

# PARENT HANDBOOK

2019-2020

## COLUMBIA UNION SCHOOL DISTRICT

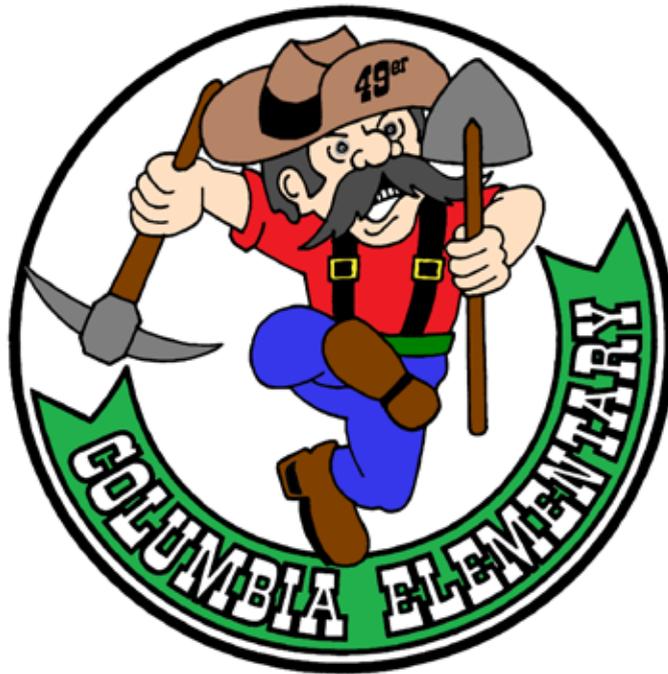
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**Principal**

Suzanne Mohr

**Superintendent**

Joseph Aldridge

**Please review the material in this booklet and  
SIGN and RETURN the acknowledgement to the school office.**

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*As the parent of a student you have many rights and responsibilities. This booklet talks about many of those and laws, policies and statutes which cover them. We suggest you read it. We must get the signed form returned or your child may not be able to attend classes. This page talks about when your child is absent from school. Only in certain cases is it permissible for a student to miss school.*

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

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

<p><i>BP . . . . District Board Policy</i></p> <p><i>AR . . . . Administrative Regulation</i></p> <p><i>EC . . . . Education Code</i></p> <p><i>HSC . . . . Health and Safety Code</i></p> <p><i>PC . . . . Penal Code</i></p> <p><i>WIC . . . . Welfare and Institutions Code</i></p> <p><i>CCR . . . . California Code of Regulations</i></p> <p><i>CC . . . . Civil Code</i></p> <p><i>FC . . . . Family Code</i></p> <p><i>GC . . . . Government Code</i></p> <p><i>VC . . . . Vehicle Code</i></p> <p><i>BPC . . . . Business and Professions Code</i></p>	<p><i>FAC . . . . . Food and Agriculture Code</i></p> <p><i>USC . . . . . United States Code</i></p> <p><i>CFR . . . . . Code of Federal Regulations</i></p> <p><i>ESEA . . . . . Elementary and Secondary Education Act</i></p> <p><i>PPRA . . . . . Pupil Privacy Rights Amendment</i></p> <p><i>FERPA . . . . . Family Educational Rights and Privacy Act</i></p> <p><i>PPACA . . . . . Patient Protection and Affordable Care Act</i></p> <p><i>Title VI . . . . . Title VI of the Civil Rights Act of 1964</i></p> <p><i>Title IX . . . . . Title IX of the Civil Rights Act of 1964</i></p> <p><i>IDEA . . . . . Individuals with Disabilities Education Act</i></p> <p><i>§ 504 . . . . . Section 504 of the Rehabilitation Act of 1973</i></p> <p><i>EOA . . . . . Equal Opportunities Act</i></p>
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**I**t has long been held that effective education of a child depends upon a successful partnership between the home and the school. A school system, in a partnership with parents, must provide support in every way possible in order to ensure each child the best possible chance to succeed.

**We are partners in your child's education. Thank you for your part. Together we can help your child be successful.**

## STANDARDS FOR LEARNING

Well-communicated standards provide you with the information you need to have a better understanding of what your child is to learn in a specific subject. Your knowledge of these standards will help you frame your questions for parent-teacher conferences and counselor conferences, select reading and writing materials for the home, and shape your visits to public libraries and other places of interest. All grade level state standards are posted and can be accessed at: <http://www.cde.ca.gov/be/st/ss/index.asp>.

### ● Student Rights and Responsibilities

Listed below are student responsibilities for which each pupil will be held accountable at Columbia School. The purpose of such a list is to make each pupil aware of others and aware that proper behavior can promote a spirit of cooperation and respect. We ask parents to discuss these responsibilities with their children.

#### As a student you have a responsibility to:

- Learn all school rules and follow them, and accept the responsibility for your own behavior.
- Attend school regularly, be on time to all classes, and come prepared to work and learn on a daily basis.
- Keep hands and feet to yourself at all times, respect others' property and dignity, and refrain from hindering others from reaching their educational goals. Refrain from behavior that is hazardous to yourself and others, and leave dangerous, valuable, or unnecessary items at home.
- Dress in a manner that will not present a health or safety problem, which is modest and suitable for school, and which will not cause disruption. Tank tops, tops with spaghetti straps, and see through tops are not allowed. Pants cannot sag. Shoes must have heel straps and should have toes for safety. Items with depictions or words referring to drugs, alcohol, or obscene matter will not be allowed. Shorts should be at fingertip length. No skin may show at the mid drift.

#### School Visitors

The staff welcomes parents and visitors who wish to come and see how the school and its classes are run. **All visitors much check in at the office before they visit classrooms and other areas.** We're sorry the office will not approve requests for students to have friends or relatives visit or accompany them to class.

## ATTENDANCE

Class instruction time is very valuable. Regular attendance is necessary for success in school. California State Law requires that students attend school regularly, and that it is the responsibility of the parents to see that their children attend school on the days/hours that the public schools are in session in the district. To maximize your student's chances for success it is necessary that the school and parents work jointly so that students attend classes regularly and on time. School begins for grades K-8 at 8:15 a.m.

If your child is ill or otherwise unable to attend classes, please CALL the school (533-7700) each morning that your child is absent. Tell the school why the child is not in school and when to expect him/her back in class. If a child has a medical appointment and will be late to school, it will help the office if you can let them know the day before the appointment. You may also notify us via the school app.

- Parents will be informed when students are frequently absent from or tardy to school.
- Students should be on time for all classes. If a student is tardy to school, he/she should report to the office for a late slip, otherwise the student will be marked absent.
- It is necessary that each absence be cleared by parents, guardians, or doctors to meet state requirements on attendance. Most doctors have a card for the child to bring back to school after an appointment.
- In the case of extended illness, assignments may be requested through the office by a parent or guardian with 24 hours notice.
- **Parents whose children are frequently absent or late to school may be referred to an Attendance Review Board.** In extreme cases legal action may be sought. It is our hope that these situations do not occur and the best way to prevent such is for your child to attend school regularly.

### ● General Absences

Children cannot learn if they are not in school. Children learn early about being on time and not missing school. Daily school attendance improves student achievement. Teach your child to be on time and that school attendance is an important family value. For children ages 6 to 18 years, daily school attendance is compulsory.

It is also important that you know the state only awards funding to school districts for actual attendance. The state does not fund districts for the excused absences listed

below. Always review the school calendar and plan activities and vacations during days off. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

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

- A. Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
1. Due to the pupil's 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 the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
  5. For the purpose of jury duty in the manner provided for by law.
  6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
  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 the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
  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.

10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
  11. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- B. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit 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.
- C. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- D. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- E. "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil. [EC 48205, 48205.5, 48260]

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

## Attendance Plan

Although we realize there are legitimate reasons for a student's absence:

- Absences for more than three days will normally require a doctor's written excuse.
- Privileges/preferred activities may be denied for absences other than those listed above.
- After three absences, students may be referred to an attendance review board.
- The State defines excessive as more than 10 days of absence within a school calendar year.

## Tardy Plan

When a student is even a few minutes late to school he/she not only misses that portion of the class but causes a disruption in the class through their late arrival. The first bell for grades K-8 rings at 8:15 a.m. Tardy bell rings at 8:20 a.m.

A tardy that occurs due to a doctor or dental appointment will be excused if accompanied by a note from the physician and no consequences will take place.

## School Grounds

Columbia School is a closed campus. This means students may not leave the grounds at any time during the school day without permission. Permission for emergency purposes

may be obtained at the school office. For doctor or dental appointments during school hours, students must check out and check in at the school office. Students may not remain on campus after school unless personally supervised by their parents or by a teacher in a school sponsored activity.

