the discretion of the Superintendent or the Board and not of the challenging party.

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

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

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

g. Parents and guardians will be charged \$.50 cents per page for the reproduction of student records.

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

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

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

- residence shall be deemed to comply with the residency requirements of the school district in which the hospital is located. (Ed. Code, §§ 48206.3, 48207, 48208, 48980(b))
22. **Student Residency:** A student may be enrolled in the District if (1) the student’s parent, legal guardian or other person having control and charge of the student resides in the District (Ed. Code, §48200); (2) the District has approved interdistrict attendance (Ed. Code, § 46600); (3) the student is placed in a regularly established children's institution, licensed foster home, or family home; (4) the student is a foster child who remains in his or her school of origin pursuant to Education Code Section 48853.5(d) and (e); (5) the student is emancipated and lives within the District; (6) the student lives in the home of an adult who has submitted a caregiver affidavit; or (7) the student resides in a state hospital within the District. (Ed. Code, § 48204) The law allows, but does not require, a district to accept a student for enrollment where at least one parent or legal guardian of the student is physically employed within the district’s boundaries for a minimum of 10 hours during the school week. (Ed. Code, §48204).
23. **Attendance Options:** All districts must inform parents at the beginning of the school year how to enroll in a school within the district that is different than the one assigned. Students who attend schools other than those assigned by the district are referred to as “transfer students” throughout this notification. There is one process for choosing a school within the district which the parent lives (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). (Ed. Code, § 48980(h)) Attached is a copy of the District’s Policy of Interdistrict and Intradistrict Transfers (page 31-32). Parents interested in interdistrict or intradistrict transfers should contact the Knights Ferry School Districts office at 209-881-3382. The general requirements and limitations of each process are described as follows:
- a. Choosing a School Within the District in Which Parent Lives: Education Code section 35160.5(b) requires the school board of each district to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The law limits choice within a school district as follows:
- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school’s attendance area.
 - In cases in which there are more requests to attend a school than there are openings, the selection process must be “random and unbiased,” which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student’s academic or athletic performance as a reason to accept or reject a transfer.
 - Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
 - A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions.
 - If a transfer is denied, a parent does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents to appeal a decision.
- b. Choosing a School Outside District in Which Parent Lives: Parents have three different options for choosing a school outside the district in which they live. The three options are:
- i. Districts of Choice (Ed. Code, §§ 48300–48315): The law allows, but does not require, each school district to become a “district of choice”—that is, a

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

- Either the district to or from which a student would transfer may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. The district a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
 - No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.
 - Siblings of students already attending school in the “district of choice” must be given transfer priority.
 - A parent may request transportation assistance within the boundaries of the “district of choice.” The district is required to provide transportation only to the extent it already does so.
- ii. Other Interdistrict Transfers (Ed. Code, §§ 46600–46610): The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. The law on interdistrict transfers also provides for the following:
- Once a pupil is enrolled in a school pursuant to an interdistrict transfer agreement, the pupil must be allowed to continue to attend the school in which he or she is enrolled without reapplying, unless revocation of the interdistrict transfer is a term and condition of the agreement between the districts; however, a district must not rescind existing transfer permits for pupils entering grade 11 or 12 in the subsequent school year.
 - Upon request, a pupil determined to be the victim of an act of bullying by a pupil of the district of residence must be given priority for interdistrict attendance under any existing interdistrict attendance agreement or additional consideration for the creation of an interdistrict attendance agreement. (Ed. Code, §§ 46600(b), 48900(r))
 - If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.
- iii. “Allen Bill” Transfers (Ed. Code, § 48204(b)): The law allows, but does not require, each school district to adopt a policy whereby the student may be considered a resident of the school district in which his/her parents (or legal guardian(s)) physically work for a minimum of 10 hours during the school week if that is different from the school district in which the student resides. This code

section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of Education Code section 48204(b) include:

- Either the district in which the parent (or legal guardian) lives or the district in which the parent (or legal guardian) physically works may prohibit the student’s transfer if it is determined that there would be a negative impact on the district’s desegregation plan.
- The district in which the parent (or legal guardian) physically works may reject a transfer if it determines that the cost of educating the student would be more than the amount of state funds the district would receive for educating the student.
- There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent the specific reasons for denying the transfer.

