Handbook for parents, guardians & students

ANDERSON UNION HIGH SCHOOL
WEST VALLEY EARLY COLLEGE HIGH SCHOOL
ANDERSON NEW TECHNOLOGY HIGH SCHOOL
NORTH VALLEY HIGH SCHOOL
OAKVIEW HIGH SCHOOL
ANDERSON COMMUNITY DAY SCHOOL
ANDERSON ADULT SCHOOL

Rights of Students, Parents, & Guardians
Parent Notifications and Involvement
Athletics • Attendance • Discipline
Complaint Process
Educational Services
Health Services • Instruction
Student Safety
Special Education • Student Records
Student Use of Technology

www.auhsd.net

TABLE OF CONTENTS

2021-2022 Calendar 72
Absences 8
Acceptable Use Agreement 51
Access to on-line grades 6
Access to student records 41
Aeries Mobile App 6
Alcohol prevention program 25
Alternative education 38
Asbestos plan 46
Athletic policies 54
Attendance options 10
Attendance policies 7
Behavior/consequences 16
Breakfast program 28
Bullying 47
Bus behavior 22
Calendar 72
Career counseling 40
Cell phones 17
Certificate of Proficiency 40
Child abuse reporting 50
CIPA compliance 52
Code of conduct for athletes 55
Complaint Process 69
Concussions 44, 54
Conduct unbecoming athletics 57
Confidential medical services 24
Consequences for behavior 16
Court order compliance 42
Covered California 25
CSU admission 32
Discipline policies 13
Dissection of animals 32
District/Department Contacts 1
Dress code 15
Drug prevention program 25
Emergency contact information 44
Equivalency certificate 40
Ethics in sports 55
Excusal due to religious beliefs 32, 42
Expulsion 14
Failing grades 35
Fingerprint program 44
Foster Youth Services 37
Golden State Seal 35
Graduation requirements 33
Health coverage 25
Health services 24
HIV/AIDS instruction 34
Home/hospital instruction 24
Homeless services 37
Immunizations 26
Independent study 7, 39
Individual Education Program 61
Instructional services 32
Internet safety 51
Limited English Proficiency 35
Language Acquisition Program 36
Lunch program 28
Make up work for absences 7
Married/Pregnant/Parenting Students 3
Meal program 28
Medical insurance 25
Medications 23
Migratory Children 38
Military Families 38
Minimum days 10
Mobile app 6
Mobile devices 52
NCAA eligibility 57
Nondiscrimination/Harassment 49
Off-Campus passes 7
Outside teams 55
Parental involvement 3
Parental rights & notifications 2
Personal Beliefs 42
Pesticides 48
Physical exams 23
Psychological testing 24
Quitting sports teams 56
Release of student information 41
Release of student to police 13
Risk of playing sports 60
Saturday School 7, 13
Scholastic eligibility for sports 57
School accountability Report Card 11
School accreditation 35
School calendar 72
School safety plan 44
Search of student property 13
Second Chance Breakfast 28
Sexual harassment 46
Sexual health instruction 34
Special Education 61
Sports participation 54
Standardized testing 39
Student meal program 28
Student record transfers 43
Student records 43
Student safety 44
Student use of technology 51
Subpoena compliance 42
Sun protection 44
Surveys on personal beliefs 42
Suspension 14
Teacher qualifications 35
Technology 51
Title IX Sexual Harassment Policy 71
Tobacco prevention program 25
Transportation for athletics 60
Truancy 9
UC admission 32
Unexcused tardies 10
University campus buildings 45
Use of student photos 41
Visiting campus 44

DISTRICT SITES

Anderson Union High School District
1469 Ferry St., Anderson 96007
378-0568 fax 378-0834
Victor Hopper, Superintendent
Paula Foster, Executive Assistant/HR

Anderson Union High School
1471 Ferry St., Anderson 96007
365-2741 fax 365-5446
Brian Parker, Principal
Christopher Fort, Assistant Principal
Clarinda Ahern, Executive Assistant

Anderson New Technology High School
2098 North Street, Anderson 96007
365-3100 fax 365-2957
Terry Bennett, Principal
Michelle Anderson, Administrative Secretary

North Valley High School
Oakview High School
20083 Olinda Road, Anderson
96007
365-6054 fax 378-1264
Lupe Cordova, Principal of Alternative Education
Patricia James, Administrative Secretary

West Valley High School
3805 Happy Valley Road, Cottonwood 96022
347-7171 fax 347-0481
Josh Mason, Principal
Justin Byxbe, Assistant Principal
Lisa Bullington, Executive Assistant

Anderson Adult School
5250 West Anderson Drive, Anderson 96007
365-3334 fax 365-8440
Jennifer Epperson, Administrative Secretary

DISTRICT CONTACTS

Educational Services
Scott Booth, Director

Special Education
Brandt Shriner, Director
Jade Tyner, Psychologist

Business Services
Donell Evans, CBO
Jennifer Parks, Accountant
Elke Proscher, Payroll/Accts Payable
Paula Adkins, Payroll/Accts Payable

Technology
Brian Moore, Director

Food Service
Susan Lee, Director
Elaine Robinson, Food Service Lead, AUHS/ANTHS/Alt Ed
Audrey Merkel, Food Service Lead, WVHS

Personnel
Brandy Parrish-Wallin, Administrative Secretary/HR

Facilities Maintenance
Jake Stepp, Site Lead Maintenance, AUHS/ANTHS/AltEd
Brandon McLeod, Site Lead Maintenance, WVHS

GOVERNING BOARD *Meetings –*
3rd Tuesday of the month, 6:30pm,
AUHS Library
1471 Ferry St., Anderson
(unless otherwise noted)

Cindy Trotter-Hogue, President
Ron Brown, Clerk
Patty Fuller, Trustee
Joe Gibson, Trustee
Butch Schaefer, Trustee

Parent Notifications

Parental Rights & Notifications

The Governing Board encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children seeking admission to a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residency, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status or religious beliefs of the student or his/her family members. (Education Code 234.7, 49076.7)

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or his/her parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

School registration information shall list all possible means of documenting a child's age for grades K-12 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

The Superintendent or designee shall immediately enroll a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the student's last school, lack of clothing normally required by the school, such as school uniforms, or his/her inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432); further, schools shall not require information about a student's social security number as a method for enrollment.

In addition to regular curriculum, principles and practices of good citizenship must be taught and demonstrated at our schools. This includes an appreciation for the rights of our students, and the rights of others. The Anderson Union High School District Board of Trustees and the Superintendent have established written policies, rules, and regulations of general application governing student conduct in all schools. In addition, each principal within his/her school has established certain written rules and regulations consistent with those established by the Board and the Superintendent.

A parent has the right to be notified concerning their child's classroom and standardized test performances, when their child has been identified as being at risk of retention, and to be informed about school rules, including disciplinary rules and procedures, attendance policies, retention and promotion policies, dress codes, school visiting procedures and the person to contact should problems arise with their child. [EC§ 48070.5, 51101(a)(5), (9), (12), (16)]

The information included in this handbook is essential to effective communication between the school and the home. This handbook contains all notifications required by law, including your legal rights, and other notifications to promote parental understanding and involvement. Legally required notification is hereby provided in this handbook. Anderson Union High School District recommends that you read this manual to be familiar with state and federal law provisions that affect students and parents/legal guardians.

Within this handbook, the use of "parent" includes a parent or legal guardian as defined in Education Code section 56028. In most cases, the laws have been summarized and the precise code number has been provided should you require more detailed information.

Abbreviations used in this manual: EC – Education Code; USC –United States Code; CFR - Code of Federal Regulations; HSC - Health and Safety Code; WIC - Welfare and Institutions Code

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

Over the course of a school year, some information in this handbook may change. Please read your school notices or if you have any questions, please contact your school office.

Parental Involvement

Parents of enrolled students have the right to be included in the educational process and to have access to the system on behalf of their children.

CLASSROOM OBSERVING
Parents have the right to visit the classroom(s) in which their child is enrolled. They may also visit a classroom for the purpose of selecting the school in which their child will be enrolled in accordance with any intradistrict or interdistrict student attendance policies or programs. [EC§ 51101(a)(1)] The time and date of the visitation must be arranged in advance with school administration.

TEACHER CONFERENCING
Parents have the right to request a conference with their child's teacher(s) or the principal. [EC§ 51101(a)(2)] Parents should contact the school to schedule a date and time convenient to all participants.

VOLUNTEERING
Parents have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service. [EC§ 51101(a)(3)] Parents have the right to participate as a member of a parent advisory committee, school site council or site-based management leadership team in accordance with established rules and regulations for membership. [EC§ 51101(a)(14)]

POLICY DEVELOPMENT
Parents and guardians have the right and should be given the opportunity to work in a mutually supportive and respectful partnership with the school to help their child succeed. The board has adopted a jointly created policy that outlines how parents and guardians, school staff and students may share the responsibility for the intellectual, physical, emotional, social development, and well-being of their students. [EC§ 51101(b)]

Married/Pregnant/Parenting Students

The Governing Board recognizes that responsibilities related to marriage, pregnancy, or parenting and related responsibilities may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children.

The district shall not exclude or deny any student from any educational program or activity, including any class or extracurricular activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. In addition, the district shall not adopt any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. [EC§ 221.51, 230; 5 CCR 4950; 34 CFR 106.40]

For school-related purposes, a student under the age of 18 years who enters into a valid marriage shall have all the rights and privileges of students who are 18 years old, even if the marriage has been dissolved. [Family Code § 7002]

Education and Support Services for Pregnant and Parenting Students

Pregnant and parenting students shall retain the right to participate in the regular education program or an alternative education program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or the student's child.

Any alternative education program, activity, or course that is offered separately to pregnant or parenting students, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary. [EC§ 221.51; 5 CCR 4950]

If required for students with any other temporary disabling condition, the Superintendent or designee may require a student, based

on pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician or nurse practitioner indicating that the student is physically and emotionally able to continue participation in the regular education program or activity. [EC§ 221.51; 5 CCR 4950; 34 CFR 106.40]

To the extent feasible, the district shall provide educational and related support services, either directly or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to: Child care and development services for the children of parenting students on or near school site(s) during the school day and during school-sponsored activities; Parenting education and life skills instruction; Special school nutrition supplements for pregnant and lactating students pursuant to Education Code 49553, 42 USC § 1786, and 7 CFR § 246.1-246.28; Health care services, including prenatal care; Tobacco, alcohol, and/or drug prevention and intervention services; Academic and personal counseling; Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation.

As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development.

Absences

Pregnant or parenting students may be excused for absences for medical appointments and other purposes specified in BP/AR 5113 - Absences and Excuses. A student shall be excused for absences to care for a sick child for whom the student is the custodial parent. A note from a physician shall not be required for such an absence. [EC§ 48205]

Parental Leave

A pregnant or parenting student shall be entitled to eight weeks of parental leave in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. Such leave may be taken before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. The Superintendent or designee may grant parental leave beyond eight weeks if deemed medically necessary by the student's physician. [EC§ 46015; 34 CFR 106.40]

The student, if age 18 years or older, or the student's parent/guardian shall notify the school of the student's intent to take parental leave. No student shall be required to take all or part of the parental leave. [EC§ 46015]

When a student takes parental leave, the attendance supervisor shall ensure that absences from the regular school program are excused until the student is able to return to the regular school program or an alternative education program. A pregnant or parenting student shall not be required to complete academic work or other school requirements during the period of the parental leave. [EC§ 46015]

Following the leave, a pregnant or parenting student may elect to return to the school and the course of study in which the student was enrolled before taking parental leave or to an alternative education option provided by the district. Upon return to school, a pregnant or parenting student shall have opportunities to make up work missed during the leave, including, but not limited to, makeup work plans and reenrollment in courses. [EC§ 46015]

When necessary to complete high school graduation requirements, the student may remain enrolled in school for a fifth year of instruction, unless the Superintendent or designee makes a finding that the student is reasonably able to complete district graduation requirements in time to graduate by the end of the fourth year of high school. [EC§ 46015]

A student who chooses not to return to the school in which he or she was enrolled before taking parental leave is entitled to alternative education options offered by the local educational agency. [EC§ 46015]

A pregnant or parenting student who participates in an alternative education program shall be given educational programs, activities, and courses equal to those he or she would have been in if participating in the regular education program. A student shall not incur an academic penalty as a result of his or her use of these accommodations. [EC§ 46015]

A complaint of noncompliance with these requirements may be filed with the District under its Uniform Complaint Procedures.

Accommodations

When necessary, the district shall provide accommodations to enable a pregnant or parenting student to access the educational program. A pregnant student shall have access to any services available to other students with temporary disabilities or medical conditions. [34 CFR 106.40]

The school shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child;
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk;
3. Access to a power source for a breast pump or any other equipment used to express breast milk;
4. Access to a place to store expressed breast milk safely; and
5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child. [EC§ 222]

Complaints

Any complaint alleging discrimination on the basis of pregnancy or marital or parental status, district noncompliance with the requirements of Education Code section 46015, or district noncompliance with the requirement to provide reasonable accommodations for lactating students shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR § 4600-4670 and BP/AR 1312.3 - Uniform Complaint Procedures. A complainant who is not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE). If the district or CDE finds merit in an appeal, the district shall provide a remedy to the affected student. [EC§ 222, 46015; 5 CCR § 4600- 4670]

Aeries Mobile Portal App

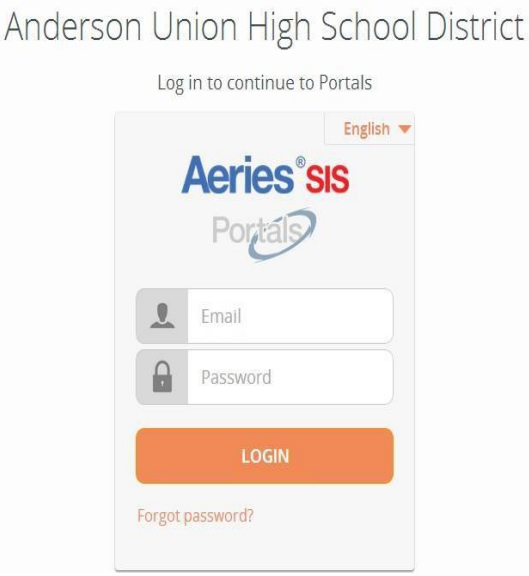
The Aeries Mobile Portal is a mobile app for Parents and Students to use to access Grade, Attendance, Contact, Demographic, and Aeries Communications information in a concise, mobile-friendly format. Parents, guardians, and students can use their preexisting Parent/Student accounts to gain access to their data. For those parents or students who do not already have accounts, the Aeries Mobile Portal will guide them through the account creation process.

The Aeries Mobile Portal honors the same Aeries security and portal options that affect the information available to the parents and students when they access the Student Portal on a browser.