## **Independent Study**

There may be times when it is unavoidable to have your child absent from school due to an out of town commitment. There is a program to cover such circumstances to allow your child to receive credit for being at school. Independent Study may be granted for a minimum of five (5) school days. Parents must make application for Independent Study no later than three (3) school days before the planned absence. Forms must be signed by the parent, student, teacher, and principal before teachers can plan assignments. All work is due immediately upon return to school. Students returning from Independent Study are to report to the office for clearance before going to class. Complete information, with details, is available in the school office.

## **Attendance Options**

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

### 1 Interdistrict transfers:

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

#### **Interdistrict Attendance Permits**

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

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

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

#### **Transportation**

The district shall not provide transportation outside any school attendance area. However, upon request, the Superintendent or designee may authorize transportation for students living outside an attendance area to and from designated bus stops within the attendance area if space is available. Priority for such transportation shall be based on demonstrated financial need. [BP 5117, June 2011; EC 41020, 46600-46611, 48204, 48300-48316, 48350-48361, 48980, 52317]

### 2. Attendance Where Caregiver Resides

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

### 3. Attendance in District in Which Parent or Guardian is Employed

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

### 4. Enrollment of Homeless or Foster Youth

Foster and homeless children living in the District shall be permitted to attend a school in the District unless they: 1) stay enrolled at their school of origin outside the District, 2) their Individual Education Plan (IEP) indicates attendance elsewhere, or 3) the parent or guardian, with knowledge of all options, declares in writing otherwise. They also have rights to expedited enrollment in school, attend classes and programs (pending proof of immunization), and free after-school programs. In some cases, fees are waived. The school district and each school site have complete documentation of the rights of homeless and foster youth. [EC 48204, 48850-48859, 48645.3, 51225.1, 56055; 5 CCR 4622; WIC 361, 726; 42 USC 11301, 11432]

## **Minimum Days/Pupil Free Staff Development Days**

If your child will be affected by minimum days or staff development days, we will give you at least one month’s notice. [EC 48980(c)]

## Individualized Instruction

You must notify the school if your child has a temporary disability and cannot attend regular classrooms. If your temporarily disabled child is located outside your school district, notify both the district where your child resides and where the child is located. Within five (5) days of notice, the district(s) will determine if the student qualifies, and within five (5) days of the determination commence instruction in the home or in a hospital or other residential health facility. The district(s) will notify you if your child qualifies, when instruction will begin and for how long it will continue. Each hour of instruction at home or in a facility will count as a full day but cannot exceed 5 days per week nor the number of days in the school year. [EC 48206.3, 48207, 48207.5, 48208, 48980]

## Pregnant or Parenting Students

Pregnant or parenting students who are 18 years old or who have permission from their parent/guardian may an excused leave for up to 8 weeks or more without having to complete school work, other requirements, or penalties. They may return to the same school and courses where they are provided time to make up work. They can attend an alternative program with access to comparable courses, programs and activities. They may have a fifth year to complete high school graduation requirements; or, if administration determines it's possible, they can complete requirements in four years. Complaints about these rights can be made using the Uniform Complaint Procedure. [EC 4600, 46015, 48200, 48980]

## Truancy

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

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

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

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

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

**Student Penalties:** First truancy may result in a meeting with administration. Second truancy may be a written warning from a peace officer that remains in the student's records. Third truancy may result in assignment to an after-school or weekend program, a SARB, a probation officer, or district

attorney program. A fourth truancy may result in a chance to improve attendance, but may also result in the student being placed within the jurisdiction of, and as a ward of the juvenile court. Other actions may include required community service, payment of a fine of \$100, attend a truancy mediation program, and loss of driving privileges. A finding of truancy may be handled through available community services.

**Parent Penalties:** In Education Code; first conviction – up to \$100 fine; second conviction – up to \$200 fine; third – up to \$500 fine. In Penal Code; parents of elementary students who are chronic truants face a fine up to \$2,000; imprisonment up to one year; or both. They may also be scheduled to meet regularly with district staff and/or referred for help. It is recommended that the parent or guardian attend classes at school with the student for one day. [EC 48260, 48260.5, 48261, 48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320; PC 270.1, 830.1; WIC 256, 258, 601, 601.3; VC 13202.7]

## Notice of Alternative Schools

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

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

## INSTRUCTION AND CURRICULUM

### District Courses

Annually the District prepares curriculum, course titles, aims, and descriptions in a prospectus. The prospectus is available at each school site and may be reproduced at

cost. Parents/Guardians have the right to review all course material. [EC 49091.14, 51101; PPRA]

## ● School Counselors

School counselors are trained educators possessing a valid teacher credential with a specialization in pupil personnel services. As specialists in child and adolescent development, school counselors coordinate the objectives, strategies, and activities of a comprehensive counseling program, and they serve as representatives on district and/or school guidance teams such as school attendance review boards. Counselors help students in grades 7-8 prepare for college or career planning. They guide students through all the steps including information about financial aid, academic requirements, and careers. Most counselors are available by appointment and will meet with students and their families. [EC 48980, 49600, 51229]

## ● Academic and non-academic courses, classes, electives, activities, sports, and related facilities

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

## ● California State Academic Standards

California along with most other States developed and adopted common academic standards in core curriculum areas. They are rigorous, internationally benchmarked, and research- and evidence-based.

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

## ● LCFF and LCAP

The LCFF (Local Control Funding Formula) changed the way the State provides money to school districts. Under this system, school districts receive a uniform base grant for every student, adjusted by grade level. Plus they receive

adjustments for the number of students living in poverty, English learners, and foster youth. Then there are further adjustments for concentration of these groups if they are above 55% of the district's enrollment. More information about the LCFF is available at [www.cde.ca.gov/fg/aa/lc/](http://www.cde.ca.gov/fg/aa/lc/).

The LCAP (Local Control Accountability Plan) is a critical part of the LCFF. Each school district is required to engage parents, students, educators, employees, and the community to establish their plan. The LCAP must focus on eight areas identified as State priorities:

1. Basic Services
2. Implementation of State Standards
3. Parental Involvement
4. Pupil Achievement
5. Pupil Engagement
6. School Climate
7. Course Access
8. Other Pupil Outcomes

The plan must describe the overall vision for students, annual goals including language acquisition, and specific action to achieve these goals. The plan will demonstrate how the district's budget will help achieve the goals, and annually assess how well the strategies improved outcomes. Anyone can comment about proposals or expenditures to the school board; at parent, student, community engagement meetings; at staff LCAP meetings; or to the district LCAP Advisory Committee. Complaints regarding LCAP may be filed anonymously or using the District Uniform Complaint Procedures. [EC 305, 47606.5, 47607.3, 52060-52076, 5 CCR 4600, 4622]

## Homeless, Migratory, Foster, Military, and Juvenile Court Youth

Homeless, migratory, foster, military family, juvenile court youth, or youth participating in a newcomer program have special rights related to graduation and partial high school credits. They have the right to an adult to help make educational decisions. Foster and homeless youth also have special rights associated with college funding, and certain considerations in school discipline. The District Uniform Complaint Procedure may be used to file a complaint. [EC 48645.3, 48645.5, 51225.1-51225.3, 56055; 5 CCR 4622; WIC 361, 726]

## ● Physical Education

Students are required to participate in P.E. A student may request to be excused from P.E. by reporting to the P.E. teacher with a note from his/her parent on the day to be excused. A doctor's note is required for a student to be excused more than three days. Students excused from P.E. must report to class and be under the teacher's supervision.