c. Applying to Attend a School under the Open Enrollment Act: The Open Enrollment Act allows the parent of a pupil enrolled in a “low-achieving school” to submit an application for the pupil to transfer to another public school served by the school district of residence or another school district. (Ed. Code, § 48350 et seq.) The parent must submit an application requesting a transfer to the school district in which the parent does not reside, but in which the parent intends to enroll the pupil. With some exceptions, the application must be submitted prior to January 1 of the school year before the school year for which the pupil is requesting a transfer. Both of the school districts from which and to which the parent has applied to transfer may prohibit or limit pupil transfers in accordance with the Open Enrollment Act. Additionally, the school district in which the parent does not reside, but in which the parent intends to enroll the pupil may adopt specific, written standards for acceptance and rejection of applications pursuant to the Open Enrollment Act. (Ed. Code, § 48356)

24. **Sexual Harassment Policy:** Each student will receive a written copy of the district policy on sexual harassment. The purpose of this policy is to provide notification of the prohibition against sexual harassment as a form of sexual discrimination and to provide notification of available remedies. A copy of the District's policy on sexual harassment is attached. (Ed. Code, §§ 231.5, 48980(g))

25. **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 the student’s desire to learn.
- c. Maintain a learning situation maximizing student self-motivation and encouraging the student in his or her own time to follow his or her own interests. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation by the student’s teachers of choices of learning projects.

- 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 parent information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. (Ed. Code, § 58501)

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

27. **U.S. Department of Education Programs:** The following applies only to programs directly funded by the U.S. Department of Education:

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of the children.

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

- a. political affiliations;
- b. mental and psychological problems potentially embarrassing to the student or his family;
- c. sex behavior and attitudes;
- d. illegal, anti-social, self-incriminating and demeaning behavior;
- e. critical appraisals of other individuals with whom respondents have close family relationships;
- f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g. religious practices, affiliations, or beliefs of the student or student's parent; or
- h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent. (20 U.S.C. § 1232h)

28. **Uniform Complaint Procedures:**

Complaints Alleging Discrimination, Harassment, Intimidation, and Bullying:

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

Under state law, all pupils have the right to attend classes on school campuses that are safe, secure, and peaceful. (Ed. Code, § 32261.) State law requires school districts to afford all pupils equal rights and opportunities in education, regardless of their actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), nationality (includes citizenship, country of origin and national origin), race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality

or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. (Ed. Code, §§ 210-214, 220 et seq., 234 et seq., 66260–66264, Cal. Code Regs., tit. 5, § 4900 et seq., 20 U.S.C. § 1681 et seq., 29 U.S.C. § 794, 42 U.S.C. § 2000d et seq., 42 U.S.C. § 12101 et seq., 34 C.F.R. § 106.9) The District prohibits discrimination, harassment, intimidation, bullying, and retaliation in all acts related to school activity or attendance. In addition to being the subject of a complaint, a pupil engaging in an act of bullying as defined by Education Code section 48900(r) may be suspended from school or recommended for expulsion.

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

- a. Any individual, public agency or organization has the right to file a written complaint alleging that he/she has personally suffered unlawful discrimination or that an individual or specific class of individuals has been subjected to unlawful discrimination. (Cal. Code Regs., tit. 5, § 4630(b)(1))
- b. Copies of the District’s complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)
- c. Complaints must usually be filed with the (director/district superintendent/designee of the District). In the following cases, however, complaints may be filed directly with the State Superintendent of Public Instruction: (Cal. Code Regs., tit. 5, §§ 4630(a), 4650)
 - (1) Complaints alleging that the District failed to comply with the complaint procedures described herein.
 - (2) Complaints alleging facts which indicate that complainant will suffer an immediate loss of some benefit such as employment or education.
 - (3) Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at the District level.
 - (4) Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.
 - (5) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.
 - (6) The District refuses to respond to the State Superintendent’s request for information regarding a complaint originally filed with the District.
- d. Discrimination complaints must be filed within six (6) months of the date the alleged discrimination occurred, or within six (6) months of the date the complainant first obtained knowledge of the facts of the alleged discrimination. Within that six (6) month period, complainant may file a written request with the State Superintendent of Public Instruction for an extension of up to ninety (90) days. Extensions will not be automatically granted, but may be granted for good cause. (Cal. Code Regs., tit. 5, § 4630(b))

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

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

- a. Written complaints may be made regarding:
 - (1) Adult Basic Education
 - (2) Consolidated Categorical Aid Programs
 - (3) Migrant Education
 - (4) Vocational Education
 - (5) Child Care and Development
 - (6) Child Nutrition
 - (7) Special Education