The Aeries Mobile Portal Apps are available for both iOS and Android phones. For a basic overview, please visit http://mkt.aeries.com/products-mobile-portal

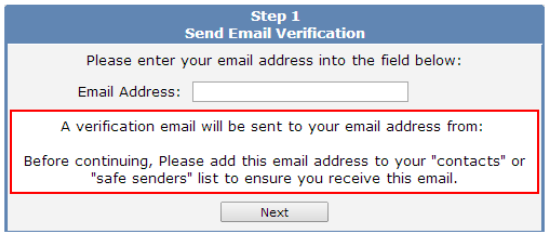
Access to On-Line Grades

In order for each parent to access their student's grades online, it's important that the parent contact the school registrar with an email address. Each parent can have their own account, or two parents can share an account, but each account must have a unique email address. The email address is used to automatically create an account in the Aeries Parent Portal and the system will generate an email with a random password.



Once the automatic email is received:
Access to the Aeries Parent Portal is found at the URL http://parents.auhsd.net or click on the link found in the welcome email.
A login page like seen to the right will be presented.
Enter your email address where requested.
Enter the password provided in the automatic email.
Click the "Login" button.

How to change your password:
Should someone ever need to change an Aeries Parent Portal account password (whether it has been forgotten, or they just wish to change it to something new), they can click on the "Forgot Your Password?" link on the login screen. Once the email address is entered, (the same email address given to the school registrar), the system will send an email which will allow the user to choose a new password. In the email, a link is provided to log in to the account using the new password.



Important Note for existing Aeries Parent Portal accounts:
Even for previous Aeries Parent Portal account users, the Anderson Union High School District removes and recreates all accounts each year for all students. Parents that have an email address on file will have a new account created and will receive the new account email.

Attendance

Children cannot learn if they are not in school. California schools no longer receive funding for students who are sick or excused. It is essential that your child attend school whenever possible, including before and after appointments. However, other attendance requirements still rely on unexcused and excused tallies. No pupil whose attendance is excused shall have grades or academic loss if assignments and tests can be reasonably completed.

Students will be expected to attend class regularly and to be on time in order to receive maximum benefits from the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make up much of the school work missed, it is impossible to completely compensate for absence from the classroom experience. Consistent attendance in classes in the Anderson Union High School District is crucial to each student's personal and academic growth.

Off-Campus Passes

Students may not leave school at any time without previously being issued an off-campus pass from the Attendance Office. Off-campus passes will ONLY be issued to students for a sudden illness, family emergency, and/or for medical and dental appointments that have prior authorization from a parent/guardian. If a student leaves campus without authorization, the student will be considered truant and will receive an unexcused absence upon his/her return, plus additional disciplinary action. Off-campus passes issued for medical and dental appointments must be signed by the doctor's office indicating the student's time of arrival and departure. A student who has been issued an off-campus pass upon returning to school must bring the signed off-campus slip back to the Attendance Office for verification. After the off-campus pass has been signed by the Attendance Office, the student must present the slip to the teacher upon entering class. If a student doesn't have his/her off-campus pass, he/she should be sent to the Attendance Office. Teachers will check to see if the off-campus pass has been verified and stamped by the Attendance Office.

Make-up Work for Absent Students

If an absence is excused, the student will be expected to make up the work that was missed within a period of time not to exceed the number of days excused and will receive full recognition (points, grade, credit) for the make-up work.

When a student's absence is unexcused all work, tests, projects, and homework due during the period of suspension may be made up only at the sole discretion of the teacher. Each teacher will determine his/her classroom policy regarding make up work. The policy will state whether make up work is allowed or not allowed; if make-up work is allowed, policy must state whether for full credit or partial credit will be given.

Any student placed in in-house suspension will be allowed to make up all work missed.

Temporary Independent Study Program

It is the responsibility of the parent to notify the school prior to an extended period of absence (i.e. work, trip, etc.). Students who plan to be gone and are aware of it in advance, must report to the Attendance Office and receive a Temporary Independent Study Program. They are responsible for taking it to each of their teachers and obtaining their assignments. No teacher is obligated to assign make-up work for anyone who fails to follow this procedure. Temporary independent study absences count toward the 15 absences allowed during a school year.

Saturday School

Saturday School is a means of dealing with unacceptable truancy and unexcused tardies in compliance with the State of California's attendance policies. Time in Saturday School is spent doing make-up work, homework, or special academic work (short research papers, etc.). The hours are from 8:00 a.m. to noon on Saturday and parents are notified when students are required to attend. The District does not provide transportation to Saturday School.

Students must have a pencil or pen, and bring enough homework or reading material for four hours. Students are expected to be on time. Students may not talk, sleep, listen to music, eat or drink, or bring a friend. Students who fail to attend Saturday School will be suspended and the Saturday School will be reassigned. Failure to attend a rescheduled Saturday School will be suspended for two days and a parent-teacher conference will be scheduled. Students removed from Saturday School for behavioral problems will be suspended and the entire Saturday School will be reassigned.

Absences

The student is considered absent when he/she arrives for the student's first class of the day more than 30 minutes after the tardy bell rings, more than 10 minutes for subsequent periods, or does not arrive in the classroom that day. Teachers may include absences as part of their performance standards. Students will be notified of the teacher's attendance expectations for each class. Students who are ill should remain at home. It is also understood that there will be occasional family emergencies that may require a student to be out of school. However, parents and students are encouraged to meet all school commitments and to schedule all non-school commitments and appointments outside the regular school day. District procedure provides that given parent authorization, school personnel may, depending on the circumstances, declare other absences excused or unexcused.

A student may have a maximum of 15 excused absences (not school related or doctor verified) per school year. Absences beyond the 15 will be unexcused.

Notwithstanding EC§ 48200, a pupil shall be excused from school when the absence is:

- Due to his or her illness
- Due to quarantine under the direction of a county or city health officer
- For the purpose of having medical, dental, optometric, or chiropractic services rendered
- For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California
- For the purpose of jury duty in the manner provided for by law
- 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
- For justifiable personal reasons, including, but not limited to, an appearance in court, observance of a holiday or ceremony of his or her religion, attendance at religious retreats (which shall not exceed four (4) hours per semester), or attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board
- For the purpose of serving as a member of a precinct board for an election pursuant to § 12302 of the Elections Code
- Participation in religious instruction or exercises in accordance with district policy
- For the purpose of spending time with an immediate family member who is an active duty service member who has been deployed, is on leave from, or has immediately returned from deployment to a combat zone or combat support position

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

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

A student shall not be required to provide parent consent before being absent from school for purposes of receiving confidential medical services. "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.

When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, or other person having control of the minor, or the student if age 18 or older, as soon as possible, preferably within 24 hours. If a call or written note is not received within 24 hours, the absence becomes a truancy. Failure to clear the absence may result in disciplinary action.

Notes to excuse absences must contain the following information:

- Name of student: first and last name.
- Date(s) of absence and the reason for the absence, parent signature and date of signature.
- The note must be in ink.
- If more information is needed to determine absence classification, the Attendance Office will make an attempt to contact parents by phone.
- When there is a part-day absence, the parent must list the periods missed, i.e., 1, 2, 3, and 4 periods, between 7:47 a.m. to 12:30 p.m.

In the event that the Attendance Office deems it advisable to verify an excuse given for an absence, an administrator will take appropriate steps to do so. If it is determined that a note is "forged,'' or misrepresents the facts, those incidences of absence may be treated as a truancy, and disciplinary action will be taken.

If the student is age 18 or older and wishes to excuse their own absences, the parent/guardian must acknowledge in writing that they are aware that the student is enacting their right of adult age in a school setting, thereby excluding the parent/guardian from all mandatory educational information pertaining to this student.

Truancy

The California Legislature defined a truant in very precise language. This classification and referral helps emphasize the importance of school attendance and is intended to help minimize interference with instruction. The California Education Code defines an absentee and truant as follows:

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. [EC§ 60901]
Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. [EC§ 48260]
Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian. ([EC§ 48262, 48264.5]
Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260-48263 and 48291. [EC§ 48263.6]

When a student is absent, the parent must notify the Attendance Office by phone or in writing soon as possible, preferably within 24 hours. A student may have a maximum of 15 excused absences (not school related or doctor verified) per school year. Absences beyond the 15 will be unexcused. If a call or written note is not received within 24 hours, the absence becomes a truancy. Truancies will be counted per class period or per entire day missed. Failure to clear the absence may result in one or more of the following disciplinary actions:

1st Truancy: Parent/guardian notification, Detention and/or Saturday School

2nd Truancy: Parent/guardian notification, Detention and/or Saturday School

3rd Truancy: Parent/guardian notification, Detention and/or Saturday School
Any student absent from school without a valid excuse on three different school days or tardy more than thirty minutes on each of three days during the school year will be declared a truant by school personnel (excludes suspension). At that time, the parent/guardian of the truant will be notified and advised of the parent's obligation to compel the student to meet his/her school responsibilities. The parent/guardian will also be advised of parental rights to attend a conference with a school representative to discuss solutions to the truancy problem and to be made aware of alternative education programs available in the District. Efforts will be made to improve school/home communications and identify commitments that will resolve the truancy problem.

4th Truancy: Parent/guardian notification, will be assigned progressive discipline accordingly
Any pupil who has been reported as a truant and who is again absent for one or more days without a valid excuse shall again be reported as a truant. The parent/guardian shall again be notified of the truancy and requested to attend a parent conference with the school attendance officer. Any pupil that is reported as a truant three or more times in a school year is considered a habitual truant (Education Code 48262), and is subject to being referred to the School Attendance Review Board (SARB) with the possible placement in an alternative learning program.

5th Truancy: Parent/guardian notification, will be assigned progressive discipline accordingly
When a student is a habitual truant, or is irregular in attendance at school, or is habitually insubordinate or disorderly during school, the student may be referred to a school attendance review
board (SARB) or to the county probation department, pursuant to EC Section 48263. The student may also be referred to an alternative educational program, probation officer, or district attorney mediation program pursuant to EC Section 48263.5. The intent of these laws is to provide intensive guidance to meet the special needs of students with school attendance problems or school behavior problems pursuant to EC Section 48320. These interventions are designed to divert students with serious attendance and behavioral problems from the juvenile justice system and to reduce the number of students who drop out of school.

In addition to the consequences listed for each truancy, one or more of the following consequences/interventions may also apply:
- In-school suspension
- Schedule change
- Work detail
- Detention before or after school
- Parent conference
- Student Study Team meeting
- Work permit revoked or denied
- Suspension from school activities
- Dropped from a class with an "F'' grade
- Suspension from school
- Loss of make-up privileges and zero (0) in all work for the period of the absence

Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by first class mail or other reasonable means, of the following:

- the pupil is truant
- the parent or guardian is obligated to compel the pupil to attend school
- the parent or guardian who fails to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to EC§ 48290-48296
- that alternative educational programs are available
- that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy
- that the pupil may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or designee, or attendance supervisor or designee pursuant to EC§ 48264 if found away from home and absent from school without a valid excuse
- that the pupil may be subject to suspension, restriction or delay of driving privileges pursuant to Vehicle Code 13202.7
- that it is recommended the parent/guardian attend classes with the pupil for one day [EC§ 48260.5]

If a student is referred to a SARB or the probation department for services, the supervisor of attendance or the person making the referral shall notify the minor and parents or guardians in writing of the name and address of the SARB/probation department and the reason for the referral. The notice shall indicate that the student and parents or guardian of the pupil and referring person will be required to meet with the SARB/probation officer to consider a proper disposition of the referral.

Any parent or guardian who fails to ensure their student's attendance may be guilty of an infraction and can be punished as follows: $100 for first conviction; $250 for second conviction; $500 for third conviction. Rather than a fine, a parent or guardian may be placed in a parent education or counseling program. There is a $1000 fine for willful violation of a court order directing that the student must be enrolled in school. [EC§ 48293]

Unexcused Tardies

Students are expected to be in class on time. Teachers may include tardies as part of their performance standards. Students will be notified of the teacher's attendance expectations for each class. Students who are tardy may be subject to one or more of the following disciplinary actions or interventions:

- After School Detention
- Parent Contact
- Parent Conference
- Referral to Assistant Principal
- Saturday School
- Teacher assigned progressive consequences
- Placement at Alternative Education site
- Suspension
- Site Study Team

Minimum Days

The district has adopted a school calendar which indicates the full days of student attendance and the days that students do not attend. In addition, there are minimum days which are designated for staff development and collaboration. The school calendar is included at the back of this handbook. If additional shortened days are scheduled, the district will notify parents no later than one month prior to the change taking place. [EC§ 48980(c)]

Attendance Options

The governing board annually reviews attendance options including how students may attend a school outside the attendance area (intradistrict) if there is more than one school in the district. The district has rules explaining how students may apply and be accepted or denied transfer to another school. The district also allows students to apply for interdistrict transfer, which is for enrollment in another school district.

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

Your child may have the option of attending school based on the parent/guardian's employment within district boundaries. If residency is established based on a parent's employment in a district, the student may be allowed to stay in the new district or the high school district to which it feeds through the 12th grade, subject to certain conditions. [EC§ 48204(b)(8), 48980(i)]

If either district denies a transfer request, a parent/guardian may appeal that decision to the County Board of Education. There are specified timelines in the law for filing an appeal and for the County Board of Education to make a decision. No district is required to provide transportation to a student who transfers into the district. [EC§ 46600-46611, 35160.5, 48204, 48206.3, 48300-48315, 48980]

School Accountability Report Card

The School Accountability Report Card provides parents and other interested members of the community a variety of information about the school, its resources, its successes, and the areas where it needs improvement. On or before February 1 of each year, an updated copy of the School Accountability Report Card for each school can be found on the district or school website. A hard copy will also be provided upon request to any student's parent or guardian. [EC§ 35256, 35258]

students who are chronically absent

Struggle academically

Are more likely to drop out

Are more likely to get in trouble with the law

Chronic absentee is defined as a student who is absent for any reason (excused or unexcused) on 10% or more of the school days of the year.

developing good attendance Habits

Make school part of your family's daily life. Set routines that your family sticks to every day. Check in with your child daily to ask about what happened in school.

Keep in touch with your child's school.
Let your child's school know if he or she needs to miss school. Update your phone number and address if they change.

Have a back-up plan.
Connect with other parents so you have people you can reach out to if you need help getting your child to school.

Know your stuff.
Know the school's attendance policies.

Plan for the year.
Schedule family vacations, medical check-ups, dental visits, and other appointments during school breaks or on the weekend whenever possible.

Work together.
If your child has to be absent from school, make sure to get make-up work from your child's teachers and help him/her complete the work.

What is considered an excused absence?

Under California Education Code, a student may only be excused from school when the absence is:

- *Due to his or her illness*
- *Due to quarantine under the direction of a county or city health officer*
- *For the purpose of having medical, dental, optometric, or chiropractic appointments*
- *For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California*
- *For the purpose of jury duty*
- *Due to the illness or medical appointment during school hours of student's own child*
- *For the purpose of appearing in court*
- *For the purpose of observing a holiday or ceremony of his or her religion, or participation in religious instruction or exercises (which shall not exceed four (4) hours per semester)*
- *For the purpose of attending an employment conference or educational conference on the legislative or judicial process offered by a non- profit organization (The pupil's absence must be requested in writing by the parent or guardian and approved by the principal.)*
- *For the purpose of serving as a member of a precinct board for an election*
- *For the purpose of spending time with an immediate family member who is an active duty service member who has been deployed, is on leave from, or has immediately returned from deployment to a combat zone or combat sup- port position*

The student is considered absent when he/she arrives for the student's first class of the day more than 30 minutes after the tardy bell rings, more than 10 minutes for subsequent periods, or does not arrive in the classroom that day.