## ● Curriculum and Personal Beliefs

Whenever any part of the instruction in comprehensive sexual health, sexual abuse, or human trafficking prevention education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. No student shall be penalized, sanctioned,

*Your children may decide, or you may decide for them, not to participate in some parts of certain classroom activities for various reasons.*

or disciplined for such an excuse, and shall have an alternative education activity available. [EC 51240, 51938, 51950]

### **Family Life, Human Development, and Sexual Health Education**

In grade 7, your child will be taking classes in compliance with the California Healthy Youth Act in May of 2019. These will include instruction in comprehensive sexual health education, HIV prevention education, and research findings regarding pupil health behaviors and risks. Any written and audio-visual educational materials planned for use are available for inspection prior to the start of classes. You may have copies of non-copyrighted material that will be presented by a consultant or guest speaker for ten cents (10¢) per page. You will be notified before such instruction, and have a right to request, in writing, that your child not participate in any or all activities. You may withdraw this request at any time. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses. Staff teaches these classes. During this class, students in grades 7-8 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, or questionnaires measuring student attitudes toward health, sex, and risk behaviors. Copies of Education Code Sections 51933, 51934, and 51938 can be requested from the District or can be obtained online at [www.leginfo.legislature.ca.gov](http://www.leginfo.legislature.ca.gov). [EC 51933, 51934, 51937-51939]

### **Dissection of Animals**

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

### **Tests/Surveys on Personal Beliefs**

You and/or your child(ren) over 18 will be notified before administration of any confidential test, questionnaire, or survey containing questions about your child's, or your personal beliefs, political practices, mental health, anti-social, illegal, self-incriminating, demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility for receiving financial assistance), sex, family life, morality, or religion. You will be asked for written permission except for exempt surveys (in grades 7-8) that are part of sexual health programs or State surveys. Parents may opt their child(ren) out of all surveys, without penalty, including those seeking information to be

used in marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to surveys and personal information. Notice will be sent to parents prior to such test or survey. If you believe your rights have been violated, you may file a complaint with the Family Policy Compliance Office at U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920. [EC 51513, 51938, 60614; 60615; PPRA; 34 CFR 98; ESEA]

### **Promotion Requirements**

Promotion credits are assigned to classes in 7th and 8th grade based on the number of times per week the class meets. (Students may earn 192 credits if they pass all classes in 7th and 8th grade.) They must have 162 credits to be promoted. Seventh and eighth grade teachers will keep students/parents informed of progress throughout the school year. Valedictorians will be selected based on the student's cumulative grade point average from grades 6 through 8.

The 8th grade promotion ceremony takes place during the last week of school. Students who have met promotion requirements will participate in the ceremony and confer diplomas of promotion from elementary and middle school. Green gowns provided by the school will be worn for the ceremony.

## **SCHOOL RECORDS AND STUDENT ACHIEVEMENT**

### **Grading**

Student work is assessed based upon the Columbia Union School District grading policy. Numerically, grades are based upon: 90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; 0-59 = F. The acceptance of late work for credit is at the sole discretion of the individual teacher. Your child's teacher will explain the class policy at Back to School Night.

A student who has earned an "A" grade is one who exceeds standards and in most instances:

- demonstrates outstanding scholarship and grasp of the designated subject.
- evidences complete understanding and appreciation of the basic concepts of the subject area.
- goes beyond the goals established for the class in achievement and contribution.
- independently applies knowledge and skills to new situations.
- does assignments thoroughly and accurately.
- achieves well-rounded growth in relation to the established goals; frequently demonstrates originality and initiative.
- gives leadership in class activities.
- communicates clearly and effectively.
- shows evidence of unique perception and depth of study in the field.

A student who has earned a “B” grade exceeds standards and is one who in most instances:

- demonstrates above average scholarship and achievement in the designated subject area.
- is above average in understanding and appreciation of the basic concepts of subject area.
- does his assignments less thoroughly and accurately than the “A” student, but with above average quality.
- occasionally contributes creatively.
- often applies knowledge and skills independently.
- shows some leadership in class activities.
- demonstrates some originality.
- usually communicates clearly and effectively.
- is capable of advanced work in the field.

A student who has earned a “C” grade meets standards and is one who in most instances:

- demonstrates average scholarship and achievement in the designated subject area and in the understanding and appreciation of its basic concepts, in comparison with normal school populations.
- is responsible and participates in class activities.
- evidences normal growth in relation to his/her capacities and skills.
- with help, applies knowledge and skills to new situations.
- frequently requires individual direction and supervision in order to complete work.
- achieves sufficient subject mastery to enable him to proceed to advanced work in the subject; however, is probably not capable of extensive advanced work in the field.

A student who has earned a “D” grade does not meet standards and is one who in most instances:

- is below average in mastery of the knowledge and skills established in the basic concepts.
- seldom applies knowledge and skills to new situations.
- evidences little growth other than that developed through class association.
- rarely demonstrates originality and initiative.
- has difficulty communicating adequately.
- generally fails to make up work he/she missed if absent.
- is likely to be unsuccessful in advanced work in the subject.

A student who has earned an “F” grade is one who does not meet standards and in most instances:

- does not fulfill the requirements as established in the basic concepts.
- infrequently completes assignments and rarely makes up work he has missed, if absent.

- does not, or cannot, apply knowledge and skills to new situations.
- rejects teacher assistance and leadership.
- generally does not take part in class activities.
- does not communicate effectively.
- is not capable of advanced work in the subject without extensive remediation.

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student’s parent/guardian or send the parent/guardian a written report. [EC 49067]

## Honor Roll Grades 4–8

Honor roll lists will be published at the end of each trimester. Included will be the names of students who have grade point averages for that semester as follows:

School Honor Roll	3:00 – 3.24 G.P.A.
Principal’s Honor Roll	3.25 – 3.49 G.P.A.
Superintendent’s Honor Roll	3.50 – 4.00 G.P.A.

Those eighth grade students who were on the Honor Roll in grades 6-8th will be given special recognition at promotion ceremonies. If a student receives an “F” in any subject, he or she will not be eligible for Honor Roll.

Grade points in defined classes are computed on the basis of “A” = 4 points, “B” = 3 points, “C” = 2 points, “D” = 1 point, and “F” = 0 points. Special effort may also be recognized by teacher request and administration approval.

## Reporting To Parents

Individual student progress is reported to parents six or more times each school year. The markings are explained on the reports to parents. K-8 parent conferences are held at the end of the first and second trimester and at various times throughout the school year. The purpose of these conferences is to review your child’s academic and social growth and to develop open communication between the home and school. It is important that you attend these conferences.

## School Accountability Report Card

The School Accountability Report Card is available on request, and is available annually by February 1st on the Internet at [www.cusd49.com](http://www.cusd49.com). It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [EC 33126, 32286, 35256, 35258, 51101]

## Pupil Records

Parents, guardians, foster parents, and certain caregivers have the right to review, get copies, and inspect school records within five business days of a written or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained. Student records are provided to

schools where student transfers or wants to enroll. In some instances information about your child may be released to District staff, foster agencies, short-term residential treatment programs, after school programs, summer camps, lawyers, law enforcement, state researchers, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, and health information. The records are maintained at the Columbia Elementary School Office. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. District policy or administrative regulation 5125 sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for 25 cents per page. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You can challenge the records if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You can file a complaint about how your request was handled with the district or with United States Department of Education. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student's record. [EC 8484.1, 49063, 49060, 49068, 49069, 49069.3, 49070-49079.7, 51101, 56043, 56504; CC 1798.24(t); FERPA; 20 USC 1232(g); 34 CFR Part 99]

### Students of Military Families

For a smoother transition, the District has established guidelines for transferring credits and meeting graduation requirements of students from military families. Also students can be registered in their district of choice, but must provide proof of residency within 10 days. [EC 51225.1, 51225.2]

### Student Data from Social Media Websites

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

### Regulations Regarding Pupil Achievement

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be

used. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort. [EC 49067]

### Teacher Qualifications

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

### Release of Directory Information

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

### Custody Law Notification

Custody disputes must be handled by the courts. By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the children unless there is a signed court order that indicates otherwise. The school has no legal right to refuse a biological parent access to their child(ren) and/or their child(ren)'s school records.

Parents are asked to make every attempt not to involve the school in custody matters. School needs to be a safe place for every child. If a parent has a signed, current court order limiting custody of one parent, the school must have a copy on file. If the school office does not have a copy on file, the school is required by law to release a child to their parent with proper identification. In situations that become verbally or physically dangerous or disputed, the school will call the Tuolumne County Sheriff's Department and a deputy will be sent to the school to intervene.

### School Safety Plan

Every year, each school shall review and update its plan by March 1. Each school shall make its plan public and shall share the plan with numerous community leaders, school site personnel, and parent groups. Plans should, among other things, provide guidance for the response to and/or the prevention of bullying, child abuse, disasters, and criminal activity. Key elements are to be described in the School Accountability Report Card. Planned responses to criminal incidents need not be disclosed. The Uniform Complaint Procedure can be used regarding School Safety Plan compliance. [EC 32281, 32282.1, 32286, 32288, 32289, 51101]

## STUDENT SERVICES

### ● Student Meal Program

The District's Food Service Department serves breakfast and lunch daily, and seeks to ensure no child is denied meals. The meal program is self-sufficient so that other student services are not impacted when meals are not paid for. Students may pay for meals on a per-meal basis or parents/guardians may pay for meals in advance or by contacting Laurie Keefe at (209) 536-5579. The District will contact you if your account is ten (10) days behind. The District may be able to create a repayment plan or to explain the Free and Reduced meal plan; participation in the plan is confidential. [EC 49510-49520, 49558; 42 USC 1761(a)]

### Lunch Rules

Columbia School participates in the Federal Lunch Program. An application for free/reduced lunch is sent home the first day of school. Lunch prices are: regular lunch, \$3.00; reduced lunch \$.40; milk is \$.30

Recreational equipment is made available during the lunch period. Students are not to be in classroom areas or corridors during lunch except on rainy day schedules.