(8) "Williams Complaints"

(9) Pupil Fees

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

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

- (1) Complaints alleging that the District failed to comply with the complaint procedures described herein.
- (2) Complaints regarding Child Development and Child Nutrition programs not administered by the District.
- (3) Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at District level.
- (4) Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.
- (5) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.
- (6) Complaints relating to Special Education, but only if:
 - (a) District unlawfully refuses to provide a free appropriate public education to handicapped students; or
 - (b) District refuses to comply with due process procedures or fails to implement due process hearing order; or
 - (c) Children may be in immediate physical danger, or their health, safety or welfare is threatened; or
 - (d) A handicapped pupil is not receiving the services specified in his/her Individual Educational Program (IEP); or
 - (e) The complaint involves a violation of federal law.
- (7) The District refuses to respond to the State Superintendent's request for information regarding a complaint originally filed with the District.

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

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

- (1) Insufficient textbooks and instructional materials;
- (2) Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils;
- (3) Teacher vacancy or misassignment; or
- (4) The provision of intensive instruction and services for pupils who have not passed the high school exit exam by the end of grade 12.

A complainant not satisfied with the resolution of a Williams Complaint has further rights under Education Code Section 35186.

d. Pupil Fees Complaints: A complaint of noncompliance with Education Code section 49010 et seq. may be filed with the school principal under the Uniform Complaint Procedures. A complaint shall be filed not later than one calendar year from the date the alleged violation occurred. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

- (1) A complainant not satisfied with the decision of the school may appeal to the California Department of Education by filing a written appeal within 15 days of receiving the decision and will receive a written appeal decision within 60 days of the department's receipt of the appeal.
- (2) If the school finds merit in a complaint, or the California Department of Education finds merit in an appeal, the school must provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

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

District Superintendent or Designee
Knights Ferry Elementary School District
P.O. Box 840
Knights Ferry, CA 95361 Telephone: 209-881-3382

Appeals:

- a. Except for Williams Complaints, if a complaint is denied, in full or in part, by the District, the complainant may appeal to the California Department of Education. (Ed. Code, § 262.3(a), Cal. Code Regs., tit. 5, § 4632)
 - (1) Appeals must be filed within fifteen (15) days of receiving the District decision.
Complainant may, within that fifteen (15) day period, file a written request for an extension. Extensions will not be automatically granted, but may be granted for good cause.
 - (2) Appeals must be in writing.
 - (3) Appeals must specify the reason(s) for appealing the District decision.
 - (4) Appeals must include a copy of the original complaint and a copy of the District decision.
- b. If a complaint is denied, in full or in part, by the Department of Education, the complainant may request reconsideration by the State Superintendent of Public Instruction. (Cal. Code Regs., tit. 5, § 4665)
 - (1) Reconsideration must be requested within thirty-five (35) days of receiving the Department of Education report.
 - (2) The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

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

29. **Pupil-Free Staff Development Day and Minimum Day Schedule:** A copy of the District's pupil-free staff development day and minimum day schedules is attached for reference (pg 5). A pupil's parent or guardian will be notified during the school year of any additional minimum days and pupil-free staff development days no later than one month before the actual date. (Ed. Code, §48980(c))
30. **Review of Curriculum:** A prospectus of curriculum, including titles, descriptions, and instructional aims of every course offered by each public school, is available at the school site for parent review upon request. Copies are available upon request for a reasonable fee not to exceed the actual copying cost. (Ed. Code, §§ 49063, 49091.14)
31. **Child Find System; Policies and Procedures:** Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to Education Code section 56300 et seq. (Ed. Code, § 56301, 34 C.F.R. § 104.32(b))
32. **School Accountability Report:** Parents/guardians may request a hard copy of the School Accountability Report Card which is issued annually for each school of the District. (Ed. Code, § 35256)