A student may have a maximum of 15 excused absences (not school related or doctor verified) per school year. A student is considered truant when he/she is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year. For more information about truancy and chronic absenteeism, see the parent/student handbook or visit the attendance office at your child's school.

Discipline

AUHSD Schools are committed to providing a safe and secure campus where student learning can occur. In order to guarantee all students at AUHSD Schools a positive educational environment, a school-wide expectation and discipline plan has been established, which includes the following:

- No student will interfere with the classroom instruction.
- No student will disrupt another student's learning.
- No student will engage in any behavior that becomes a distraction.

The superintendent, principal, administrative personnel, any teacher, or any other person authorized to be in charge of a school function or event, are authorized to take action in connection with student conduct that causes (or is likely to cause) a substantial disruption in any school function, activity, or purpose.

When students engage in inappropriate behaviors, they will be dealt with fairly and consistently using progressive discipline. Students may be subject to after-school detention, on-campus/In-House suspension, Saturday School, a required parent conference, a behavior contract, suspension, referral to Shasta County Sheriff's Department, referral to the site and district study teams, placement in Alternative Education (for AUHS, ANTHS, and WVHS students) programs, and/or expulsion from the Anderson Union High School District. While on suspension, students may not participate or attend any school or extra-curricular activity.

Parent Responsibility

Parents or guardians are liable for all 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 $20,300 in damages and another maximum of $20,300 for any reward paid by the district for information leading to the identification and apprehension of persons who willfully damage or destroy property, if any. As used in this section, "school property" includes, but is not limited to, electronic files and databases.

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. Prior to withholding a student's grades, diploma, or transcripts, due process shall be afforded the student in accordance with law.

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 by a teacher for such misconduct, you may be required to attend a portion of a school day in your child's classroom. [EC§ 48900.1, 48904; Civil Code 1714.1; Government Code 53069.5]

Student Search

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

Release of Student to a Police Officer

In accordance with standards specified in law, law enforcement officers may interview and question students on school premises and may remove them when appropriate. If a school official releases your child from school to a peace officer, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [EC§ 48906; Penal Code 11165.6]

Saturday School

Students may be assigned to Saturday School as a means of dealing with unacceptable behavior. Time in Saturday School is spent doing make-up work, homework, or special academic work (short research papers, etc.). The hours are from 8:00 a.m. to noon on Saturday and parents are notified when students are required to attend. The District does not provide transportation to Saturday School. Students attending Saturday School must have a pencil or pen and bring enough homework or reading material for four hours. Students are expected to be on time. Students may not talk, sleep, listen to music, eat or drink, or bring a friend. Students who fail to attend Saturday School will be suspended and the Saturday School will be reassigned. Failure to attend rescheduled Saturday School will be suspended for two days and a parent-teacher conference will be scheduled. Students removed from Saturday School for behavioral problems will be suspended and the entire Saturday School will be reassigned.

Suspension/Expulsion

Suspension

A student may be suspended from school for no more than five (5) consecutive school days by a principal or superintendent for any reason listed below. At the time of suspension a school employee shall make a reasonable effort to contact the student's parent in person or by telephone. Whenever a student is suspended from school, the parent shall be notified in writing. [EC§ 48900, 48900.5, 48911]

- Caused, attempted to cause, or threatened to cause physical injury
- Willfully used force or violence upon another, except in self-defense
- Possessed, sold, or furnished a weapon, explosive, or dangerous object without written permission of certificated school employee, with principal concurrence
- Possession of an imitation firearm
- Offered, arranged, or negotiated to sell a controlled substance, alcoholic beverage, tobacco, or other intoxicant, either sold, delivered, or furnished the item
- Possess, offer, arrange, or negotiated to sell of drug paraphernalia
- Committed or attempted to commit robbery or extortion
- Causing or attempting to cause damage to school or private property
- Theft or attempted theft of school or private property or knowing receipt of stolen property
- Committed an obscene act or engaged in habitual profanity or vulgarity
- Committed or attempted to commit sexual assault or battery
- Disruption of school activities or willful defiance of valid authority in the performance of their duties
- Engaged in, or attempted to engage in, hazing
- Engaged in bullying and/or cyberbullying

Expulsion

Education Code 48915 details grounds for expulsions.

Except as provided in subdivision (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 on or off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to extenuating circumstances.

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

Upon recommendation by the Principal, Superintendent of schools, or by a hearing officer or of administrative panel pursuant to subdivision (d) of Section 48918, the governing board may order a pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:• Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

- Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

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:

- 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.
- Brandishing a knife at another person
- Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code
- 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
- Possession of an explosive

Dress Code

Student dress affects conduct and school work. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Guidelines are as follows:

No apparel with low cut neck or open or low cut sides. No t-shirts cut into tank tops.	No see-through or mesh clothing or exposed undergarments.	No apparel that exposes the midriff, is backless, or has one exposed shoulder.	No strapless tops, tube tops, halter tops, or tops with spaghetti straps.
No swimsuit-type, leotard or Spandex tops.	No clothing or footwear that is considered sleepwear is allowed.	No sagging pants--no waist band to sit below the waist.	No swim trunks, running shorts, or similar type shorts may be worn.
No super short shorts or skirts.	No hats, caps, or non-essential head cover (hoods, beanies, etc.) allowed on campus during the regular school day.	No apparel which refer to sex, drugs, crude language, alcohol, or illegal activities.	No gang related attire is allowed, such as bandanas, gang related colors, names or symbols whether visible or not.

This is only a partial list. The guidelines may change if the need arises or as determined by the administration.

Dress Code Violations:

- First Offense - Discussion with student regarding dress code policy, student will be required to meet dress policy before going to class, possible confiscation of inappropriate attire, possible detention
- Second Offense - Parent notification, possible detention and/or suspension, student will be required to meet dress policy before going to class
- Third Offense - Parent conference, possible suspension, student will be required to meet dress policy before going to class, possible Saturday School

Behavior/Consequences

The school-wide expectation and discipline plan regulates the behavior of all students while on school grounds, traveling to and from school, bus stops, or attending or travelling for any school related activity. Not all acts of misconduct can be itemized in this section. The following is a summary of some of the main areas of conduct which may lead to disciplinary action, including possible suspension or a referral to law enforcement. Nothing listed here is intended to restrict the exercise of legitimate First Amendment rights, nor restrict the district's discretion to assess discipline as appropriate, based on the circumstances, and in accordance with law. Rather, the information below is provided so students and parents are aware of potential school discipline that may be assessed for particular offenses.

Academic Dishonesty

Academic dishonesty is the willful and intentional deception for the purpose of improving a grade, which includes all student behavior intended to gain or provide an unearned academic advantage. The student has full responsibility for the content and integrity of all submitted academic work. Ignorance does NOT constitute a basis for waiving the rule or its consequences. Students unclear about a specific situation should ask their instructors to explain what is acceptable in their classes.

First Offense:

The first infraction will result in a zero or "F" grade on the assignment in question. The student will be required to attend a meeting with their parent and a school administrator. The student will be placed on an academic probation contract for one calendar year.

Second Offense:

Any other infraction, IN ANY CLASS, will result in removal from that class with an "F" grade for the semester.

Third Offense:

Any other infraction, IN ANY CLASS, will result in removal from that class with an "F" grade for the semester.

Alcoholic Beverage Use and/or Possession

First Offense: *Parent conference, 5 day suspension, possible notification of law enforcement, diversion counseling.*

Second Offense: *Parental conference, 5 day suspension, possible Alternative Education (for AUHS, ANTHS, and WVHS students) referral, notification of law enforcement, diversion counseling.*

Third Offense: *Parental conference, possible referral to Alternative Education (for AUHS, ANTHS, and WVHS students), possible recommendation for expulsion, notification of law enforcement, diversion counseling.*

Arson

If a student is guilty of arson on campus, they will be immediately recommended for expulsion.

Bullying and Cyberbullying

All students enrolled in the state public schools have the inalienable right to attend classes on school campuses that are safe, secure, and peaceful. School administrators reserves the right to take action to protect students against bullying and to preserve the emotional and physical wellbeing of its students. Students will face consequences for the following behaviors:

- *One or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act*
- *Engaging in an act of bullying, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Any student found to engage in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically towards a pupil or school personnel shall be suspended and a mandatory police report is made." [EC§ 48900(r)]*
- *Engaging in harassment, threats or intimidation against a pupil, group of pupils, or school district personnel.. [EC§ 48900.4]*
- *Harassing, threatening, or intimidating a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. [EC§ 48900(o)]*
- *Engaging in, or attempting to engage in, hazing as defined in EC§ 48900(q)*

First Offense: *Notification of parents, pupil warning to cease and desist, possible detention, possible Saturday School, possible notification of law enforcement, possible suspension*

Second Offense: *Parent conference, 2-5 day suspension, Saturday School, possible referral to Alternative Education (for AUHS, ANTHS, and WVHS students), notification of law enforcement*

Third Offense: *Possible expulsion, parent conference, notification of law enforcement, 5 day suspension*

Cafeteria or Lunch Period Misconduct

The cafeteria will be open during the lunch period, or students may bring their own lunch. Students are required to eat in the lunchroom or designated areas on campus. Students are expected to clean up after themselves and keep the eating areas clean.

First Offense: *Pupil warning, cafeteria clean up, possible parent notification, possible suspension of cafeteria privileges, possible suspension*
Second Offense: *Possible Saturday School, possible parent conference, suspension of cafeteria privileges, possible suspension*
Third Offense: *Parent conference, loss of cafeteria privileges for 45 days, 1-3 day suspension*

Cell Phones and Electronic Devices Use

Districts may regulate the possession or use of any cellphone, pager or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. [EC§ 48901.5] Students in violation of the electronic device policy may be subject to the following: confiscation of device, parent notification or conference, detention or Saturday School and/or possible ban on electronic devices for that particular student.

Computer or Internet Use Violation

For information regarding acceptable use of computers and the internet, see STUDENT USE OF TECHNOLOGY section of this handbook.
First Offense: *Parent conference, possible detention, possible Saturday School, possible suspension, possible notification to law enforcement, possible loss of computer privilege*
Second Offense: *Parent conference, possible Saturday School, possible 1-5 day suspension, possible notification to law enforcement, suspend computer privilege*
Third Offense: *Parent conference, suspension, notification of law enforcement, possible recommendation to Alternative Education (for AUHS, ANTHS, and WVHS students), loss of computer privilege*

Cutting Class

For information regarding absences, see ATTENDANCE section of this handbook. Consequences: parent notification, possible detention, possible Saturday School

Defiance, Disrespect and Challenge Of Authority

Students who disrupt school activities or otherwise willfully defy the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties are in violation of Ed Code § 48900(k).
Students in violation of this Education Code section may be subject to the following: suspension for 1 to 5 days, dependent upon the seriousness of circumstances as determined by school administration, Saturday School or detention, parent conference, and/or behavior contract.

Disruption of Educational Environment

Students who disrupt school activities or otherwise willfully defy the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties are in violation of Ed Code 48900(k). Students deemed in violation of this education code section may be suspended for 1-5 days dependent upon the severity of circumstances as determined by school administration.

Drug Use, Possession, and/or Trafficking

School administration works in conjunction with law enforcement to keep our campus drug-free. K9 dogs may visit during the school year to conduct random searches for illegal drugs, as permissible by law.
The following sections of the Education Code prohibit drug activities on campus:

- *Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind [EC§ 48900(c)]*
- *Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant [EC§ 48900(d)]*
- *Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code. [EC§ 48900(j)]*
- *Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma [EC§ 48900(p)]*
  First Offense: *Parental conference, 5 day suspension, possible recommendation for expulsion, possible referral to Alternative Education (for AUHS, ANTHS, and WVHS students), notification of law enforcement, diversion counseling*
  Second Offense: *Parental conference, 5 day suspension, recommendation for expulsion, notification of law enforcement, diversion counseling*
  Third Offense: *Expulsion and/or disenrollment from AUHSD Schools, as permissible by law*

False Alarm

Students guilty of pulling a false fire alarm or any other kind of falsification of a school emergency may be subject to the following: 1-5 day suspension dependent upon severity of circumstances as determined by school administration, parent conference and behavior contract, possible referral for expulsion, and/or notification of law enforcement

Fighting, Inciting A Fight and/or Promoting A Fight

There are many misconceptions about fighting on campus being self-defense vs. assault. For example, if one student hits or pushes another student, that student can be charged with battery. If the other student fights back, both can be charged with fighting on

campus. A student will face consequences for causing attempting to cause, or threatening to cause physical injury to another person [EC 48900(a)(1)] or willfully using force or violence upon the person of another, except in self-defense [EC§ 48900(a)(2)].

First Offense: *Parent conference, 1-5 day suspension, possible notification of law enforcement (When a fight results in serious bodily injury, may be recommended for expulsion)*

Second Offense: *Parent conference, 5 day suspension, possible expulsion or referral to Alternative Education (for AUHS, ANTHS, and WVHS students)*

Third Offense: *Parent conference, 5 day suspension, possible recommendation for expulsion or Alternative Education (for AUHS, ANTHS, and WVHS students)*

Forgery

Students guilty of forgery in any form, including but not limited to forged notes, fake calls, signatures on any official document, etc. may be subject to the following: suspension, parent notification and/or conference, behavior contract, and/or notification of law enforcement.

Gang Related Activities

A gang is any on-going organization, association or group of three or more persons, who commit a crime using a common name, clothing, or symbols. Students who use inappropriate names, symbols, drugs, slogans, gang-related clothing or materials are subject to disciplinary action. Gang related student attire including bandanas, gang related colors, names or symbols whether visible or not is prohibited.

First Offense: *Parent conference, possible suspension, notification of law enforcement, possible Saturday School, possible clothing restriction.*

Second Offense: *Saturday School, 2-5 day suspension, notification of law enforcement, possible clothing restrictions*

Third Offense: *Saturday School, 5 day suspension, possible recommendation for expulsion, possible clothing restrictions*

Hate Motivated Behavior

In order to create a safe learning environment for all students, the school district desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices. Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact school administration. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

Horseplay And Play Fighting

Students who are engaged in horseplay, play fighting or any other acts unintentionally endangering the safety of other students or staff on campus, may be subject to the following: detention or Saturday School, suspension, parent notification or conference, behavior contract, possible expulsion and/or possible law enforcement notification

Inappropriate Public Displays Of Affection

Students are expected to be appropriate at all times on campus. Inappropriate or excessive touching, kissing, hugging, or any other display of affection may result in the following: detention or Saturday School, parent notification, behavior contract, and/or suspension

Leaving Campus without School Authorization

Students may not leave school at any time without previously being issued an off-campus pass from the Attendance Office. Off-campus passes will ONLY be issued to students for a sudden illness, family emergency, and/or for medical and dental appointments that have prior authorization from a parent/guardian. If a student leaves campus without authorization, the student will be considered truant and will receive and unexcused absence upon his/her return, plus additional disciplinary action. Off-campus passes issued for medical and dental appointments must be signed by the doctor's office indicating the student's time of arrival and departure. A student who has been issued an off-campus pass upon returning to school must bring the signed off-campus slip back to the Attendance Office for verification. After the off-campus pass has been signed by the Attendance Office, the student must present the slip to the teacher upon entering class. If a student doesn't have his/her off-campus pass, he/she should be sent to the Attendance Office. Teachers will check to see if the off-campus pass has been verified and stamped by the Attendance Office.