A full meal consisting of meat, bread, fruit, vegetable, and milk is offered every day. Students are required to take three of the items, one of which must be a fruit or vegetable serving. Students are asked to eat all that they take.

### ● Student Use of Technology

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

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

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this Board policy and the district's Computer/Internet Student Use Agreement.

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

site or through district-owned or personally owned equipment or devices.

Before a student is authorized to use district's technology the student and his/her parent/guardian shall sign and return a Computer/Internet Student Use Agreement. In that agreement, the parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

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

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and BP/AR 5125 - Student Records.

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

The Superintendent or designee, with input from students and appropriate staff, shall regularly review this policy and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

### Internet Safety

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

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide

standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors.

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

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats. [BP 6163.4 June 2016; EC 49073.6, 51006, 51007, 60044; PC 313, 502, 632, 653.2; 15 USC 6501-6506; 20 USC 6751-6777; 47 USC 254; 16 CFR 312.1-312.12; 47 CFR 54.520]

### **G Suite for Education Notice**

At Columbia Union School District, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Columbia Union School District, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Jamboard
- Keep
- Sites
- Vault

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html). You should review this information in its entirety, but below are answers to some common questions:

### **What personal information does Google collect?**

When creating a student account, Columbia Union School District may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

### **How does Google use this information?**

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

### **Does Google use student personal information for users in K-12 schools to target advertising?**

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

## Can my child share information with others using the G Suite for Education account?

Yes, but only with students and staff at Columbia Union School District.

## Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools .
- With Columbia Union School District. G Suite for Education accounts, because they are school managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures .
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information – such as trends about the use of its services – publicly and with its partners.

## What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting Joe Aldridge at (209) 532-0202. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google>

com while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

## What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact Joseph Aldridge, Superintendent at (209) 536-5574. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>), the G Suite for Education Privacy Notice (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under Google's Apps for Education agreement (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)).

## Library Policies and Procedures

### Circulation Policies

#### Check Out:

- Kindergarten & First grade: 1 book – not to leave campus. To be renewed or returned weekly.
- 2nd Grade: 2 books – not to leave campus. To be renewed or returned weekly.
- 3rd through 8th Grades: 2 books – with an additional book option for research purposes when required for a class assignment.
- 4th through 7th Grade students will require a permission slip on file in the library to check out MG+ and UG rated books (source - Renaissance Learning Center "AR") . The interest level and content of these books are intended for older students.
- **ALL BOOKS ARE TO BE RENEWED OR RETURNED EVERY TWO WEEKS.**

Library books may be renewed by bringing the book into the library to be scanned. Books may be renewed up to two times before they must be returned to the library. If any library book has a "reserved" status it will not be renewed more than one time.

#### Overdue/Lost Book Policy:

Students with an overdue book or books may not check-out additional books until the overdue items are returned in proper condition. Overdue notices will be placed in teacher's mail boxes for distribution to affected students. If a student is unable to return a library book in proper condition a bill may then be generated. If the book is located and in proper condition the bill is removed from the student's library account.

- Students with lost books cannot take books out of the library until the lost book situation is resolved. If you notice your child is not bringing home new books, please

ask if a book is considered lost or overdue. Sometimes, you send the book back, but it does not make it to the library.

- Students with repeat issues may be asked to always leave library books in their desk at school or may have their check-out privileges temporarily suspended.
- If a book is lost, a student or parent/guardian may volunteer time at the school as an alternative to paying for the lost book. 3 hours volunteering = 1 lost book

## **Behavior Policies**

### **Library Rules:**

- Students are expected to treat each other and the contents of the library with respect at all times.
- No Food is to be consumed in the library.
- Library voices, walking feet, and listening ears are to be used while in the library.
- Library tools, such as shelf markers are to be used **EVERY TIME!** No exceptions!
- Follow directions, use proper check-out procedures, return books on time and in proper condition thus allowing all to be active partners in maintaining our very important library!

### **Assemblies**

Notice of the topics for assemblies will be shared in the school newsletter and app. Awards and Recognition assemblies will be scheduled by the school office. Parents are invited to attend.

### **Textbooks and Special Supplies**

Although textbooks are furnished free of charge, students are required to pay for loss or damage beyond normal wear. Many textbooks can cost up to \$90 each. We ask that all textbooks checked out to students be covered.

In addition, students are furnished with individual technology devices such as Chromebooks, laptop computers, and iPads and will be required to pay for loss or damage beyond normal wear. There may be a small fee assessed for materials in designated specialty classes or activities if the student is taking a product home after the activity/class.

### **PM Club**

Senior Youth Partnership offers an after school PM Club program on the Columbia Elementary School campus from the end of each school day to 6:00 p.m. Additionally, the program will have a site open during portions of Thanksgiving, winter and spring break. PM Club is closed on all federal holidays. There is a school year registration fee of \$45.00 and the cost per day is \$20.00 for transitional kindergarten/ kindergarten, \$16.00 for 1st-8th grade students (sibling discount available), and \$10.00 for a 1-hour slot. The registration fee includes medical coverage and 4H Community Club membership for each student. The program provides homework time, enrichment activities and a nutritious snack

every day. Registration packets are available in the Columbia Elementary School office. The PM Club contact phone number is (209) 533-7707.

### **Extra Curricular Activities**

Students must be academically and behaviorally eligible to participate in extracurricular activities. A complete list of requirements and activities governed may be obtained from the school office. Students must be present during the school day in order to participate in an after-school activities.

### **Dances**

Dances are held several times a year for students in the 7th and 8th grades. Permission slips must be turned in no later than the due date in order for a student to attend each dance.

### **Sports Eligibility**

#### **Academic Eligibility**

- The most recent grading period will be used to determine academic eligibility.
- Could be Trimester grades or the most recent progress report
- Students must maintain a 2.0 GPA with no F grade.

#### **Probation:**

- Trimester grades serve a two week probation period
- Progress report grades serve a one week probation period

#### **Behavior Eligibility**

- The previous six weeks prior to the start of the season will be used to determine behavior eligibility
- Behavior eligibility will be checked again at mid-season.
- A student must have no more than four (4) demerits within the six week period to be eligible.
- Six (6) demerits within the six week period is an "F" behavior grade and five (5) demerits within the six week period is a "D" behavior grade.
- Students with a D or F behavior grade within the previous six week period are allowed to serve a probation period.
- "D" grade probation period is five (5) days
- "F" grade probation period is ten (10) days

#### **During this probation period students are:**

- Allowed to work off demerits by serving the equivalent of five (5) detentions per demerit. This is for eligibility purposes only and does not remove the demerit from the discipline file. E 6145(b)
- Allowed to serve detentions or perform community service if available during the probation period.
- 30 minute community service (if available) is equivalent to serving two 30 minute lunch detentions.
- Student is responsible for completing the community service form and returning it to the Athletic Director for verification.

- Allowed to practice
- Not allowed to play in games

Students who receive 12 or more demerits within the six week period are behavior ineligible for the remainder of the season.

Students may become ineligible for the season for any of the following reasons:

- A serious behavior infraction as determined by the Principal
- Receiving a referral during a behavior probation period
- Receiving two (2) or more demerits following a behavior probation period.

### School Pictures

An individual picture of each student will be taken in the fall for use in school records and the yearbook. Students may purchase packets of the pictures. Information is sent home prior to picture day. Satisfaction is guaranteed.

Pictures will also be taken in the spring.

### PTO – Support Columbia School

The PTO is actively involved with the school and its members contribute many hours to assist the students, the community, and the school. Parents interested in more information may contact the school or email [pto@cusd49.com](mailto:pto@cusd49.com).

### Bus Transportation

Columbia Union School District is pleased to provide bus transportation to the majority of our students. The district is the final authority in determining if regulations have been violated and what appropriate disciplinary action may result.

This policy is adhered to in order that we can provide protection for our children while they are riding district school buses or vans to and from school. The intention is not to be unreasonable, but in order for the policy to do what is intended, protect students, consistency in its application is necessary.

**ANY CHANGES IN A CHILD’S NORMAL DESTINATION MUST BE ARRANGED IN ADVANCE. Requests must be in writing and the change request must be signed by the child’s legal guardian before 2:45 p.m. on a regular day or 1:00 p.m. on an early release day.** No permanent bus notes will be issued, changes in destination must be authorized for each occurrence.