33. **Asbestos Management Plan:** An updated management plan for asbestos-containing material in school buildings is available at the District Office. (40 C.F.R. § 763.93)
34. **No Child Left Behind Act of 2001:** Under the NCLB Act, parents have the following rights:
- **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:** Upon request, parents have a right to information regarding the professional qualifications of their student’s classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects s/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher’s college major, whether s/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to the parents’ child and, if so, their qualifications. The District shall also notify parents if their child has been assigned to or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. (20 U.S.C. § 6311(h)(6))
 - **Information Regarding Individual Student Reports on Statewide Assessments:** Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student. (20 U.S.C. § 6311(h)(6))
 - **Limited English Proficient Students:** The Act requires notice be given to parents of limited English proficient students regarding limited English proficiency programs, including: the reasons for the identification of the student as limited English proficient; the need for placement in a language instruction educational program; the student’s level of English proficiency and how such level was assessed; the status of the student’s academic achievement; the methods of instruction used in the available programs; how the recommended program will meet the student’s needs; the exit requirements for the program; how the program meets the objectives of the student’s IEP, if applicable, and; parent options for removing a student from a program and/or declining initial enrollment. (20 U.S.C. § 6312(g)(1)(A))
 - **Program Improvement Schools:** Parents shall be notified when their child’s school is identified a “program improvement” school. Parents must be notified as to what the identification means, how the school compares to other District schools, the reasons for the identification, how the low achievement is being addressed by the school, District, or State, and how the parents can be involved. The parents must also be notified about the opportunities for school choice and supplemental instruction. (20 U.S.C. § 6316(b)(6))
- The information provided above is available upon request from each child’s school or the district office. Additional notices that may be required under the No Child Left Behind Act shall be sent separately. (20 U.S.C. §§ 6301 et seq.)
35. **Children In Homeless Situations:** Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. (Ed. Code, § 48852.5, 42 U.S.C. § 11432(g)(1)(J)(ii), (g)(6))
36. **Sex Equity In Career Planning:** Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions. (Ed. Code, § 221.5(d))
37. **Pesticide Products:** All schools are required to provide parents or guardians with annual written notice of expected pesticide use at schools. The attached list provides the name of each pesticide product, the active ingredient(s) and the Internet address for further

information. Parents or guardians may request prior notice of individual pesticide applications at the school. See page 36, “Healthy Schools Act of 2000”. (Ed. Code, §§ 48980.3, 17612)

38. **Pupil Fees:** A pupil enrolled in a public school must not be required to pay a pupil fee for participation in an educational activity. (Ed. Code, § 49011)

(a) The following requirements apply to prohibited pupil fees:

- (1) All supplies, materials, and equipment needed to participate in educational activities must be provided to pupils free of charge.
- (2) A fee waiver policy shall not make a pupil fee permissible.
- (3) School districts and schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.
- (4) A school district or school shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and a school district or school shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the school district or school.

(b) Solicitation of voluntary donations of funds or property and voluntary participation in fundraising activities are not prohibited. School districts, schools, and other entities are not prohibited from providing pupils prizes or other recognition for voluntarily participating in fundraising activities. (Ed. Code, § 49010 et seq.)

Notification of Rights Under FERPA for Elementary and Secondary Schools:

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

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

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

(2) The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

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

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

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

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

The School will make a reasonable attempt to notify the parent or eligible student of a records request by officials of another school district in which a student seeks or intends to enroll.

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

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

INTERDISTRICT AND INTRADISTRICT TRANSFER POLICY #5117 (BP & AR):

The Governing Board recognizes that parents/guardians of students who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district.

- (cf. 0520.3 - Title I Program Improvement Districts)
- (cf. 5111.12 - Residency Based on Parent/Guardian Employment)
- (cf. 5116.1 - Intradistrict Open Enrollment)
- (cf. 5118 - Open Enrollment Act Transfers)

Interdistrict Attendance Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Transportation

The district shall not provide transportation beyond any school attendance area. Upon request, the Superintendent or designee may authorize transportation for interdistrict transfer students to and from designated bus stops within the attendance area if space is available.

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. (Education Code 48307)

- (cf. 3100 - Budget)
- (cf. 3460 - Financial Reports and Accountability)

The district may deny a transfer of a student out of the district to a school district of choice if the Board determines that the transfer would negatively impact a court-ordered or voluntary

desegregation plan of the district. (Education Code 48301)

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48900 Grounds for suspension or expulsion; definition of bullying

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional occupational center/program, enrollment of students, interdistrict attendance

ATTORNEY GENERAL OPINIONS

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

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

COURT DECISIONS

Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192 Cal.App.4th 234

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

Management Resources:

CSBA PUBLICATIONS

Transfer Law Comparison, Fact Sheet, March 2011

WEB SITES

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

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

(11/09 11/10) 7/12

Policy **KNIGHTS FERRY ELEMENTARY SCHOOL DISTRICT**

adopted: October 11,2012 Knights Ferry, California

SEXUAL HARASSMENT POLICY (BP #5145.7):

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. 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 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.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 1312.1 - Complaints Concerning District Employees)
- (cf. 5131 - Conduct)
- (cf. 5131.2 - Bullying)
- (cf. 5137 - Positive School Climate)
- (cf. 5141.4 - Child Abuse Prevention and Reporting)
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Complaints regarding sexual harassment 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.