First Offense: *Pupil warning, possible detention, possible Saturday School, 1 day suspension*

Second Offense: *Parent notification, possible detention, possible Saturday School, possible suspension*

Third Offense: *Parent conference, 2-5 day suspension*

Littering

Students guilty of littering on campus or in the cafeteria may be subject to the following: campus beautification detail, detention or Saturday School, suspension, and/or parent notification

Loitering In Restricted Areas

There are several restricted areas on campus where students are not allowed. Students are not to loiter in the parking lot or any unsupervised area during the school day. All students are expected to be within sight of school staff during school hours. Students in violation of this policy may be subject to the following: detention or Saturday School, parent notification, suspension, and/or behavior contract

Obscene Behavior, Language Or Gestures

A student may be assigned a profanity essay, or be suspended 1-5 days related to the seriousness of the circumstances as determined by school administration for committing an obscene act or engaging in habitual profanity or vulgarity.
When directed at a district employee:
First Offense: *Parental notification, Saturday School, possible suspension*
Second Offense: *Parent notification, possible suspension, possible Saturday School*
Third Offense: *Parental conference, Saturday School, 5 day suspension*

Out of Class Without A Pass

First Offense: *Possible detention, possible suspension, possible Saturday School*
Second Offense: *Parent notification, possible suspension, possible Saturday School*
Third Offense: *Parent conference, possible suspension, possible Saturday School*

Parking and Driving on Campus Irresponsibly

The use of vehicles for transportation to and from school by students is a privilege, not a right. All students who drive cars to school must park in the designated student parking area and follow the laws and regulations established by the California Department of Motor Vehicles. Vehicles on campus are not permitted to display inappropriate slogans, symbols, or pictures. (Bumper stickers, window decals, license plate holders, etc.) Damage to student motor vehicles, or property in vehicles, is not the responsibility of the school. Students are advised to lock and secure their vehicles while parked in school lots. Students are not to loiter in the parking lot or be in their cars during class time, between classes, or at lunchtime. Student vehicles may be subject to search while parked at school, as permissible by law. Unauthorized parking, reckless driving, and any actions that jeopardize the safety of students, staff or the public may result in the following:
First Offense: *Pupil warning, parent notification, possible Saturday School, possible law enforcement notification and/or citation, possible suspension of driving or parking privileges*
Second Offense: *Parent notification/conference, possible suspension of parking or driving privileges, possible suspension, law enforcement notification and/or citation*
Third Offense: *Parent conference, 2-5 day suspension, suspension of parking or driving privileges, law enforcement notification and/or citation*

Plagiarism and/or Cheating

First Offense: *Parent notification, pupil warning, possible Saturday School or detention*
Second Offense: *Parent conference, possible suspension, possible Saturday School*
Third Offense: *Parent conference, 2-5 day suspension*

Possession of Dangerous Objects

First Offense: *Possible Saturday School, possible suspension, possible notification of law enforcement*
Second Offense: *2-5 day suspension, possible Saturday School, possible referral to Alternative Education (for AUHS, ANTHS, and WVHS students)*
Third Offense: *5 day suspension, possible referral to Alternative Education (for AUHS, ANTHS, and WVHS students)*

Possession of Imitation or Replica Weapon

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. [EC§ 48900(m)] AUHSD administration considers ANY weapon or replica of such on campus as a serious offense and crime. Swift action will be taken to remove the weapon and perpetrator off campus. Students will be suspended immediately for 5 days and will in most cases be recommended for expulsion.
First Offense: *Parental conference, 5 day suspension, recommendation for expulsion, notification of law enforcement*
Second Offense: *Parental conference, 5 day suspension, recommendation for expulsion, notification of law enforcement*
Third Offense: *n/a*

Possession of Non-School Related Paraphernalia

First Offense: *Parental notification, confiscation of material, possible detention, possible suspension*
Second Offense: *Parental notification, confiscation of material, 2-5 day suspension*
Third Offense: *Parental conference, confiscation of materials, 5 day suspension*

Possession of Stolen Property

First Offense: *Parental conference, possible detention, possible Saturday School, possible suspension, possible notification of law enforcement*
Second Offense: *Parental conference, 2-5 day suspension, notification of law enforcement, possible recommendation for expulsion*
Third Offense: *Parental conference, recommendation for expulsion, notification of law enforcement, 5 day suspension*

Racism, Hate-Motivated Behaviors, and Civil Rights Violations

No person will, by force or threat of force, willfully injure, intimidate, interfere with, oppress, or threaten another person because of the other person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. [EC§ 48900.3] In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

Sexual Assault

Students who commit or attempt to commit sexual assault or sexual battery will be immediately referred to law enforcement and recommended for expulsion. [EC§ 48900(n); Penal Code Sections 261, 266c, 286, 288, 288a, or 289]

Sexual Harassment

It is a crime to sexually harass or assault another person. Sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Any person who engages in the sexual harassment of anyone in or from the district may be subject to suspension, expulsion and/or a law enforcement referral. [EC§ 48900.2] In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

Skateboarding, Skating Or Bicycling On Campus

Students riding bicycles, skates, rollerblades, skateboards, etc. on campus can jeopardize the safety of students and staff on campus as well as their own safety. Students who violate this policy may be subject to the following: confiscation, parent notification, detention or Saturday School, suspension and/or notification of law enforcement

Theft, Robbery or Extortion

A student may be suspended from school or recommended for expulsion when superintendent or the principal determines that the pupil has committed or attempted to commit robbery or extortion [EC§ 48900(e)] or stolen or attempted to steal school property or private property [EC§ 48900(g)].

Theft, Robbery or Extortion

A student may be suspended from school or recommended for expulsion when superintendent or the principal determines that the pupil has committed or attempted to commit robbery or extortion [EC§ 48900(e)] or stolen or attempted to steal school property or private property [EC§ 48900(g)].

Threats and/or Verbal Attacks

Students who threaten or commit an assault on a school employee will be subject to the following: recommendation for expulsion, referral to law enforcement, and parent notification
When directed at another student:
First Offense: *Parental notification, pupil warning, possible detention, possible Saturday School, possible notification of law enforcement, possible suspension*
Second Offense: *Parental conference, 2-5 day suspension, Saturday School, notification of law enforcement*
Third Offense: *Recommendation for expulsion, notification of law enforcement, 5 day suspension*

Tobacco Use Or Possession

Possession or use of tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, electronic cigarettes, and betel are prohibited. [EC§ 48900(h)]
First Offense: *Parental notification, 2 day suspension, possible Saturday School, possible notification of law enforcement, possible citation*
Second Offense: *Parental conference, 3-5 day suspension, possible Saturday School, notification of law enforcement*
Third Offense: *Parental conference, 5 day suspension, possible referral to Alternative Education (for AUHS, ANTHS, and WVHS students), notification of law enforcement*

Unauthorized Occupancy Of School Facilities

Students who occupy school facilities without authorization from school authorities

or who come onto campus after school hours without authorization may be subject to the following: suspension, parent notification, referral to law enforcement to pursue criminal charges and/or possible expulsion

Unsportsmanlike Conduct

Students who display inappropriate, disruptive or unsafe behavior at school sports or activities may be subject to the following: detention or Saturday School, parent notification, suspension of attendance at school sporting events or activities, suspension, and behavior contract

Vandalism, Graffiti, And/Or Defacing Property

Graffiti and scratching glass or other material on someone else's property is considered vandalism and those convicted face fines, imprisonment and the requirement to clean up the damage or perform community service. Parents may be liable to pay fines as high as $50,000 and be required to participate in the clean-up of such damages. [Penal Code 594; EC§ 48900(f)] Students in violation of this Education Code will be suspended for 1 to 5 days, law enforcement will be notified and may result in possible expulsion depending upon the severity of the circumstances as determined by school administration.

Weapons And Explosives

California state law forbids the possession of weapons, including knives, or explosive devices at school or within 1000 feet of a school. Furthermore, the law requires a recommendation for expulsion by the Principal for those students who bring weapons or explosive devices to school or at school related activities. The principal or the superintendent shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance [EC§ 48915(A)]:

- *Possession of any knife or other dangerous object of no reasonable use to the pupil.*
- *Brandishing a knife at another person.*
- *Possession of any explosive (ammunition included) or firearm*

Bus Behavior

It is expected that all students respect themselves, respect others, and respect both school and private property. In order to guarantee the safe transportation of all students, behavior and disciplinary guidelines are in place. The following is a list of behaviors that are unacceptable and will be dealt with according to the disciplinary process:

- Violation of any safety procedure
- Failure to obey the driver
- Eating, drinking, or littering on the bus
- Out of seat while the bus is moving
- Obscene gestures or unacceptable language
- Inappropriate display of affection
- Gang related behavior
- Harassment – including racial and sexual
- Physical or verbal aggression towards another person
- Throwing or shooting any object
- Being disrespectful towards the driver, or any other person on the bus
- Use of tobacco, or any controlled substance
- Lighting of matches or any flammable material
- Tampering with, vandalizing or damaging bus equipment or property
- Excessive noise, distracting the driver
- Possession of any dangerous objects, or weapons

Discipline may include any or all of the consequences listed in the student discipline section, above. Suspensions may range from 1 to 5 days depending on the severity of the offense, and past disciplinary infractions. Disciplinary action taken by school officials is merely a consequence or result of the action already taken by the student. Students should be aware of all consequences whenever making decisions, and are responsible for their own behavior.

First offense:
Pupil warning, parent notification, possible Saturday school, possible suspension of riding privileges, possible parent conference, and/or possible suspension from school

Second offense:
Parent notification, suspension of riding privileges for 5 school days, possible parent conference, possible Saturday school, and/or possible suspension from school

Third offense:
Parent conference, loss of riding privileges, possible Saturday school, and/or possible suspension from school

Health Services

All district schools have an attendance/health clerk available during school hours for first aid needs. A district nurse assists the clerks in providing services to help students to lead healthier lives. These services include screening tests, management of medications, referrals and some nursing services.

All students must have current emergency information on file with the attendance clerk at each school. The emergency information can be updated through the data confirmation process in Aeries.

Students who become ill during class must obtain permission from the teacher to go to the health office. Students leaving school because of illness must check out with the attendance/health clerk or nurse at the attendance office. Any student injured at school will be sent immediately to the health office for emergency treatment and to fill out an accident report form.

Students with chronic health concerns must notify the attendance/health clerk upon admission to school and fill out the appropriate confidential health questionnaire form for detailed health management. An additional Individual School Healthcare Plan must be completed for any student who may need emergency health care or who needs an individual accommodation. [EC§ 49423.5; BP/AR 5141.24]

Every student who comes into the health office will be referenced in the Aeries medical log. Information recorded will include date of visit, procedure or description of service given, and where the student went after the visit. This confidential medical log is available to the student's specific teachers and health services staff. Parents are encouraged to verify that information in the student's medical file is accurate via Aeries on-line. Parents will be called with any head injury and any injuries that require other than minor first aid, at the discretion of the attendance/health clerk (under the supervision of the district nurse).

During the sophomore year, the district nurse gives students hearing screenings. Student vision screenings are done individually when a need is identified. The district nurse can address health concerns or questions during the school year for any student and his/her family. Health examinations, including vision and hearing tests, will not be given to a student whose parent files an objection each year. However, the student may be sent home if, for good reason, he/she is believed to be suffering from a recognized or infectious disease. [EC§ 49451]

Medications

The Anderson Union High School District requests that medications be given before or after school whenever possible. Any pupil who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instruction from the physician and a statement by the parent indicating their desire to have the school assist in administering the physician's instructions.

Any student who wishes to carry and self-administer prescription auto-injectable epinephrine and/or self-administered inhaled asthma medication must submit a written statement of instruction from their physician that includes a statement that the student is able to self-administer such medication, and a statement from the parent consenting to the self- administration, as well as a release. Any pupil who uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed is subject to discipline. Diabetic insulin and supplies (needles) can be carried by the student and self-administered in the health office. Needles must be disposed of in the attendance/health clerks' sharps container. [EC§ 49423, 49423.1]

A parent of a pupil on a continuing medication regimen for a non-episodic condition shall inform the school of the medication being taken, the current dosage, frequency of administration, reason for any changes, and the name of the supervising physician. It is the responsibility of the parent/guardian to notify the principal if the student has received anti-seizure medication within the four hours before a school day. With a parent's consent, the school nurse or other designated employee may communicate with the physician with regard to the possible effects of the drug on the child's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or over dosage. [EC§ 49480]

Parents need to check the medications in directly with the attendance/health clerk. **Students are not to carry their own meds to school.** All necessary forms are available at the school attendance offices.

Physical Examinations

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

Psychological Testing

A parent has the right to receive information about psychological testing the school does involving their child and to deny permission to give the test. [EC§ 51101(a)(13)]

Mental Health Services for Students

Student mental health services are available through your school counselor and/or you can contact the Shasta County Health and Human Services Agency at 530-225-5200; 1560 Market Street, Redding, CA. [EC§ 49428]

Confidential Medical Services

Students may be excused from school by school authorities for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian. [EC§ 46010.1] Schools are permitted to grant such excuses, but are not required to do so. Copies of this policy are available from the district office.

Students with Temporary Disabilities – Home/Hospital Instruction

A student with a temporary disability which makes school attendance in regular day classes or an alternative education program in which the pupil is enrolled impossible or inadvisable shall receive individual instruction in the student's home or in a hospital or other residential health facility, excluding state hospitals. This instruction applies to a student incurring a temporary physical, mental, or emotional disability while the student is enrolled in regular day classes or any alternative education program, and after which the student can reasonably be expected to return to regular day classes or an alternative education program without special intervention. A temporary disability shall not include a disability for which a pupil is identified as an individual with exceptional needs or is identified as an individual with a disability or services under Section 504.

In such circumstances, it is the primary responsibility of the parent or guardian of the student with a temporary disability to notify the district of the student's presence in a qualifying hospital or other residential health facility. [EC§ 48206.3, 56026, 48208]

A student with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent or guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. Once the parent has notified the District in which the hospital is located of the student's presence in the qualifying hospital, the District has five working days to notify the parent if individualized instruction shall be made available. If the determination is positive, individualized instruction shall commence within five working days.

Individual instruction in a student's home must commence no later than five working days after a school district determines that the student shall receive this instruction.

When a student receiving individual instruction is well enough to return to school, s/he must be allowed to return to the school that s/he attended immediately before receiving individual instruction, if the student returns during the school year in which the individual instruction was initiated.

Students enrolled in individual instruction in a hospital or other residential health facility for a partial week, are entitled to attend school in his/her school district of residence, or to receive individual instruction provided by the school district of residence in the student's home, on days in which he or she is not receiving individual instruction in a hospital or other residential health facility, if s/he is well enough to do so.