Students give all notices to their teachers first thing in the morning so that the student’s teacher is aware of any instructions from home. These notes are sent to the office for approval. In the case of transportation changes, a bus pass is issued from the office and given to the student after lunch. The passes are to be given to the driver, by the student and the driver will accommodate the change request. The bus driver will not leave a child at any stop other than the child’s normal destination without authorization from the office. The

District will attempt to accommodate reasonable requests for transportation changes. Any and all changes in transportation need to be made by noon.

If your child is not riding the bus home, he/she needs to be picked up or leave campus immediately after school as there is no supervision after 3:10 p.m.

The following guidelines, based upon the “Regulations of Pupil Transportation” as set forth by the State Department of Education and the California Highway Patrol, govern the operation of our school buses. The bus driver has total jurisdiction over the conduct of all pupils while riding on a school bus. [VC 14263a]

- Each pupil may be assigned to a definite seat, and may not be permitted to move from an assigned seat except upon permission from the driver
- No part of the body, head or arms may be extended out the windows
- Pupils must sit up in the seat and face the front of the bus, keeping feet out of the aisle
- No pupil is permitted to interfere with another pupil or deface the bus or property of another pupil
- Smoking or the use of tobacco in any form in a school bus shall be prohibited
- No intoxicating liquor or drugs shall be carried in a school bus at any time
- No animals, insects or reptiles shall be transported in a school bus without prior approval of the school principal or designee
- No glassware of any type shall be transported in a school bus
- Weapons of any sort, loaded or unloaded, except side arms carried by a peace officer, shall not be transported on a school bus
- No eating, drinking or chewing gum, etc. shall be permitted without the approval of the driver
- Playing musical instruments, whistling, yelling, loud talking, profane language, destroying articles, throwing things, shooting rubber bands, scuffling, fighting, spitting or throwing objects through windows, or any unnecessary commotion is not allowed on the bus
- Students must remain seated while the bus is in motion
- A driver may discharge a pupil at a stop other than the regular stop only when the student has a Bus Permission Pass issued from the school office
- Any damage to the bus by a pupil which cannot be considered ordinary wear and tear must be paid for by the pupil
- Bus transportation is provided for all children in the district. Parents may transport their children or have their children walk or ride bicycles to school

- Students, who wish to walk or ride their bikes, are to use caution and follow the Highway Safety Rules.

### **Penalties for Violation of Bus Rules**

Step 1 Driver will conference with the pupil and attempt to solve the problem and/or prevent further problems. Driver may notify parents depending on specific problem and pupil attitude.

Step 2 Driver will write a bus citation and refer the pupil to the school office. An administrator or the Director of Transportation will take steps to prevent further problems. Depending upon the severity of the offense, the student may lose riding privileges for up to 5 (five) days. Parents will be notified.

Step 3 Driver will write bus citation and refer the pupil to the school office. An administrator or the Director of Transportation will take steps to prevent further problems. Depending on the severity of the offense, pupils may lose riding privileges for up to the remainder of the school year. Parents will be notified.

In extreme cases of rebellious conduct and/or disrespectful attitudes, where immediate disciplinary action is deemed necessary by the bus driver, the above procedure may be circumvented and the pupil may be excluded from riding the bus by the driver or principal (Vehicle Code 14263a). However, a bus driver shall not require any pupil to leave the bus en route between home and school or other destinations. The decision regarding the permanent exclusion of any pupil from the bus, after a thorough review of the case with the parties concerned, shall be the responsibility of the District Superintendent or designee.

Cooperation of all pupils and parents is requested so pupils being transported under school authority shall be guaranteed the greatest possible safety. Pupils must realize that the safety of their own lives and those of their schoolmates depends upon cooperative bus conduct.

### **Services to Students with Disabilities**

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

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools. The District has policies guiding procedures for identification and referral. Students identified with special needs will receive a Free Appropriate Public Education in the least restrictive environment. [EC 48853, 56020 et seq., 56040, 56301; 5 CCR 4622; 20 USC 1412, (10)(A)(ii), 1412(a)(6)(A); 34 CFR 300.121]

### **Pupil Fees**

While there are limited exceptions, families and students should not have to pay fees for most items related to public

education. There are four types of fees identified in Education Code:

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

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

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

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

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

## **HEALTH SERVICES**

### **Student Wellness Policy**

The Columbia Union School District Wellness Committee was formed in 2006 to develop policy and procedures that reflect state regulations for schools regarding food offered to students during the school day. The Student Wellness Policy is posted on the bulletin board outside of the kitchen, on the district website, and copies are available upon request.

### **Approved List of Foods**

#### **Class Party / Celebrations**

There will be no more than one class party / birthday celebration per month which will be held on the last Friday of the month. Teachers are not required to hold a class party each month. Each party should include no more than one food or beverage that is not on the following list:

#### **Foods from the following groups**

- Fruits (fresh, frozen, dried, 100% fruit popsicles)
- Vegetables (that have not been deep fried)

- Nuts, Nut Butter, Seeds
- Whole Grains (whole wheat crackers, bread, pasta, cereal)
- Low-fat or non-fat dairy foods (cheese, yogurt)
  - a. Whole grain and dairy must meet ALL the following criteria:
    - i. Not more than 35% of total calories from fat
    - ii. Not more than 10% of total calories from saturated fat
    - iii. Not more than 35% of total weight is composed of sugar
    - iv. Not more than 200 mg. sodium
    - v. The total calories do not exceed 175 calories.

**Beverages must be:**

- 100% Fruit or Vegetable Juice (with no added sweeteners)
- Milk that is 1% fat, nonfat, soy milk, rice milk, or other similar nondairy milk
- Water

**Immunizations**

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

It is this district’s policy that there be no “conditional” admittance to schools. Documented proof that immunizations are up-to-date is required before attending school. These requirements do not apply if a note from licensed physician cites why they should not. The required immunizations are available through a usual source of medical care, County Health Department, a school nurse, or may be administered by a health care practitioner acting under the direction of a physician. Immunizations may be given at school. There may be funds for those who cannot access services.

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

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

**Physical Examinations**

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

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

Tuolumne County Health Department  
 20111 Cedar Road North, Sonora, CA 95370  
 209-533-7414  
 or Toll Free 1-800-585-6606, ext. 7414

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

**Kindergarten and/or First Grade Oral Health Assessment**

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

Parents or guardians must have their child’s oral health assessed and have proof of the assessment by May 31 of the student’s first school year (kindergarten or first grade). Assessments within the 12 months before the child enters school also meet this requirement. The assessment must be done by a licensed dentist or licensed or registered dental health professional. [EC 49452.8]

**Vision, Hearing, and Scoliosis Screening**

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

## ● First Aid

First aid is administered in the school office for minor scrapes, bruises, bumps, etc. Students should have permission from their teacher or playground supervisor before going to the office for first aid. Parents or guardians will be contacted if the adult in charge believes any injury to be more than minor.

Parents should keep the school informed of any special health matters that may concern their child.

## ● Medication

Children may take medication, which is prescribed by a physician, and get help from school personnel during the school day if:

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian, or caregiver annually submits a written statement asking the school district to assist their child in taking the medication or allow the student to self-administer certain medications. This includes allowing a school staff member to volunteer to identify the need for, and administer glucagon and epinephrine to a student. The letter gives permission to a district representative to communicate with the health care provider, pharmacist and acknowledge understanding of how the medication will be administered. Each school determines if it will have staff trained in the use and storage of auto-injectable epinephrine. The District will have a supply of epi-pens at each school site. [EC 49414, 49414.3, 49414.5, 49423, 49480]

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

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

## ● Head Lice

Because head lice are not uncommon and are easily spread, the Columbia Union School District adheres to the following guidelines and procedures:

- If nits or lice are found, the student shall be excluded and the parents/guardians informed about recommended treatment procedures, ways to check the hair, and sources of further information.
- Students who have been excluded must be accompanied by a parent/guardian when returning to school and be reexamined by a school designee. The student must be free of all pests and nits prior to returning to class.

*For your child's safety, we need to know if your child is taking medication on a regular basis.*

- Staff shall make every effort to maintain the privacy of students identified as having head lice and excluded for treatment.

For additional information on the treatment of head lice, contact your physician or the County Health Department listed in this section.