- (cf. 1312.3 - Uniform Complaint Procedures)

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. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

(cf. 4117.4 - Dismissal)

(cf. 4117.7 - Employment Status Report)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

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

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.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

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

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training
CODE OF REGULATIONS, TITLE 5
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX, discrimination
UNITED STATES CODE, TITLE 42
1983 Civil action for deprivation of rights
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
106.1-106.71 Nondiscrimination on the basis of sex in education programs
COURT DECISIONS
Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736
Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

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

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

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

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

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

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

(3/09 3/12) 10/14

Policy
adopted: May 14, 2015

KNIGHTS FERRY ELEMENTARY SCHOOL DISTRICT
Knights Ferry, California

HEALTHY SCHOOLS ACT OF 2000:

Notice to all students, parents/guardians and employees of the Knights Ferry School District:

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

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

| Pesticide Names | E.P.A. Reg. Number | Active Ingredient(s) |
|----------------------------------|---------------------------|---|
| Cy-Kick CS | 499-304 | Cyfluthrin 6% |
| Remuda Weed Control | 228-366-54705 | Glyphosate Concentrate with Surfactant 41% |
| Wasp & Hornet Killer | 9688-233 | d-trans allethrin .05% lambda cyhalothrin .01% |
| Ant Killer | 149-11 | Pyrethrins .10% Piperonyl butoxide, technical .50% Permethrin .20% |
| Corry's Slug & Snail killer | 67702-33-8119 | Sodium ferric edta 5% |
| Kill Moles & Gophers | 149-16 | Zinc Phosphide 2% |
| Clean Air Purge III | 9444-158 | Pyrethrins .975% Piperonyl butoxide technical 1.950% n- octyl bicycloheptene dicarboximide 3.050% |
| Ant, Roach, & Spider Killer | 9688-230 | d-trans Allethrin .05% Lambda -Cyhalothrin .01% |
| Terro Ant Killer Liquid Ant Bait | 149-8 | Sodium Tetraborate Decahydrate (borax) 5.4% |
| Bleach | 5813-50 | Sodium hypochlorite 6% |

Parents/guardians of the Knights Ferry School District can register with the District's designee to receive notification of individual pesticide applications by calling 209-881-3382. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

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

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA):

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

Consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)--

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of --

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

Inspect, upon request and before administration or use --

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

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

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

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any unprotected information survey not funded in whole or in part by the Department of Education.

Any non-emergency, invasive physical examination or screening as described above.

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

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

INTERNET USE AND INAPPROPRIATE INTERNET CONTENT:

Knights Ferry School District has access to the Internet – a collection of thousands of interconnected computer networks around the world that allows almost instantaneous sharing of information.

Students and staff will have access to college and university libraries, information and news from a variety of sources and research institutions, software of all types, electronic mail and discussion groups on a wide variety of topics, and much more.

Knights Ferry School District strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our district. Our goal in providing this service is to promote educational excellence by facilitating resources sharing, innovation and communication. We also want to take every precaution to protect students and staff from any misuses or abuses of this world-wide service.

With access to computers and people all over the world also comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications which are not suitable for school-age children.

Students must agree to responsible use of the system under the rules for use listed below and must agree NOT to:

1. use the Internet unless a school administrator, teacher, aide, or secretary is present in the room and has FIRST given permission.
2. send or receive messages that indicate or suggest unethical or illegal solicitation, threatening or obscene materials, racism, sexism, inappropriate language or other issues deemed inappropriate by the school staff. Even unintended access to unacceptable material will be immediately reported to the staff member in the room.
3. use of the Internet for financial or commercial gain.
4. reveal personal names, home addresses or phone number, or the names, address and phone number of others.
5. use copyrighted material in reports without permission.
6. copy other people's work or intrude into other people's files.
7. vandalize hardware, software and/or network systems.
8. use the Internet to download or play games of any sort.

A Student **MUST BE PREPARED** to be held accountable for his/her actions and for the loss of privileges if the above rules are violated.