Absences from the student's regular school program due to the student's temporary disability are excused until the student is able to return to the regular school program. [EC§ 48206.3, 48207, 48207.3, 48207.5, 48208, 48240 (c) and 48980(b)]

Medical and Hospital Insurance for Students

The district may or may not provide insurance for individual students. However, the district may provide for the purchase of 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

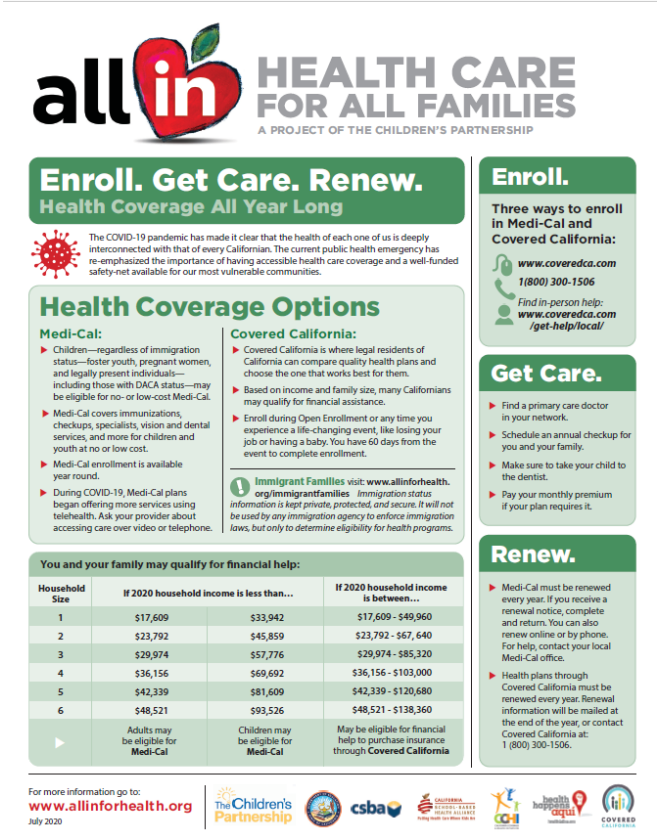
federally sponsored health insurance programs. Information about these programs may be obtained by calling Healthy Families/Medi-Cal for Families 888-747-1222.

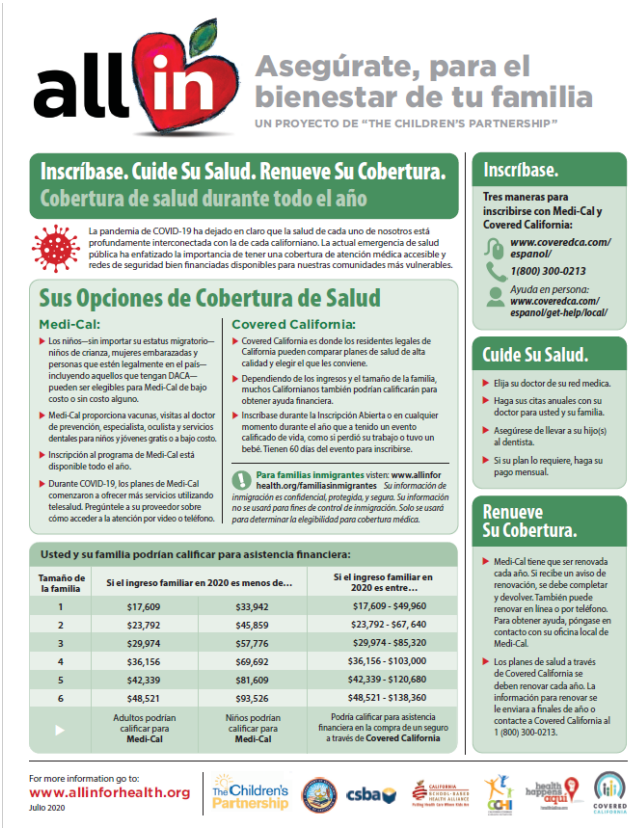
Drug, Alcohol, Steroid and Tobacco Prevention Programs

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

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

High school athletes must sign a pledge they are not using steroids illegally or they will not be allowed to participate. Parents must sign a form notifying them of the restriction. [EC§ 49033, 60041; HSC§ 11032]





Immunizations

A pupil may not be admitted to a district school for the first time unless the student has been fully immunized. The student must present documentation of full immunization, in accordance with the California Department of Public Health (CDPH), against the following diseases: [Health and Safety Code 120335; 17 CCR 6020]

1. Measles, mumps, and rubella (MMR)
2. Diphtheria, tetanus, and pertussis (whooping cough) (DTP, DTaP, or Tdap)
3. Poliomyelitis (polio)
4. Hepatitis B
5. Varicella (chickenpox)
6. Haemophilus influenza type b (Hib meningitis)
7. Any other disease designated by the CDPH

A student who qualifies for an individualized education program (IEP), unless otherwise exempt, shall be fully immunized in accordance with Health and Safety Code 120335 and this regulation. However, the district shall continue to implement the student's IEP and shall not prohibit the student from accessing any special education and related services required by the student's IEP regardless of whether the student is fully immunized. (Health and Safety Code 120335)

The school shall immediately enroll homeless students, foster youth, and students of military families even if their immunization records are missing or unavailable at the time of enrollment. School or district staff shall work with the student's prior school to obtain the student's immunization records or shall ensure that he/she is properly immunized. [EC § 48853.5, 49701; Health and Safety Code § 120341; 42 USC § 11432]

School personnel shall record information for each student regarding all doses of required immunizations and the status of all requirements in accordance with 17 CCR 6070. The school records shall be based on the student's immunization record provided by the student's health care provider, from the student's previous school immunization record, or through the California Immunization Registry (CAIR). (17 CCR 6070)

Exemption from one or more immunization requirements shall be granted under any of the following circumstances:

1. A medical exemption is submitted using the standardized form developed by CDPH and transmitted using CAIR which includes, but is not limited to, a description of the medical basis for which the exemption for each individual immunization is sought and whether the medical exemption is permanent or temporary. (Health and Safety Code 120372)

   A student who has a medical exemption issued prior to January 1, 2020 shall be allowed to continue enrollment until the next grade span.

   A temporary exemption shall not exceed one year, and all medical exemptions shall not extend beyond the grade span. (Health and Safety Code 120372)

   If a student's medical exemption is revoked by CDPH on the basis that the exemption does not meet applicable criteria for medical exemptions, the student shall continue in attendance and, within 30 calendar days of the revocation, commence the immunization schedule required for conditional admittance pursuant to 17 CCR 6050, as described below. (Health and Safety Code 120372)

   The student's parent/guardian may appeal a revocation to the Secretary of California Health and Human Services. If a revocation is appealed, the student shall continue in attendance and shall not be required to commence the immunization schedule required for conditional admittance provided the appeal is filed within 30 calendar days of the revocation. (Health and Safety Code 120372, 120372.05)

2. The student's parent/guardian filed with the district, before January 1, 2016, a letter or written affidavit stating that an immunization is contrary to the student's personal beliefs, in which case the student shall be exempted from the immunization until the student enrolls in the next applicable grade span requiring immunization (birth to preschool, grades K-6, grades 7-12). (Health and Safety Code 120335)

   When a student transfers to a different school within the district or transfers into the district from another school district in California, the student's personal beliefs exemption filed before January 1, 2016, shall remain in effect until the next applicable grade span. A student transferring from a school outside the district shall present a copy of the personal beliefs exemption upon enrollment. When a student transfers into the district from outside California and presents a personal beliefs exemption issued by another state or country prior to January 1, 2016, the Superintendent or designee may consult with legal counsel regarding the applicable immunization requirements.

3. The student is enrolled in an independent study program pursuant to Education Code 51745-51749.6 and does not receive classroom-based instruction. (Health and Safety Code 120335)

The Superintendent or designee may conditionally admit a student with documentation from an authorized health care provider that the student has not received all the immunizations required for the student's age group, but has commenced receiving doses of all required vaccines and is not due for any other doses at the time of admission. The Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses as specified in 17 CCR 6035. (Health and Safety Code 120340; 17 CCR 6035)

In addition, a transfer student may be conditionally admitted for up to 30 school days while the student's immunization records are being transferred from the previous school. If such documentation is not presented within 30 days, the student shall be excluded from school until the required immunizations have been administered. (17 CCR 6035)

The District will immediately enroll homeless students, foster youth, and students of military families even if their immunization records are missing or unavailable at the time of enrollment. School or district staff shall work with the student's prior school to obtain the student's immunization records or shall ensure that the student is properly immunized. (Education Code 48853.5, 49701; Health and Safety Code 120341; 42 USC 11432)

The District review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, the student shall be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR 6040, 6070)

If an enrolled student who was previously believed to be in compliance with immunization requirements is subsequently discovered to not be in compliance with requirements for unconditional or conditional admission, the Superintendent or designee shall notify the parent/guardian that evidence of proper immunization or an appropriate exemption must be provided within 10 school days. This notice shall refer the parent/guardian to the student's usual source of medical care or, if the student has no usual source of medical care, then to the county health department or school immunization program, if any. (Education Code 48216; 17 CCR 6040)

The District will exclude from further attendance an enrolled student who fails to obtain the required immunization within 10 school days following the parent/guardian's receipt of the notice specified above. The student shall remain excluded from school until documentation is provided indicating that the student has received a dose of each required vaccine due at that time. (17 CCR 6040, 6055)

If the district has good cause to believe that a student has been exposed to a disease listed in the section "Required Immunizations" above and the student's documentation of immunization does not show proof of immunization against that disease, that student may be temporarily excluded from the school until the local health officer is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code 120370)

Each student's immunization record shall be retained as part of the student's mandatory permanent student record. District staff shall maintain the confidentiality of immunization records and may disclose such information to state and local health departments only in accordance with law. (Health and Safety Code 120375, 120440; 17 CCR 6070)

The district shall also retain in the mandatory student record any physician or health officer statement, personal beliefs letter or affidavit, reason for conditional enrollment, or any other documentation related to the student's immunization record or exemptions.

Meal Program

The USDA announced the extension of free meals for the 2021-2022 school year which means all students will have a free breakfast and lunch.

NON-DISCRIMINATION STATEMENT

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or by fax (202) 690-7442 or by email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

Second Chance Breakfast

It has been proven that students who eat a nutritious breakfast are more focused, have better test scores, are more energetic, less likely to be overweight and perform better in the classroom. As you are aware, students are not always able to arrive at school early enough to participate in our breakfast program. Therefore, the nutrition services department will be offering a second chance "grab and go" cart for breakfast/brunch between 2nd and 3rd period. All students will be able to participate in the second chance breakfast.

Anderson Union High School District

Nutrition Services

1469 Ferry Street | Anderson, CA 96007 | phone 530.378.0568 | fax 530.378.0834
www.auhsd.net/nutritionservices

ANDERSON UNION HIGH SCHOOL NUTRITION SERVICES DEPARTMENT

DID YOU KNOW???

The majority of your child's school funding is based upon free and reduced lunch eligibility on file.

Therefore, we encourage all students/households to fill out a "Household Income Data Collection Form" regardless of their participation in the breakfast and lunch program.

This will help your child's school and will continue to support the various programs and activities they offer.

Additional benefits for having the "Household Income Data Collection Form" on file include:

-Reduced or waived test fees (SAT, ACT, PSAT, & AP TESTING)

Various scholarships, FASFA & COLLEGE COURSES at reduced rate (BOGG GRANT ETC.)

STUDENTS NAME_____

SCHOOL ATTENDING: (please check)

_____ ANDERSON HIGH SCHOOL _____WEST VALLEY HIGH SCHOOL

_____ANDERSON NEW TECHNOLOGY HIGH SCHOOL

_____NORTH VALLEYHIGH SCHOOL/COMMUNITY DAY SCHOOL/OAKVIEW HIGH SCHOOL

ALL INFORMATION PROVIDED IS KEPT CONFIDENTIAL.

AUHSD IS AN EQUAL OPPORTINITY PROVIDER.

If you eat well, you will feel well.

The information submitted on this form is a confidential educational record and is therefore protected by all relevant federal and state privacy laws that pertain to educational records including, without limitation, the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. § 1232g; 34 CFR Part 99); Title 2, Division 4, Part 27, Chapter 6.5 of the California Education Code, beginning at Section 49060 et seq.; the California Information Practices Act (California Civil Code Section 1798 et seq.) and Article 1, Section 1 of the California Constitution.

Who should I include in "Household Size"?

You must include yourself and all people living in your household, related or not (for example, children, grandparents, other relatives, or friends) who share income and expenses. If you live with other people who are economically independent (for example, who do not share income with your children, and who pay a pro-rated share of expenses), do *not* include them.

What is included in "Annual Household Income"? Annual Household Income includes the following:

- **Gross earnings from work:** Use your gross income, not your take-home pay. Gross income is the amount earned before taxes and other deductions. This information can be found on your pay stub or if you are unsure, your supervisor can provide this information. Net income should only be reported for self-owned business, farm, or rental income.
- **Welfare, Child Support, Alimony:** Include the amount each person living in your household receives from these sources, including any amount received from CalWORKs.
- **Pensions, Retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits:** Include the amount each person living in your household receives from these sources.
- **All Other Income:** Include worker's compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income received. Do not include income from CalFresh, WIC, federal education benefits and foster payments received by your household.
- **Military Housing Allowances and Combat Pay:** Include off-base housing allowances. *Do not* include Military Privatized Housing Initiative or combat pay.
- **Overtime Pay:** Include overtime pay ONLY if you receive it on a regular basis.

How do I report annual household income for pay received on a monthly, twice a month, every two weeks, or weekly basis?

- Determine each source of household income based on above definitions. Households that receive income at different time intervals must annualize their income as follows:
  - If paid monthly, multiply total pay by 12
  - If paid twice per month, multiply total pay by 24
  - If paid bi-weekly (every two weeks), multiply total pay by 26
  - If paid weekly, multiply total pay by 52
- Add annualized pay together to determine the total annual household income and check the box on the other side of this form if it is within either of the ranges displayed for your household size.
- If your household size exceeds the size on the chart, list household size and total annual household income in the space provided.

If your income changes, include the wages/salary that you regularly receive. For example, if you normally make $1,000 each month, but you missed some work last month and made $900, put down that you made $1,000 per month. Only include overtime pay if you receive it on a regular basis. If you have lost your job or had your hours or wages reduced, enter zero or your current reduced income.

For additional information on Household Size and Household Income, please see the Eligibility Manual for School Meals on the U.S. Department of Agriculture Guidance and Resource Web page at http://www.fns.usda.gov/cnd/guidance/default.htm.

CA Dept. of Education, Revised July 24, 2015

Household Income Data Collection – ANDERSON UNION HIGH SCHOOL DISTRICT

Household Last Name: _____ Phone: _____ E-mail: _____

PART I: Fill in the following information for children living in your household					
Name of Child(ren) attending a California K-12 Public School			School Attending	Birth Date	Grade Level
Last	Middle	First			
1.					
2.					
3.					
4.					
5.					
6.					