## ● Sun Protection

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

## ● Medical and Hospital Insurance for Students

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

**Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Covered California (800) 300-1506 or online at [www.coveredca.com](http://www.coveredca.com). [EC 49471]**

### Enrollment in a Health Care Plan

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

### School-Sponsored Athletics

If a student participates in school-sponsored athletics other than physical education or athletic event during the school day, parents/guardians and the student athlete are required to annually; (1) complete a concussion awareness form, (2) complete a sudden cardiac arrest awareness form, and (3) sign a document acknowledging receipt of an Opioid Factsheet received either in print or electronic format. [EC 33479, 49475, 49476]

## ☰ Access to Mental Health Services

School-based mental health services help address barriers to learning and provide appropriate student and family support in a safe and supportive environment. Reaching out for mental health services is simple; contact your school counselor, nurse, health aide, principal, or the district office. In the community a good place to start may be to dial 211 for referrals in your area or call Tuolumne Co. Behavioral Health Services at (209) 533-6245. If you are in crisis contact this number or dial 911. [EC 49428]

## ☰ Drug, Alcohol, and Tobacco Prevention Programs

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

This district may seek funding to support student programs. The district qualifies for Tobacco Use Prevention Education (TUPE) grant money. Money for the grant comes from Proposition 99 (1988) that added a 25¢ tax on each pack of cigarettes. In grades 6-8, TUPE funds support health education efforts aimed at the prevention and reduction of tobacco use by students and provide intervention and cessation services to students currently using tobacco. All recipients will adopt tobacco free district policies as well as post "Tobacco Use Is Prohibited" signs at all property entrances. [HSC 104350, 104420, 104460]

### Marijuana (Cannabis)

Any person 18 or older who possesses, sells, dispenses, distributes, furnishes, administers, gives; or offers to sell, dispense, distribute, furnish, administer, or give; or possesses for sale any, concentrated cannabis, synthetic cannabinoid compound, or any synthetic cannabinoid derivative, to any person, can be imprisoned in a county jail not exceeding six (6) months, or by a fine not exceeding \$1,000, or by both. Any person 18 or older possessing marijuana on district property during the school day, depending on the amount and number of offenses, can face consequences including \$250 to \$500 fine and imprisonment for ten (10) days. Any person younger than 18 possessing marijuana, depending on amount and number of offenses, faces up to forty (40) hours

of community service, ten (10) hours of drug education, sixty (60) hours of counseling. [EC 48900; HSC 11357, 11357.5]

## ☰ Type-2 Diabetes Information

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

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

### Associated Risk Factors:

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type-2 diabetes be tested for the disease. Researchers do not completely understand why some people develop type-2 diabetes and others do not. The following risk factors are associated with an increased risk:

**Being overweight:** The single greatest risk factor for is excess weight. In the U.S.; almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.

**Family history of diabetes:** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.

**Inactivity:** Being inactive further reduces the body's ability to respond to insulin.

**Specific racial/ethnic groups:** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type-2 diabetes.

**Puberty:** Young people in puberty are more likely to develop type-2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

### Warning Signs and Symptoms:

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

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination

- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

**Prevention Methods and Treatments:**

Healthy lifestyles can help prevent and treat type-2 diabetes. Eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- Eat healthy foods; make wise food choices
- Get more physical activity; increase physical activity to at least 60 minutes every day
- Take medication if diet and exercise are not enough to control the disease

The first step is to visit a doctor who can determine if a child is overweight. A doctor can also request tests of a child’s blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type-2 diabetes).

**Diabetes Screening Tests Available:**

Glycated hemoglobin (A1C) test: A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.

Random (non-fasting) blood sugar test: A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.

Fasting blood sugar test: A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.

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

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

**Fluoride Treatments**

Children are eligible for fluoride treatments through a program organized by the county health officer. Parents will get a record that the treatment was applied. The county health officer will determine how to pay for the program.

Parents have the right to refuse this program using the form provided by the school district. This program is not meant to replace regular professional dental care. [HSC 104855]

**Confidential Medical Services**

School authorities may excuse any student in grades 7 through 8 from school for the purpose of obtaining confidential medical services without the consent of the pupil’s parent or guardian. [EC 46010.1]

**STUDENT BEHAVIOR**

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

**School Rules**

You have a right to review school and district rules regarding student discipline. If you wish to do so, please contact the school office. [EC 35291, 48980, 51101] Please refer to “Guidelines for Behavior Consequences” on page 23 for more information.

**Safe Place to Learn**

It is State and District policy to improve student safety, connections between students and supportive adults, and connections between schools and communities. These policies prohibit discrimination, harassment, intimidation, and bullying at all school sites and school activities based on actual or perceived characteristics: race, color, ancestry, nationality, national origin, immigration status, ethnicity, ethnic group identification, age, religion, pregnancy, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics at any school sponsored activity. School site staff trained in anti-bias shall be made known. When safe to do so, District employees must intervene immediately when they see discrimination, harassment, intimidation or bullying. Certificated staff, 7-8 grades get information about helping LBGTQ students. Resources about bullying, intimidation, and violence are found through the District and online at [www.cde.ca.gov](http://www.cde.ca.gov), [www.cde.ca.gov/lr/ss/se/bullyres.asp](http://www.cde.ca.gov/lr/ss/se/bullyres.asp), [www.cde.ca.gov/lr/ss/se/bullyfaq.asp](http://www.cde.ca.gov/lr/ss/se/bullyfaq.asp), [www.cde.ca.gov/lr/ss/vp/ssresources.asp](http://www.cde.ca.gov/lr/ss/vp/ssresources.asp), [www.californiahealthykids.org](http://www.californiahealthykids.org)

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer(s) listed on {cross-ref UCP Officer} for assistance. [EC 200, 220, 221.51, 234, 234.1, 234.5, 51101; PC 422.55; 5 CCR 4900; BP 5131]

**Columbia Elementary School Dress Code**

Appropriate dress and grooming contribute to a positive atmosphere and promote student safety. Students are to

dress in a manner that is age appropriate and acceptable. The District, in accordance with California Education Code, Section 48907, and with the best interest of our students, school and community in mind, adopt the following school dress code. This dress code applies to all school related activities. We appreciate your support and adherence to these guidelines.

- Pants/shorts will be worn at the waist level without the need to use a belt. All belts must be worn through the loops.
- Backless, Halter, strapless, low-cut necklines(no cleavage showing), bare midriff tops, spaghetti straps, crop tops, and tube tops are considered inappropriate for school and may not be worn. Straps must be at least ½ inch wide.
- All undergarments must be covered, including bralettes. Dresses and skirts should be at least mid-thigh in length. Shorts must have at least a three inch inseam(The crease between the thighs and buttocks cannot show, otherwise shorts are too short). No cut off shorts allowed.
- Holes in shorts and/or pants that are above the 3 inch inseam are not allowed.

Students will be required to change if there is a clothing violation. A change of clothes may be brought from home but the student will be given appropriate clothing in the meantime and sent back to class so they don't miss instruction time.

- Footwear must be worn at all times. Sandals must have a backstrap. Elementary students are encouraged to wear closed-toe shoes.
- Students must have appropriate footwear for PE. Failure to do so will result in non-participation and may impact the student's grade in PE.
- Hats/Hooded Sweatshirts may not be altered in any way. They must be worn in a forward position and may be required to be removed indoors if staff members asks.
- Clothing, accessories or jewelry with inappropriate language, pictures, inferences, or symbols which tend to mock, ridicule, provoke, demean, or display words or pictures associated with alcoholic beverages, tobacco products, sex,

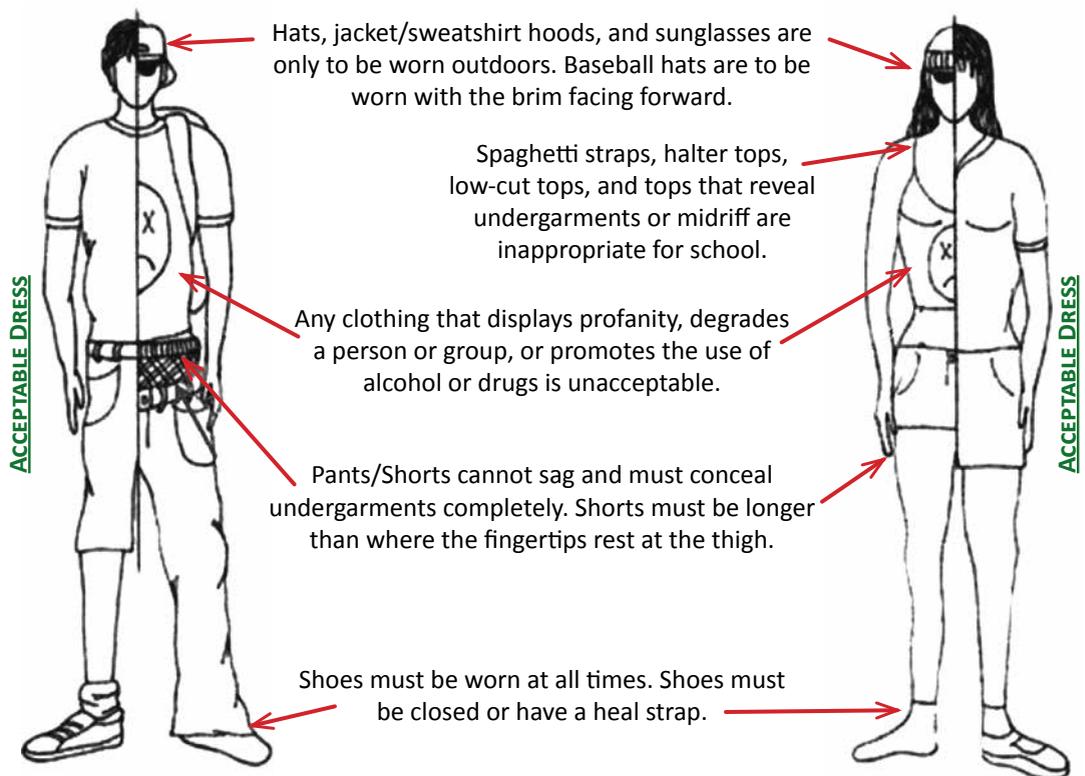
drugs, or items associated with alcohol, tobacco, sex or drug use may not be worn at school.