Use of the District's computer system is a privilege, not a right. Network administrators may review communications to maintain system integrity and insure that students are using the system responsibly. Anyone can read what you write. Consequences for violating the behavior standards outlined above include:

- Loss of technology privileges from 1 month to 1 year, depending on the severity.
- Repayment of any damages caused to equipment
- Suspension/expulsion

IN ORDER TO USE THE INTERNET, STUDENTS AND PARENTS MUST SIGN THE AGREEMENT TO INDICATE UNDERSTANDING OF THE CONDITIONS OF RESPONSIBILITY AND RETURN THIS FORM TO THEIR CHILD'S TEACHER.

WILLIAMS UNIFORM COMPLAINT PROCEDURE - COMPLAINT FORM:

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes No

Name: _____

Address: _____

Phone Number: Day: _____ Evening: _____

Issue(s) of the complaint: Please check all that apply:

- 1. Textbooks and instructional materials:
 - A student lacks textbooks or instructional materials to use in class.
 - A student does not have access to instructional materials to use at home or after school to complete homework assignments.
 - Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

- 2. Teacher vacancy or misassignment:
 - A semester begins and a certificated teacher is not assigned to teach the class.
 - A teacher lacks credentials or training to teach English learners or is assigned to teach a class with more than 20% English learners in the class.
 - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

- 3. Facility conditions:
 - A condition exists that poses an emergency or urgent threat to the health or safety of students or staff as defined in District Administrative Regulations 1312.4.

Please describe the issue of your complaint in detail, including the date of the problem and specific location where the problem occurred (school, room number). You may attach additional pages if necessary to fully describe the situation:

Please file this complaint by mail, fax or in person:

Knights Ferry ESD UCP Complaint Coordinator
Knights Ferry School Office
PO Box 840
12726 Dent Street
Knights Ferry, CA 95361
FAX 209-881-3525

SUSPENSION OR EXPULSION FROM SCHOOL:

The following actions are considered to be serious infractions of school rules. Students whose actions have been determined to have committed one or more of the following actions may be liable for suspension or expulsion from school if other means of correction have not been effective.

| Action Requiring Suspension or Expulsion from School | Education Code |
|---|----------------|
| Fighting, mutual combat. | 48900(a) |
| Caused, attempted to cause, or threatened to cause physical injury to another person. | 48900(a)(1) |
| Willfully used force or violence upon the person of another, except in self defense. | 48900(a)(2) |
| Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. | 48900(b) |
| Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance or intoxicant. | 48900(c) |
| Offered, arranged, sold, delivered, or otherwise furnished substances represented as controlled substances. | 48900(d) |
| Committed or attempted to commit robbery or extortion. | 48900(e) |
| Caused or attempted to cause damage to school property or private property. | 48900(f) |
| Stole or attempted to steal school property or private property. | 48900(g) |
| Possessed or used tobacco, or any products containing tobacco. | 48900(h) |
| Committed an obscene act or engaged in habitual profanity or vulgarity. | 48900(i) |
| Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia. | 48900(j) |
| Setting or attempted to set a fire. | 48900(k) |
| Falsifying school/home correspondence, admit slips, or passes. | 48900(k) |
| Activating fire alarm or tampering with emergency equipment. | 48900(k) |
| Profanity or vulgarity, verbal or non-verbal: Directed at staff; Directed at student; Use not directed. | 48900(k) |

| Action Requiring Suspension or Expulsion from School | Education Code |
|---|----------------|
| Willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel. | 48900(k) |
| Disrupted class or school activities. | 48900(k) |
| Failure to serve assigned detention. | 48900(k) |
| Failure to identify oneself to staff. | 48900(k) |
| Gambling and wagering. | 48900(k) |
| Cheating or plagiarism violation. | 48900(k) |
| Gang display or affiliation written, non-written, verbal, non-verbal, and or in attire/dress. | 48900(k) |
| Possessing prohibited items. | 48900(k) |
| Dress code violation. | 48900(k) |
| Eating, chewing or drinking in are not designated for this purpose. Gum chewing is prohibited at all times. | 48900(k) |
| Bus Misconduct. | 48900(k) |
| Knowingly received stolen school property or private property. | 48900(l) |
| Possessed an imitation firearm. | 48900(m) |
| Committed or attempted to commit a sexual assault, or committed a sexual battery. | 48900(n) |
| Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding. | 48900(o) |
| Aiding or abetting in the infliction or attempted infliction of physical injury to another person. | 48900(r) |
| Sexual Harassment | 48900.2 |
| Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. | 48900.3 |
| Hate violence. | 48900.3 |
| Threatening, intimidating or menacing another person. | 48900.4 |