PART II: Fill in the following for Household Size and Household Income

Based on your household size, check the appropriate box if your total annual household income is within the range displayed for Category 1 or Category 2. **Do not check an income in both categories.**

For help in determining your household size and total annual household income, please see instructions on the back of this form.

Household Size	Category 1 – Total Annual Household Income is Within This Range:	Category 2 – Total Annual Household Income is Within This Range:
1	$0-$16,744	$16,744-$23,828
2	$0-$22,646	$22,646-$32,227
3	$0-$28,548	$28,548-$40,626
4	$0-$34,450	$34,450-$49,025
5	$0-40,352	$40,352-$57,424
6	$0-46,254	$46,254-$65,823
7	$0-$52,156	$52,156-$74,222
8	$0-58,058	$58,058-$82,621

If household size is greater than 8, list household size and total annual income below:

Household Size:_____ Total Annual Income: $_____

If your total annual household income exceeds the ranges above, check here: ☐

PART III: Signature

I certify (promise) that the information provided on this form is true and that I included all income. I understand that the school may receive state and federal funds based on the information I provide and that the information could be subject to review.

Signature of adult household member completing this form	Date	Printed name of adult household member completing this form

Instructional Services

Availability of Board Adopted Course of Study

Education Code § 49091.14 stipulates that the Course of Study offered by public schools is available for review by parents, and states: The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. Each school site shall make its prospectus available for review upon request. When requested, the prospectus shall be reproduced and made available. School officials may charge for the prospectus an amount not to exceed the cost of duplication. Policies regarding curriculum are available at your school and the district website: www.auhsd.net.

Excused from Instruction Due to Religious Beliefs

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

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, 32255.1]

Requirements for Admission to the California State University System and University Of California System

The CSU and UC systems have identical course requirements. They have different grade point average and test score requirements. Graduation from an accredited high school and the following a-g minimum course requirements:

a) History (one year of U.S. History OR one semester of U.S. History and one semester of American government, and one year of world history) - 20 semester units
b) English (including no more than one year of Advanced ESL/ELD) - 40 semester units
c) Mathematics (Algebra, Geometry, Algebra 2) - 30 semester units
d) Laboratory science (one year of either Biology C or Ag. Science 2C and one year of either Chemistry or Physics)- 20 semester units
e) World language - 20 semester units
f) Visual and Performing Arts** 10 semester units
g) Advanced course (college prep) 10 semester units

The courses currently offered at AUHSD that meet the a-g requirements, including Career Technical Education courses, are:

Advanced Dance	Art 1	Economics	Integrated Science
Ag Business/Economics	Art 2	English 1	Medical Biology
Agricultural Chemistry	Art 3	English 1 Honors	Physics Honors
Agricultural Science 2C	Beginning Dance	English 2	Spanish 1
American Government	Biology C	English 2 Honors	Spanish 2
American Sign Lang II	Ceramics	English 3	Spanish 3
Anatomy/Physiology	Chemistry	Floral Design	Statistics
AP Biology	Choir	Global Studies	Trig/Pre-Calculus
AP Calculus	Conceptual Physics	Imaging 1	US History
AP Human Geography	Digital Media	Integrated Math I	World History
AP Spanish 4	Drama	Integrated Math I H	World History

These are minimum requirements. Students are encouraged to take as many extra courses as possible to increase their chances of acceptance.

Graduation Requirements

Requirements for graduation and specified alternative means for completing the prescribed course of study will be made available to students, parents/guardians, and the public. Students will not be required to have resided within the district for any minimum length of time as a condition of high school graduation. To obtain a diploma of graduation from high school, students will complete at least the following courses:

Course			Course Units	Subject Units
English	Four courses		40	40
Mathematics	Four courses: at least one mathematics course, or a combination of two mathematics courses required for completion will meet or exceed state academic content standards for Algebra I.		40	40
Social Science	Four courses made up of the following:			40
	Social Science 9		10	
	World History		10	
	U. S. History		10	
	American Government		5	
	Economics		5	
Science	Two courses, made up of the following:			20
	Life Science		10	
	Physical Science		10	
Physical Education	Two courses, unless the student has been exempted		20	20
Foreign Language or Fine Arts	One course in visual or performing arts, foreign language or ASL		10	10
Vocational Education	One course		10	10
Electives			50	50
		Minimum credits for graduation		**230**

Alternative Credits toward Graduation

Because the prescribed course of study may not accommodate the needs of some students, the Board will provide alternative means for the completion of prescribed courses in accordance with law. The Superintendent or designee will exempt or waive specific course requirements for foster youth, homeless youth, and children of military families.

In order to meet individual student needs and encourage all students to complete their high school education, the district provides flexibility in the completion of prescribed courses in accordance with law. Students should see their counselor regarding earning credit for work experience, college courses, military service, on-line courses and other options.

Requirements for Students Living in Active Duty Military Households; Former Juvenile Court School Students; Homeless Students and Foster Youth; and Migratory and Newly Arrived Immigrant Students

State law gives students living in a household of a parent who is an active duty member of the military, former juvenile court school students, homeless students and foster youth, and migratory and newly arrived immigrant students participating in a "Newcomer Program" modified graduation requirements under certain circumstances. State law also requires a school district to exempt such students from coursework and other requirements that are in addition to statement requirements when a student changes schools after their second year of high school and cannot reasonably complete the District requirements by the end of their fourth year, as determined by the district. A student who is eligible for the graduation exemption and their parent must:

- Attend a Graduation Exemption Determination Meeting with the school counselor and obtain the signatures of the student, parent, school counselor, and principal, on the Graduation Exemption Determination form, indicating all who have signed agree to the alternative graduation plan and documenting the student and parent have been informed of how the alternative plan will affect admission to postsecondary schools.
- Be informed of the option to remain in school for a 5th year, and how staying the 5th year will affect postsecondary school admission.

Comprehensive Sexual Health and HIV/AIDS Prevention

In the California Comprehensive Sexual Health and HIV/AIDS Prevention classes, written and audio-visual educational material will be used and are available for inspection prior to the start of classes. You have a right to request, in writing, that your child not attend these classes. You may withdraw this request at any time. School districts must ensure that all pupils receive sexual health instruction from adequately trained personnel in appropriate courses.

You are hereby notified that:

- Written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection
- Comprehensive sexual health education or HIV/AIDS prevention education will be taught by school district personnel and/or by outside consultants
- You have a right to request a copy of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Chapter 5.6, commencing with EC§ 51930)
- You may request in writing that your child not receive comprehensive sexual health education or HIV/AIDS prevention education. [EC§ 51938]

In this District, Staff (Teachers) gives such instruction. If taught by a consultant or in an assembly, parents will be given the dates, name of organizations and affiliation of speakers in this booklet or receive notice at least 14 days prior to the dates of the class or assembly. Material will be accurate and age appropriate. This instruction will emphasize that sexual abstinence and abstinence from intravenous drug use as the most effective means for AIDS prevention and avoiding sexually transmitted diseases. The instruction will also include development of refusal skills to assist pupils to overcome peer pressure and use effective decision-making skills to avoid high-risk activities.

The district's comprehensive sexual health education and HIV prevention education may include any of the following: [EC§ 51934]

- Information on the nature of HIV and other sexually transmitted infections and their effects on the human body
- Information on the manner in which HIV and other sexually transmitted infections are and are not transmitted, including information on the relative risk of infection according to specific behaviors, including sexual behaviors and injection drug use
- Information that abstinence from sexual activity and injection drug use is the only certain way to prevent HIV and other sexually transmitted infections, and that abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy. The instruction shall provide information about the value of delaying sexual activity while also providing medically accurate information on other methods of preventing HIV and other sexually transmitted infections and pregnancy.
- Information about the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods that prevent or reduce the risk of contracting HIV and other sexually transmitted infections, including use of antiretroviral medication, consistent with the Centers for Disease Control and Prevention
- Information about the effectiveness and safety of reducing the risk of HIV transmission as a result of injection drug use by decreasing needle use and needle sharing
- Information about the treatment of HIV and other sexually transmitted infections, including how antiretroviral therapy can dramatically prolong the lives of many people living with HIV and reduce the likelihood of transmitting HIV to others
- Discussion about social views on HIV and AIDS, including addressing unfounded stereotypes and myths regarding HIV and AIDS and people living with HIV. This instruction shall emphasize that successfully treated HIV-positive individuals have a normal life expectancy, all people are at some risk of contracting HIV, and that testing is the only way to know if one is HIV-positive.
- Information about local resources, how to access local resources, and students' legal rights to access local resources for sexual and reproductive health care such as testing and medical care for HIV and other sexually transmitted infections and pregnancy prevention and care, as well as local resources for assistance with sexual assault and intimate partner violence
- Information about the effectiveness and safety of FDA-approved contraceptive methods in preventing pregnancy, including, but not limited to, emergency contraception. Instruction on pregnancy shall include an objective discussion of all legally available pregnancy outcomes, including, but not limited to, all of the following: (1) parenting, adoption, and abortion; (2) information on the law on surrendering physical custody of a minor child 72 hours of age or younger, pursuant to Section 1255.7 of the Health and Safety Code and Section 271.5 of the Penal Code; and (3) the importance of prenatal care.
- Information about sexual harassment, sexual assault, adolescent relationship abuse, intimate partner violence, and sex Trafficking, which shall include information on the prevalence, nature, and strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, how to safely seek assistance, and information on how social media and mobile device applications are used for human trafficking.

During this class, students may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, and questionnaires measuring student attitudes toward health, sex, and risk behaviors. Parents will be notified in writing and given the opportunity to review the material and can request in writing that their child not participate in any or all of the above activities. Copies of Education Code Sections 51938 and 51934 can be requested from your district or can be obtained online at www.leginfo.ca.gov. [EC§ 51933, 51934, 51937-51939; HSC § 151000]

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] The grade point average (GPA) of all district students in grade 12 will be forwarded to the Student Aid Commission unless the student opts out by September 30. No social security numbers will be submitted with the GPA information.

School-Accreditation Status

If a school loses its WASC accreditation status, the school district shall notify in writing each parent of this fact and the potential consequences. [EC§ 35178.4]

Failing Grades

Whenever it becomes evident to the teacher that a student is in danger of failing a course, the district will prescribe regulations for either requiring a conference with or a written report to the student's parent. These regulations are available at your child's school. The refusal of the parent or guardian to attend the conference, or respond to the written report, shall not preclude failing the pupil at the end of the grading period. [EC§ 49067]

Golden State Seal Requirements

To be eligible to receive the Golden State Seal Merit Diploma upon high school graduation, a student shall complete all requirements for a high school diploma and demonstrate mastery of the curriculum in at least six subject areas, four of which would be mathematics, English language arts, science, and U. S. History, with the remaining two subject matter areas selected by the student. Please see your counseling office for more information about eligibility requirements.

Teacher Qualifications

You have a right to request information regarding the professional qualifications of your child's teacher including, at a minimum:

- Whether the teacher has met state credential or license criteria for grade level and subject matter taught
- Whether the teacher is teaching under emergency or other provisional status
- The baccalaureate degree major of the teacher and any other graduate certification or degree held
- Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

Services to Disabled Pupils

Pupils with exceptional needs, as defined by EC§ 56026, have a right to a free and appropriate public education. If you believe your child is in need of special education services, contact your school principal.

Some pupils with special needs who do not qualify for special education may qualify for assistance under Section 504 of the Rehabilitation Act if he/she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. The district office has policies and procedures to identify and evaluate any student who may need assistance in his/her educational program or to provide access into district programs. Pupils, parents or others who have questions or concerns regarding the Section 504 policy may contact the school office.

Limited English Proficient Students

Prior notice is to be provided to parents of limited English proficient students regarding limited English proficiency programs, including:

- the reasons for the identification of the student as limited English proficient
- the need of the placement in a language instruction educational program
- the student's level of English proficiency (within 30 days upon receiving the results)
- how such level was assessed
- the status of the student's academic achievement
- the methods of instruction used in the programs available
- how the recommended program will meet the student's needs
- program content
- expected rate of transition into classrooms not tailored for limited English proficient students
- parent options to remove a student from a program and/or to decline initial enrollment

- parent opportunity to participate in the school or school district advisory committee or both
- assistance to parents in selecting among various programs or methods of instruction, if necessary.

Any student who is identified as having a primary language other than English as determined by the home language survey, and who has not been previously identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be assessed for English proficiency using the CELDT. The test shall be administered between 60 calendar days before the date of first enrollment in a district school and 30 calendar days after the date of first enrollment, but not before July 1 of that school year. [5 CCR § 11511]

Parents are encouraged to visit the classroom and come to the school for a conference. [EC§ 52163, 52164.1, 52164.3, 52173, 5 CCR § 11303, USC Title 20 6312]

Language Acquisition Program

Whenever parents/guardians of enrolled students, and those enrolled for attendance in the next school year, request that the district establish a specific language acquisition program in accordance with Education Code 310, such requests shall be addressed through the following process: (5 CCR 11311)

The school shall make a written record of each request, including any request submitted verbally, that includes the date of the request, the names of the parent/guardian and student making the request, a general description of the request, and the student's grade level on the date of the request. As needed, the school shall assist the parent/guardian in clarifying the request. All requests shall be maintained for at least three years from the date of the request.

The school shall monitor requests on a regular basis and notify the Superintendent or designee when the parents/guardians of at least 30 students enrolled in the school, or at least 20 students in the same grade level, request the same or a substantially similar type of language acquisition program. If the requests are for a multilingual program model, the district shall consider requests from parents/guardians of students enrolled in the school who are native English speakers in determining whether this threshold is reached.

If the number of parents/guardians described in item #2 is attained, the Superintendent or designee shall:

- Within 10 days of reaching the threshold, notify the parents/guardians of students attending the school, the school's teachers, administrators, and the district's English learner parent advisory committee and parent advisory committee, in writing, of the requests for a language acquisition program

- Identify costs and resources necessary to implement any new language acquisition program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent/guardian and community engagement to support the proposed program goals

- Within 60 calendar days of reaching the threshold number of parents/guardians described in item #2 above, determine whether it is possible to implement the requested language acquisition program and provide written notice of the determination to parents/guardians of students attending the school, the school's teachers, and administrators

If a determination is made to implement the language acquisition program, create and publish a reasonable timeline of actions necessary to implement the program. If a determination is made that it is not possible to implement the program, provide a written explanation of the reason(s) the program cannot be provided.

The district shall notify parents/guardians at the beginning of each school year or upon the student's enrollment regarding the process to request a language acquisition program, including a dual-language immersion program, for their child. The notice shall also include the following: (5 CCR 11309, 11310)

- A description of the programs provided, including structured English immersion Identification of any language to be taught in addition to English when the program includes instruction in a language other than English

- The manner in which the program is designed using evidence-based research and includes both designated and integrated English language development

- The manner in which the district has allocated sufficient resources to effectively implement the program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development, and opportunities for parent/guardian and community engagement to support the program goals

- The manner in which the program will, within a reasonable period of time, lead to language proficiency and achievement of the state-adopted content standards in English and, when the program includes instruction in another language, in that other language

- The process to request establishment of a language acquisition program not offered at the school

For any dual-language immersion program offered, the specific languages to be taught. The notice also may include the program goals, methodology used, and evidence of the proposed program's effectiveness.