- Lettering and printing will be allowed on garments as long as it is not crude, vulgar, and does not contain profanity or make reference to tobacco, drugs, alcohol, violence, gangs or is sexually suggestive, and is not a racial slur.
- Sunglasses may be worn on campus. They must be removed when in-doors.
- Professional sport team and college/university apparel is allowed.
- Accessories that may cause injury such as, but not limited to, spiked jewelry, stud-ded collars, safety pins, chains or long belts will not be allowed .
- The final school-level decisions as to the suitability of dress and grooming rests with the administration.
- Classroom distractions resulting from dress code violations will not be tolerated. Our students are expected to dress for success every day. Any dress, grooming or appearance which disrupts or tends to disrupt the educational process or affect the health or safety of individuals will be prohibited. Any attire/paraphernalia/symbol that signifies gang affiliation will not be allowed on campus. Any at-tire/paraphernalia/symbol that displays a logo or other message promoting alcohol or controlled substances, promoting violence, illegal activity or relating to gangs may not be worn on campus. [EC 35183, 35294.1, 48900]

### 📌 Social Probation for 7th and 8th Grades

Students in 8th grade can lose three end of year events. Students in 7th grade can lose two end of year events. A

#### UNACCEPTABLE DRESS



teacher can assign restorative practice instead of a detention to a student. They can also assign restorative practice in lieu of taking a point away from a student. If a teacher chooses one of these options then a group email should be sent out so the staff understands that this was done, and the write-up should be entered as information only.

The outline:

- Each student starts with 100 points on Monday April 6th
- A student will need 80 points to attend end of the year field trips.
- Weekly reports will be run to determine how many points a student has.
- There will be only three events a student can lose
  - The social event/trip (7th and 8th)
  - The 8th grade trip (8th only)
  - The graduation dance (7th and 8th)
- No student will lose the ceremony (unless deemed appropriate by Administration)

How the plan will work:

- On April 6th all 7th & 8th graders get 100 points
- Students will also be given a matrix on what behaviors will cost them
  - Minor offenses will cost one point
  - Class Suspensions will cost 2 points (even if all teachers agree not to have the student in their class that day the student will only lose 2 points.)
  - In-house suspensions will be 3 points
  - At home suspensions will cost 5 points times the number of days that the student is out of school. Example a 5 day suspension equals a loss of 25 points.
  - Once a student has lost 5 points they will have to speak to the counselor. The counselor will then call the parent to inform them that their student is close to having a trip taken from them.
- Administration will use a spreadsheet to track points. It will also be shared to all upper grade teachers so that they can check on a student's status at anytime.
- A final point check will be done on the 22nd of May.

## ● Passes

Students are to have passes from their teacher to be out of class during class time. In general, leaving class is not allowed except for emergency and/or personal reasons.

## ● Restrooms

Restrooms are convenient and are to be used by specific grade levels. Because loitering in restrooms results in inconvenience for others, students are not to stay in or play around the restrooms. Restrooms should be used during the frequent recess periods or when a teacher has given permission for an emergency.

## ● Clean Campus and Vandalism

Columbia students are proud of their school and want it to be well cared for. The appearance of our school and the way it is kept has a great deal to do with the self-esteem of our staff and students. It is the responsibility of each student to keep the school campus and cafeteria clean. There are many trash receptacles on campus and students are asked to pick up after themselves.

Vandalism is regarded as a serious offense. Parents of students are responsible for repair or replacement of property that has been damaged by their son or daughter.

## ● Yard Duty Supervisors

The yard duty supervisors are an important part of our Columbia team. Their function is to provide supervision during the lunch periods and in front of the campus before and after school. If you have any questions on playground or cafeteria rules, you may ask the campus supervisors or the principal for clarification.

## ● Cell Phones, Pagers, Electronic Signaling Devices

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes.

Except with prior consent for health reasons, students shall not possess or use on campus personal electronic signaling devices including, but not limited to, pagers; cellular/digital telephones for voice usage, digital imaging, or text messaging or other mobile communications devices such as digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, and laptop computers. [EC 48901.5, ne]

Columbia Elementary School and the Columbia Union School District assume no liability or financial responsibility for theft, loss, costs, and expenses arising out of any liability or claim of liability for damage to any personal electronic device (such as cell phone, iPod®, etc.).

The privilege of carrying a personal electronic device onto the school campus may be revoked and/or the device may be impounded if the rules are not followed or if school administration deems it necessary to ensure school safety.

## Confiscation of Property

Students should not bring personal property such as radios, toys, or athletic equipment to school unless the site administrator or designee has granted permission. In any case, the school will not be responsible for personal property. The replacement or repair of personal property used at school is the responsibility of the owner.

When a student brings personal property to school without permission to do so or if the possession of such property results in the disruption of the educational process, such property may be confiscated. Parents are to contact the

school administrator or designee to arrange for the return of confiscated property.

## ● Prohibited Items

Due to safety concerns, glass bottles, aerosol spray cans or other propellants, matches or cigarette lighters, pocket knives, firecrackers, look alike toy weapons, etc. are not to be brought to school at any time.

Also, due to disruption concerns video games and players, laser pointers, explosive caps or poppers, water toys or water balloons, inappropriate magazines, books, tapes, CD's, card collections, and toys, are not to be brought to school.

## DISCIPLINE

### ● Parent Responsibility

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

### ● Impersonation on the Internet

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

### ● Detention

Columbia School staff members are committed to frequent student/parent/school communication in matters of discipline. If a teacher or administrator and/or staff member assigns a student a lunch detention it is the responsibility of the student to inform his or her parent. If a parent has any questions regarding the issuance of a detention they are to contact the teacher and/or staff member who issued the detention.

### ● Surveillance Systems

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus

*As a parent, you are the best person to set rules and consequences for your children.*

*Unfortunately, society has been forced to set some rules as well. This section talks about those rules.*

security. In consultation with the district safety committee and relevant staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded. Signs are posted at conspicuous locations at affected school buildings and grounds. Recordings may be used in disciplinary proceedings, and matters captured by the camera may be referred to local law enforcement, as appropriate.

Surveillance cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. The Board believes that such monitoring will deter misconduct and help to ensure the safety of students and staff. Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with district policy and regulations.

At the discretion of the Superintendent or designee, school bus video recordings also may be used to resolve complaints by students and/or parents/guardians and to help employees maintain discipline.

### ● Guidelines for Behavior Consequences

Disciplinary action taken by Staff and Administration will depend on the severity and frequency of a student's behavior. Consequences will be progressive. The following guidelines will be used to determine the course of action to be taken:

**Level A (Discipline Notice):** Detention, behavior counseling. One demerit.

- Class disruption
- Dress code violation (see diagram on page 21)
- Gum on campus
- Public display of affection
- Rough/boisterous activity
- Unauthorized use of cell phones and electronic devices at school

**First offense-** Device taken to school office – student can pick up at the end of the day

**Second offense-** Parent/Guardian pick up device in school office

**Third offense-** Device checked in and out daily from the school office

**Level B (Discipline Notice):** Detention(s), behavior counseling, class suspension. Two demerits.

▶ Any subsequent violation of Level A offense the same day may result in Level B consequence.

- Bullying as defined by Ed Code, see page 25
- Cheating
- Computer/Internet violation
- Defiance of authority
- Disrespect of students/staff
- Failure to serve detention
- Profanity/vulgarity
- Disruption of school activities or other willful defiance (grades 4-8)

► Classroom Guideline Plan (CGP) and Principal’s Guideline Plan (PGP) will coincide with Level A and B behaviors:

- **CGP-** 6th - 8th Grade: 5 Discipline Notices in 5 weeks
- **PGP-** 6th - 8th Grade: 10 Discipline Notices in 10 weeks

**Level C (Referral):** Must be referred to Administration. In-house suspension, and may result in one or more days of suspension.