The district shall provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers and academic deficits in other areas of the core curriculum. (5 CCR 11302)

Educational Services for the Homeless

The Governing Board desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for them to meet the same challenging academic standards as other students.

The Superintendent or designee shall identify and remove any barriers to the identification and enrollment of homeless students and to the retention of homeless students due to absences or outstanding fees or fines. (42 USC 11432)

In order to identify district students who are homeless, the Superintendent or designee may give a housing questionnaire to all parents/guardians during school registration, make referral forms readily available, include the district liaison's contact information on the district and school web sites, provide materials in a language easily understood by families and students, provide school staff with professional development on the definition and signs of homelessness, and contact appropriate local agencies to coordinate referrals for homeless children and youth and unaccompanied youth.

Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act and shall not be deemed to be directory information as defined in 20 USC 1232g. (42 USC 11432)

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)

The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)

District liaisons and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students and to provide training on the definitions of terms related to homelessness. (42 USC 11432)

Educational Services for Foster Youth

The Governing Board recognizes that foster youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. To enable such students to achieve state and district academic standards, the Superintendent or designee shall provide them with full access to the district's educational program and implement strategies identified as necessary for the improvement of the academic achievement of foster youth in the district's local control and accountability plan (LCAP).

The Superintendent or designee shall ensure that placement decisions for foster youth are based on the students' best interests as defined in law and administrative regulation. To that end, he/she shall designate a staff person as the district liaison for foster youth to help facilitate the enrollment, placement, and transfer of foster youth.

The Superintendent or designee and district liaison shall ensure that all appropriate staff, including, but not limited to, each principal, school registrar, and attendance clerk, receive training on the enrollment, placement, and transfer of foster youth and other related rights.

The Board desires to provide foster youth with a safe, positive learning environment that is free from discrimination and harassment and that promotes students' self-esteem and academic achievement. The Superintendent or designee shall develop strategies to build a foster youth's feeling of connectedness with his/her school, including, but not limited to, strategies that promote positive

discipline and conflict resolution, the development of resiliency and interpersonal skills, and the involvement of foster parents, group home administrators, and/or other caretakers in school programs and activities.

To address the needs of foster youth and help ensure the maximum utilization of available funds, the Superintendent or designee shall collaborate with local agencies and officials including, but not limited to, the county placing agency, social services, probation officers, and juvenile court officers. The Superintendent or designee shall explore the feasibility of entering into agreements with these groups to coordinate services and protect the rights of foster youth.

Residency Retention for the Students of Detained or Deported Parents

A student meets residency requirements when both of the following requirements are met: (1) the student's parent has departed California against his or her will, and the student can provide official documentation evidencing the departure; and (2) the student moved outside of California as a result of his/her parent leaving the state against his/her will, and the student lived in California immediately before moving outside the state. The student must provide evidence of enrollment at a public school in California immediately before moving outside the state. Deported parents may designate another adult to attend school meetings and to serve as an emergency contact. No charges or fees of any kind, as allowed under Education Code section 48050, may be required for admission or attendance in these circumstances. [E.C. 48204.4.] The parent or guardian of a pupil subject to subdivision (a) may designate an adult to attend school meetings and serve as an emergency contact. No charges or fees of any kind shall be required to be paid by a pupil, or by his or her parents or guardian, for admission or attendance. [EC§ 48204.4.]

Migratory Children - Residency

Currently migratory children, who are enrolled in a school district due to a parent's or immediate family member's temporary or seasonal employment in an agricultural or fishing activity, as defined by Education Code section 54441, must be allowed to continue in their schools of origin, regardless of any change of residence during that school year, for the duration of their status as migratory children. When a student's status as a migratory child changes during the school year, the school district must: (1) allow K-8th graders to continue in their schools of origin for the remainder of that school year; and (2) allow 9-12th graders to continue in their schools of origin through graduation.

Migratory children and their parents/guardians must be informed of the impact that remaining in their schools of origin will have on their eligibility to receive migrant education services.

Students in Active Duty Military Families/Residency Retention and Matriculation

A student living in the household of an active duty military service member must be allowed to continue attending the student's school of origin for the remainder of the school year if the family moves.

A student from an active duty military family who is transitioning between school grade levels must be allowed to continue in the school district of origin and in the same attendance area of his/her school of origin. If the student is transitioning to middle school or high school, and the school designated for matriculation is in another school district, the local educational agency must allow the student to continue to the school designated for matriculation in that school district. The new school must immediately enroll the student, even if the child has outstanding fees, fines, textbooks, or other items or moneys due to the school last attended, or if the student is unable to produce clothing or records normally required for enrollment.

If the parent/guardian's military service ends during the school year, then the student is allowed to stay in his/her school of origin for the remainder of the school year if s/he is in grades 1-8, or through graduation if the student is in high school.

Notice of Alternative Education

California state law authorizes all 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:

- Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- Recognize that the best learning takes place when the student learns because of his desire to learn.
- 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.
- 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.
- 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 the 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]

As space permits, students who meet the eligibility criteria specified in Board policy may voluntarily enroll in a continuation school. A student may be considered for placement in the continuation school whenever his/her parent/guardian submits a written request to the Superintendent or designee or the student is referred by a counselor or school administrator. Approval of a student's voluntary transfer shall be based on a finding that the placement will promote the educational interests of the student. [EC§ 48432.3]

Standardized Testing

The California Department of Education shall ensure that school districts comply with each of the following requirements:

- The achievement test designated pursuant to Section 60640 and the standards-based achievement test provided for in Section 60642.5 are scheduled to be administered to all students during the period prescribed in subdivision (b) of Section 60640.
- The individual results of each student test administered pursuant to Section 60640 shall be reported, in writing, to the student's parent. The written report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the school district. Nothing in this subdivision shall be construed to require teachers to prepare individualized explanations of each student's test score.
- The individual results of each student test administered pursuant to Section 60640 shall also be reported to the student's school and teachers. The school district shall include the student's test results in his or her student records. However, except as provided in this section, individual student test results may only be released with the permission of the student's parent.
- The district wide, school-level, and grade-level results of the Smarter Balanced Program in each of the grades designated pursuant to Section 60640, but not the score or relative position of any individually ascertainable student, shall be reported to the governing board of the school district at a regularly scheduled meeting, and the countywide, school-level, and grade-level results for classes and programs under the jurisdiction of the county office of education shall be similarly reported to the county board of education at a regularly scheduled meeting.

The publisher designated pursuant to Section 60642 and the publisher of the standards-based achievement tests provided for in Section 60642.5 shall make the individual student, grade, school, school district, and state results available to the State Department of Education pursuant to paragraph (9) of subdivision (a) of Section 60643 by August 8 of each year in which the achievement test is administered for those schools for which the last day of test administration, including makeup days, is on or before June 25. The State Department of Education shall make the grade, school, school district, and state results available on the Internet by August 15 of each year in which the achievement test is administered for those schools for which the last day of test administration, including makeup days, is on or before June 25.

The department shall take all reasonable steps to ensure that the results of the test for all students who take the test by June 25 are made available on the Internet by August 15, as set forth in subdivision (b).

English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law.

Independent Study (Oakview High School)

Parents/guardians desiring to teach their children at home may have their children participate in independent study. Such participation allows continued contact and cooperation between the school system and the home-based student and ensures that the student will be offered a standards-based education substantially equivalent in quality and quantity to the district's classroom instruction.

Placement at Oakview High School is determined by the Director of Alternative Education. Each participating student must have a written independent study agreement. Students are assigned a time and a day to meet each week with their teacher. Student appointments are for a minimum of one hour. Students who finish testing "early" can work on the next assignment.

If a student can't make their scheduled time, he/she must call their teacher personally. Students should not make doctor's appointments, schedule job interviews, or any other obligation for the time they are obliged to be at school. Because students only attend once a week, missing an appointment is like missing five days of school. Transportation is not an acceptable excuse for missing your scheduled appointment. It is the parent's and student's responsibility to get the student to school for their appointment. Incomplete work is also not a legitimate reason for missing an appointment. Missing three appointments or assignments without valid reasons may trigger an evaluation to determine whether the student should remain in independent study.

Independent Study requires self-discipline. Students are expected to do their work at home, ask for help if needed, and to be evaluated on their knowledge. A student is encouraged to earn one and a half to two credits per week to maintain or catch up on credits. (Students at the comprehensive high school earn an average of 60 credits per year.) Students may request a transfer to another school in the Anderson Union High School District if they are academically current on credits.

Oakview students under 18 years of age must have a work permit to be legally employed and must maintain a 2.0 GPA minimum. The dress code at Oakview High School is consistent with all the schools in the Anderson Union High School District. (See Discipline section of this handbook.)

Athletic Participation for Students Enrolled in the Independent Study Program

Under the multi-school agreement, students who attend the Independent Study School may be eligible to participate in athletics under the following criteria:

- Student must meet all academic requirements as described under the Northern Section California Interscholastic Federation bylaws.

- Student must live within the district's geographical attendance boundaries or establish academic residency as defined below.

- The school of athletic participation is determined as the school within whose boundaries the student physically resides or by the school in which the student has established academic residency. The student may establish academic residency by attending one of the district's comprehensive schools for a minimum of one year.

- Any student that transfers to the Independent Study Program from any site as a result of poor attendance or behavior is ineligible for athletic participation. That student may become eligible after a sufficient amount of time with improved behavior and attendance and the approval of the Alternative Education Director and the comprehensive site principal.

Equivalency Certificate and Certificate of Proficiency

The district desires that every student have the opportunity to earn a high school diploma through successful completion of class work and board approved proficiency tests. However, the California Legislature has provided two alternatives to the high school diploma: the High School Equivalency Certificate for individuals 18 or older and the Certificate of Proficiency for students 16 or 17 years old. These certificates may be granted by the State Department of Education to individuals who pass the performance tests established by the Department.

Career Counseling

When all students are provided career counseling and course selection opportunities, all students are provided equal services. Parents may participate in counseling sessions. [EC§ 221.5]

Student Records

As a public school entity, AUHSD is required by California state law to maintain records on students. The purpose of keeping such information is to provide the best possible conditions for students' education.

Please be informed that you have the right to inspect your student's records and to challenge the contents of the records. Written procedures for challenging student records are available from your school principal. If you desire to inspect or challenge records, please make an appointment during regular school hours.

Pupil records maintained by the school consist of any item of information directly related to an identifiable pupil, including but not limited to subjects taken, grades received, standardized test results, attendance record, and health record. Pupil records are maintained at each school where the pupil is attending.

The school principal or designee is responsible for maintaining each type of pupil record and the information contained therein. Additional records, such as psychological and special education reports, are maintained at those respective offices.

Except for directory information, pupil records are accessible only to parents or legal guardians, a pupil 16 years or older or having completed the 10th grade, the personnel of the school who have a legitimate educational interest in the pupil and certain law enforcement officials under certain circumstances prescribed by law. You have a right to review and challenge the contents of your child's records.

Up to two (2) copies of the pupil record may be obtained within five (5) days of request by the parent/guardian. Additional copies will be provided at a cost equal to the transcript fee for this type of information and 25 cents per page for additional information not included in the transcript.

Parents may contact the school to review the log listing those who have requested or received information from a pupil's file.

If you believe the school district or county office is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education at 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The school district also makes certain student directory information available in accordance with state and federal laws. This means that each student's name, birth date, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and the most previous public or private school attendance, may be released to certain specified agencies. In addition, height and weight of athletes may be made available. Appropriate directory information may not be provided to any private, profit making entity other than employers, prospective employers or to representatives of the news media. Names and addresses of seniors or terminating students may be given to public or private schools and colleges.

Upon written request from the parent of a student age 17 or younger, the school district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of post-secondary instruction and makes a written request, the pupil's request to deny access to directory information will be honored. Requests should be submitted within 30 calendar days of receipt of this notification.

Pupil record destruction is done according to California Title 5 regulations. [EC§ 49063]

Release of Student Information & Photos

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the school, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose appropriately designated "directory information" and/or your child's photo without written consent, unless you have advised the school to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school and/or district publications. In addition, staff and students may share created media and publications which may include student images and information on public sites. Examples include:

- a playbill, showing your child's role in a drama production
- the annual yearbook
- honor roll or other recognition lists • graduation programs
- sports activity sheets, such as for wrestling, showing weight and height of team members school • district websites

• blogs podcasts • videos
wikis
• district sponsored social media – Facebook, Twitter, etc. • public websites
such as YouTube

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local assistance agencies receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents/guardians have advised the district that they do not want their child's information disclosed without their prior written consent.

If you do not want the school to disclose directory information from your child's education records without your prior written consent, please notify the school principal in writing no later than four weeks after the first day of school. The District has designated the following information as directory information:

- Name
- Address
- Telephone number
- Date of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous school attended

If the district discovers or is notified that a breach of security of district records containing unencrypted personal information has occurred, the school will notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person. Personal information includes, but is not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account. [Civil Code §]

The school will provide the notice in a timely manner either in writing or electronically, consistent with the legitimate needs of law enforcement to conduct an uncompromised investigation or any measures necessary to determine the scope of the breach and restore reasonable integrity of the data system. [Civil Code §]

Compliance with Court Order or Subpoena

When complying with a court order or subpoena to disclose student information, districts shall make a reasonable effort to notify parents in advance of compliance.

Tests/Surveys on Personal Beliefs

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

Parents have a right to consent before pupils are required to submit to a survey that concerns one or more of the following "protected areas" of information if the survey is funded in whole or in part by the U.S. Department of Education:

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

Parents have a right to receive notice and an opportunity to opt a pupil out of:

- Any other protected information survey, regardless of funding
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a pupil, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law

• Activities involving collection, disclosure, or use of personal information obtained from pupils for marketing or to sell or otherwise distribute the information to others

Parents have a right to inspect, upon request and before administration or use –

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

These rights transfer from the parents to a pupil who is 18 years old or an emancipated minor under State law. Board policies regarding these rights may be obtained from the school district or county office. Parents who believe their rights have been violated under this section may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5901

Student Record Transfers

Whenever a student transfers from one school district to another or to a private school, or transfers from a private school to a school district within the state, the student's permanent record or a copy thereof shall be transferred by the former district or private school upon a request from the district or private school where the student intends to enroll. Any school district requesting such a transfer of a record shall notify the parent of his right to receive a copy of the record and a right to a hearing to challenge the content of the record. The State Board of Education is hereby authorized to adopt rules and regulations concerning the transfer of records.

At the time of transfer, the parent or an eligible student may challenge, review or receive a copy at reasonable fee of the requested records. Parents may contact the school district or county office for any policy regarding the review and expungement of pupil records.