► Any subsequent occurrence of LEVEL B offense may result in Level C disciplinary action.

- Abusing of/defacing property
- Dangerous behavior
- Fighting
- Forged notes/forged voicemail/forged email
- Possession or use of tobacco
- Theft
- Threatening others

**Level D (Referral):** Must be referred to the Administration. Major offenses may result in a three to five day suspension. May be reported to law enforcement and the Governing Board for expulsion. Five demerits multiplied by days of suspension.

Any act defined in Education Code 48900 including, but not limited to:

► Any second, or subsequent violation of LEVEL C offense may result in Level D disciplinary action.

- Assault/battery of adults/students
- Possession or use of weapons
- Possession of or use of alcohol/controlled substances
- Attempting or committing robbery or extortion
- Cause or attempt to cause damage to school or private property
- Attempting or committing sexual assault
- Committing hate crimes
- Cyberbullying as defined by Ed Code 48900 related to a school activity or school attendance
- Drug Paraphernalia

- Making terroristic threats toward school officials or school property
- Sexual harassment

\*\* Final disciplinary action at each level shall be at the discretion of school staff and administration depending on the unique circumstances and severity of the offense.

► Education Code 48915 states that the Governing Board shall expel any student whom the Board concludes has committed the following offenses:

- Causing serious physical injury to another person, except in self defense
- Possession of any knife, explosive, or other dangerous object of no use to the pupil
- Unlawful possession of a controlled substance
- Robbery or extortion
- Assault or battery of any school employee
- Committing or attempting to commit a sexual assault or a sexual battery

### 📌 Grounds for Suspension or Expulsion

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

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
  2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.

- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k)
  1. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
  2. Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) (A) "Electronic act" means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
    - (i) A message, text, sound, video, or image
    - (ii) A post on a social network Internet Web site, including, but not limited to: (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1); (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated; (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
    - (iii) An act of cyber sexual bullying. (I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or

to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. (II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address

and correct the pupil’s specific misbehavior as specified in Section 48900.5.

- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities. [EC 35291, 48900, 48910]

Additionally, sexual harassment, hate violence, harassment, intimidation (grades 4-8) and threats and terroristic threats against school officials or school property or both (all students) may be recommended for suspension or expulsion. [EC 212.5, 233(e), 48900.2, 48900.3, 48900.4, 48900.7]

## ● **Mandatory Suspension / Expulsion**

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

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

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

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

- 4 Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

### **Release of Student to Peace Officer**

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

### **Student Search**

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

The District may also use specially trained dogs to conduct searches of the premises.

## **DISCRIMINATION, PROTECTIONS, COMPLAINTS AND PROCEDURES**

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

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

### **Nondiscrimination/Harassment**

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

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

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

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

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

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

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

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion for behavior that is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

[BP 5145.3 February 2016; EC 200-262.4, 48904, 48907, 48950, 48985, 49020-49023, 51500, 51501, 60044; CC 1714.1; PC 422.55, 422.6; 5 CCR 432, 4600-4687, 4900-4965; 20 USC 12102-

## Sexual Harassment

The Governing Board is committed to maintaining a 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 persons 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.

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.

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 instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstances.
3. Encouragement to report observed instances of sexual harassment, even where the 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 through 8, 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.

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.

### **Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its school. [BP 5145.7 February 2016; EC 200-262.4, 48900.2, 48980; CC 51.9, 1714.1; GC 12950.1; 5 CCR 4600-4687, 4900-4965; 20 USC 1221; FERPA; Title IX; 42 USC 1983; Title VI; Title VII; 34 CFR 106.1-106.71]

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

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

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

Joseph Aldridge, Superintendent  
Columbia Union School District  
22540 Parrotts Ferry Road  
Columbia, CA 95310  
(209) 536-5574

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs as identified by the District's Board Policies: adult education, career/technical

education, technical training, ROP programs and centers, Agricultural Vocational Education, child development, State Preschool, Early Childhood Education Program Assessments, Consolidated Categorical Aid, Economic Impact Aid, LCAP, State Compensatory Education, State Program for Students of Limited English Proficiency, school improvement, tenth-grade counseling, tobacco-use prevention education, Peer Assistance and Review, Migrant and Indian Education, American Indian Education Centers, Bilingual Education, nutrition services, special education, after school education and safety, homeless or foster youth education options, course content, physical education (including instructional minutes grades 1-6), discrimination, harassment, intimidation, bullying, pupil lactation accommodations, pupil fees, Civil Rights Guarantees that receive state or federal financial assistance, ESEA (Titles I-VII), Williams Settlement issues, school safety plan, safe place to learn, School Safety and Violence Prevention Act, and other areas designated by the District. [EC 200, 201, 220, 234, 260 et seq., 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51210, 51223, 51225.2, 51228.3, 52075, 52334.7, 56500.2, 56501; PC 422.55; 5 CCR 4600- 4687; CC 51-53; GC 11135, 12900; 20 USC 1400 et seq.; EOA; Title VI, Title IX; § 504; IDEA; 42 USC 2000d, 2000e, 2000h; 34 CFR 106.9]

**District’s Uniform Complaint Process**

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

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

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint. The Superintendent and complainant may agree in writing to extend the timeline.

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

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

American Civil Liberties Act 504 – Office of Civil Rights

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

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

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

General Education – this school district

Health and Safety/Child Development – Department of Social Services

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

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

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

Parents should use the District Uniform Complaint Procedure with modifications as included, to identify and resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students; or staff, teacher vacancies or misassignments. [EC 8235.5, 35186]

## Williams complaint procedure

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

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

### Further Information is Available

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

## DISTRICT FACILITIES

### Management Plan for Asbestos-Containing Material

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

### Lead Poison

The district website has information about lead poisoning, including risks and effects of childhood lead exposure; blood lead screening tests for children enrolled in Medi-Cal; recommendations for children not enrolled in Medi-Cal who are at high risk of lead exposure and blood lead screening tests as required. The District will handout information to parents of district childcare or preschool programs. [HSC 105286]

### Pesticide Use

The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year. The identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds. The school's Integrated Pest Management Plan (IPM) is updated by May 30 each year. The IPM, pesticide names and active ingredients, and application dates are posted on the school and/or district website at <https://sites.google.com/a/cusd49.com/columbiaelementaryschool>.

<u>Product Name</u>	<u>Active Ingredient(s)</u>
Terro Ant Bait . . . . .	Borax
Wilco Ground Squirrel Bait . . . . .	Diphacinone
Ranger Pro . . . . .	Glyphosate, Isopropylamine salt
Black Fly Paper	
Rescue Yellow Jacket Attractant Cartridge. . . . .	Heptyl Butyrate
Misty Wasp and Hornet. . . . .	Piperonyl Butoxide, Permethrin, Tetramethrin

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

**ANNUAL NOTICE REGARDING YOUR RIGHTS AND RESPONSIBILITIES**

Dear Parent or Guardian:

As required by law, we wish to notify you, as parents and/or guardians of students enrolled in our schools, of your rights and responsibilities. We ask, therefore, that you please take a moment of your time to carefully review the information in this booklet. After your review, please sign and return to your child’s school this parent/guardian acknowledgment below indicating you have received and reviewed these materials.

If you have any questions regarding this information, please feel free to contact our District office.

**PARENT/GUARDIAN ACKNOWLEDGMENT OF RECEIPT OF NOTIFICATIONS**

Education Code Section 48982 requires parents or guardians to sign and return this acknowledgment.

By signing below, I am neither giving nor withholding consent for my child(ren) to participate in any program. I am merely indicating that I have received and read the booklet with notices regarding my rights relating to activities which might affect my child(ren).

Student Name (Please Print): \_\_\_\_\_

Parent/Guardian  
Name (Please Print): \_\_\_\_\_

Parent/Guardian  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/GUARDIAN PERMISSION FOR STUDENT USE OF “G SUITE FOR EDUCATION”**

I give permission for Columbia Union School District to create/maintain a G Suite for Education for my child(ren) listed above, and for Google to collect, use, and disclose information about my child(ren) only for the purposes described in the notice on page 12 of this Parent Handbook.

Parent/Guardian  
Name (Please Print): \_\_\_\_\_

Parent/Guardian  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **COLUMBIA UNION SCHOOL DISTRICT**

22540 Parrotts Ferry Road, Columbia, CA 95310

School Phone: (209) 533-7700

School Fax: (209) 532-4998

District Office Phone: (209) 532-0202

School Website: [www.cusd49.com](http://www.cusd49.com)