Student Safety

Information for Use in Emergencies

All pupils must have emergency information on file updated each year by the parent or guardian at the beginning of the school year. If your child is ill or injured during regular school hours and, requires reasonable medical treatment, and if you cannot be reached, the county office or the principal cannot be held liable for reasonable treatment of your ill or injured child without your prior consent, unless you have previously filed a written objection to any medical treatment other than first aid. [EC§ 49407; 49408]

For the protection of the student's health and welfare, parents are required to provide the school with information necessary in emergency situations. This information should be kept current and the parent must inform the school when the information changes. The information includes:

- The home address(es) and phone number(s)
- The business or employment address(es) and telephone number(s)
- The name(s), address(es) and telephone number(s) of one or more relative(s) or friend(s) who is authorized to care for the student in an emergency situation, including a medical caregiver, if the parent can't be reached. [EC§ 49408]

Sun Protection

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

Fingerprint Programs

With the written consent of the parent or guardian, newly enrolled students may be fingerprinted. The fingerprint document may not be retained by the District but must be delivered to the parent or guardian. A fee shall be charged to the parent or guardian to reimburse the District for its actual cost. If the district has chosen to implement a student fingerprint program you will receive notification about the program. [EC§ 32390, 48980]

School Safety Plan

Emergency Preparedness is addressed through the county office's comprehensive school safety plan which includes disaster procedures and plans, routines, emergency response measures, staff training programs, procedures for the use of public buildings and notification procedures. The plan will include an earthquake emergency procedure system and disaster policy for buildings with a capacity of 50 or more people. Each school shall report on the status of its school safety plan to numerous community leaders and include a description of its key elements in the school accountability report card. Every year each school shall review and update its plan by March 1. A copy of the plan is available at the administrative offices. [EC§ 32286, 32288] [EC§ 32282]

Registration Prior to Entering or Remaining on School Property

To provide protection and the safeguard of students, teachers, employees, and school property, the public (except those persons exempted) is required to register in the school office prior to entering or remaining on the school premises during school hours. School hours have been defined as one hour before classes begin until one hour after classes end.

Signs are posted at each school entrance indicating the location of the school office (place of registration) and penalties for failure to comply. Should you have any questions, you are invited to contact your school's office.

Concussion Safety

If a student athlete is suspected of sustaining a concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day. The student shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider trained in the management of concussions and receives the health care provider's written clearance to return to the activity. The Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury suffered by the student and any actions taken to treat the student. [EC§ 49475]

University Campus Buildings

Parents of high school students attending classes on university campuses should know that while university campuses are required to conform to the rigorous standards of the Uniform Building Code, the buildings on the university campuses may not meet Education Code requirements for structural safety.

Student Safety

Management Plan for Asbestos-Containing Material

The District has available upon request a complete and updated management plan for asbestos-containing material. The school district has a current management plan for asbestos containing materials for all district portables. The plan is available for inspection at the office of the superintendent during normal business hours. [40 C.F.R.§ 763.93(g)(4); EC§ 49410 et seq.]

Student Sexual Harassment

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

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

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

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence

2. A clear message that students do not have to endure sexual harassment under any circumstance

3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students

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

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues

8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

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

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

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

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

Bullying

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously. School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. [EC§ 234.1]

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school

support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. [EC§ 48900.9]

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints
Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline
Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Pesticide Use

Anderson Union High School District is required by the Healthy Schools Act of 2000 to provide information to parents and guardians about nonexempt pesticides the district expects to use in the coming school year. This notification will include the pesticide name, active, ingredient(s), and information on the pesticides and their alternatives.

AUHSD uses an integrated pest management (IPM) approach to managing ants, rodents, and other pests. The district's goal is to protect the health of children, staff, and the environment by reducing pesticide use. Prevention is critical to this approach. The district works hard to keep pests out of the buildings and remove their access to food, water, and shelter.

When pests enter the facilities, the staff tries to use non-chemical and least harmful methods to deal with them. Occasionally, we use pesticides to manage these pest problems, but only when no other means are effective. Certain pesticides, such as self-contained baits, traps, gels, or pastes used in cracks or crevices, are exempt from the requirements of the Healthy Schools Act. They are applied in ways that limit children's exposure and contain non-toxic or least harmful substances.

The following pesticides may be used at AUHSD schools this year:

• Monsanto Company-Ranger Pro (active ingredient: Weed Control Herbicide EPA #524-517) • Nufarm Company – Diquat (active ingredient: Weed Control Herbicide EPA #228-675)
• Gordons Products – Mecomec (active ingredient: Weed Control Herbicide EPA #33955-483-2217)
• Gordons Products – Speed Zone Southern (active ingredient: Weed Control Herbicide EPA #2217-835) • Monterey Ag Resources – Turflon (active ingredient: Weed Control Herbicide EPA #17545-8)
You can find more information regarding these products at DPR's Child Care IPM – Growing Up Green website: www.cdpr.ca.gov/schoolipm/childcare.

Parents and guardians may request to be notified about individual pesticide applications throughout the year. Parents and guardians who choose to be included in this registry will be notified at least three days before nonexempt pesticides (such as sprays and foggers) are applied. If you would like to be notified every time a nonexempt pesticide is applied, please click on the Pesticide Notification link under the facilities tab at www.auhsd.net, complete the form, and return it to the principal's office at your child's school. The principal's office will provide the information to the Integrated Pest Manager.

For more information on pesticides and integrated pest management, see the department of Pesticide Regulation's School Integrated Pest Management website at: apps.cdpr.ca.gov/schoolipm/childcare or the California Childcare Health Program's IPM Toolkit for Early Care and Education Programs at: www.ucsfchildcarehealth.org/html/pandr/trainingcurrmain.htm. If you have any questions, please contact the district Safety Coordinator/Integrated Pest Manager, 530/378-0568 ext. 20050 or sburrows@auhsd.net.

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, extracurricular, 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, targeted at any student by anyone, 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, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that 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 reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

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

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

Students who engage in 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 when the behavior 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.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Child Abuse Reporting

The following information will assist parents and guardians in determining whether or not child abuse has occurred and, if so, how to file a complaint of child abuse with local law enforcement. This information has been taken from the California Child Abuse and Neglect Reporting Act in the California Penal Code and from sections of the California Education Code.

Child abuse can be any of the following:

- *A physical injury which is inflicted on a child by another person other than by accidental means.*
- *The sexual abuse, assault, or exploitation of a child.*
- *The negligent treatment or maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare, whether the harm or threatened harm is from acts or omissions on the part of the responsible person.*
- *The willful infliction upon a child of any cruel or inhumane corporal punishment or any injury resulting in a traumatic condition.*
- *The willful harming or injuring of a child or endangering of the person or the health of a child where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children or an administrator or employee of a public or private school or other institution or agency.*

Child abuse does not include:

- *A mutual fight between minors;*
- *An injury that is caused by the actions of a peace officer using reasonable and necessary force within the scope of his or her employment;*
- *An injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school to stop a disturbance threatening physical injury to people or damage to property, for purposes of self-defense, to obtain possession of weapons or other dangerous objects within control of a pupil, or to exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.*

How to File a Complaint of Child Abuse Committed at a School Site

Parents and guardians of pupils have the right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. To file a complaint, the parent or guardian must file a formal report with an appropriate local law enforcement agency. An appropriate law enforcement agency may be one of the following:

- A Police or Sheriff's Department (not including a school district police department or school security department)
- A County Probation Department if designated by the county to receive child abuse reports, or
- A County Welfare Department/County Child Protective Services

The complaint may be filed over the telephone, in person, or in writing. A complaint may also be filed at the same time with your school district or county office of education. School districts and county offices of education, however, do not investigate child abuse allegations.

The local law enforcement agency is required to investigate all complaints. In addition, if the child is disabled and enrolled in special education, a separate complaint may be filed by the parent or guardian with the California Department of Education (CDE) according to Title 5 of the California Code of Regulations Section 4650(a)(vii)(c). The CDE does not, however, investigate allegations of child abuse but rather investigates the conditions that may involve immediate physical danger or threaten the health, safety, or welfare of the child or children or which may result in denial of a free and appropriate public education.

If the complaint of child abuse is "substantiated" or confirmed by the local law enforcement agency, meaning that the report of child abuse or neglect, as determined by the law enforcement investigator who conducted the investigation, is, based upon the evidence, more likely to have occurred than not, then a report of the investigation will be transmitted by the law enforcement agency to the governing board of the local school district or County Office of Education. A confirmed report of child abuse or neglect received by a governing board of a school district or County Office of Education will be subject to the provisions of California Education Code section 44031, which gives school employees certain rights regarding personnel information and records. In addition, a confirmed report shall be forwarded by the law enforcement agency that investigated the complaint to the California Department of Justice according to California Penal Code Section 11169 and notice will be provided to the alleged child abuser that he or she has been reported to the Child Abuse Central Index, as maintained by the Department of Justice. This guidance is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this guidance that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to California Education Code Section 33308.

Technology

Acceptable Use Agreement and Release of District from Liability

The Anderson Union High School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason. The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Definitions

District technology includes, but is not limited to, computers, the district's computer network including firewalls, routers, switches, the Internet, email, USB drives, wireless access points, 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.

Student Obligations and Responsibilities

Students are expected to use district technology safely, responsibly, and for educational purposes only. Students will be issued a unique Windows® account, as well as a Google account with e-mail capabilities. Students shall not share their assigned account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Prohibitive Activities and Content

1. Accessing, posting, displaying, or otherwise using material that is discriminatory, libelous, defamatory, obscene, sexually explicit, profane, or disruptive.
2. Bullying, harassing, intimidating, or threatening other students, staff, or other individuals ("cyberbullying").
3. Sending of unwanted e-mail or other communications.
4. Disclosing, using, or disseminating personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person.
5. Infringing on copyright, license, trademark, patent, or other intellectual property rights
6. Intentionally disrupting or harming district technology or other district operations (such as vandalism of district equipment, attempting to place a virus or any malicious code on district computers, adding or removing a computer programs, changing settings on shared computers)
7. Installing software, browser plugins, or browser extension
8. "Hacking" into the system to manipulate data of the district or other users
9. Engaging in or promoting any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice
10. Using the district technology for commercial, for-profit purposes, product advertisement, or political lobbying is prohibited.
11. Downloading, copying, or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes covered under the Fair Use Doctrine of the United States Copyright Law
12. Attempting to bypass the internet content filter by any means, including but not limited to proxy servers, proxy services or Virtual Private Network connections (VPNs)

Children's Internet Protection Act (CIPA) compliance

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries.

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

In an effort to comply with the Children's Internet Protection Act (CIPA), the district uses blocking, filtering, and monitoring services which makes it difficult for students to gain access to inappropriate or offensive sites on the internet. Parents and students should realize, however, that it would be considered reasonably impossible to block all objectionable content on the internet. If a user encounters material inappropriate to an educational environment, they should report the URL (Internet address) to the Information Technology Department.

At some point during each school year, usually toward the start, all currently enrolled students will be provided with education related to appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness and response, online security, and/or digital citizenship

Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

Consequences for Violation

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Acknowledgment

By acknowledging receipt of this student handbook in the Aeries Data Confirmation, students state that they have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology and they understand that there is no expectation of privacy when using district technology and they further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Athletics

Students are encouraged to participate in school-sponsored athletics. As a student athlete, you are expected to have a commitment to the sport, the team and the school. You are expected to attend and work hard at practices. You are expected to maintain eligibility and a positive attitude. The following sports programs are available to students, depending on the school of attendance:

FALL *(Second Monday in August to last league Football/Volleyball contest)*	**WINTER** *(Last league Football/Volleyball contest to last league Basketball/Soccer contest)*	**SPRING** *(Last league basketball/Soccer contest to last league Baseball/Softball contest)*
Cheerleading Cross Country Golf (Girls) Tennis (Girls) Volleyball Football Swimming	Basketball Cheerleading Soccer Wrestling	Baseball Golf (Boys) Softball Tennis (Boys) Track

In order to build strong athletic programs, student athletics who are not currently participating in a sport or activity should attend pre-season practices as allowable by the NSCIF. Interested students should talk with the head coach of the sport and attend informational meetings.

In order to build strong athletic programs, student athletics who are not currently participating in a sport or activity should attend pre-season practices as allowable by the NSCIF. Interested students should talk with the head coach of the sport and attend informational meetings.

At AUHSD,
character is first.
Be an *Athlete of Character*

P URSUE VICTORY WITH HONOR
R ESPECT TEAMMATES, COACHES, OFFICIALS, AND OPPONENTS
I NVEST IN YOUR FUTURE; YOUR EDUCATION COMES FIRST
D EMONSTRATE PRIDE IN YOUR EFFORT; ACCEPT DEFEAT WITH DIGNITY
E XCEL ON AND OFF THE FIELD OF PLAY

Requirements to Participate in School Sports

To participate in school sponsored sports, students must meet the following criteria:
- Pass a physical examination
- Provide insurance information as described below
- Complete an emergency card
- Parent/Guardian signature on the Acknowledgement Form
- Purchase ASB Sticker (encouraged)
- Maintain 2.0 or better GPA (unweighted)
- Have no student bills

HEALTH INSURANCE FOR ATHLETES
At least one thousand five hundred dollars ($1,500) for all medical and hospital expenses.
The insurance shall provide for coverage during the student's participation in athletic events sponsored by the district or student body organization, participation in practice for an athletic event, and transportation provided by the school district, or under its sponsorship, to and from the school and place for the athletic event.

The insurance required by this policy and Education Code 32221 shall not be required of those students who have insurance or a reasonable equivalent of health benefits provided them through other means. The Governing Board shall make an insurance plan available for purchase by students participating in athletic events as provided by Education Code 32221. Some students 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 Medi-Cal at 800-541-5555 or Healthy Families Program at 800-880-5305.

Athletic Competition and Concussions

If a student athlete is suspected of sustaining a concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day. The student shall not be permitted to return to the activity until he/she is evaluated by

a licensed health care provider trained in the management of concussions and receives the health care provider's written clearance to return to the activity. The Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury suffered by the student and any actions taken to treat the student. [EC§ 49475]

Ethics in Sports

POLICY STATEMENT

The California Interscholastic Federation Northern Section is committed to the demonstration of sportsmanlike and ethical behavior in and around all athletic contests played under its sanction. All contests must be safe, courteous, fair, controlled, and orderly for all athletes and fans alike.

It is the intent of the NSCIF Board of Managers that violence in any form not be tolerated in athletic contests under the jurisdiction of the Board. In order to enforce this policy, the Commissioner will establish rules and regulations in cooperation with the Board of Managers that set forth the manner of enforcement of this policy and the penalties incurred when violation of the policy occurs. The rules and regulations shall focus upon the responsibility of the coach to teach and demand high standards of conduct and to enforce personally the rules and regulations set forth by the Commissioner.

The NSCIF Board of Managers requires that the following Code of Ethics be issued to each student athlete, coach, and officials association as a guide to govern their behavior.

Code of Ethics For Student Athletes, Coaches, and Contest Officials

A) Be courteous at all times (with school officials, opponents, game officials, and fans).
B) Exercise self-control.
C) Be familiar with all rules of the contest.
D) Show respect to players, officials, and other coaches.
E) Refrain from the use of foul and abusive language (including trash talking).
F) Respect the integrity and judgment of game officials.
G) Refrain from use of illegal and non-prescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States, or the American Medical Association.
H) Win with character, lose with dignity.

Violations, Penalties and Appeal Process

The CIF and NSCIF have strict rules for player conduct. These rules are applicable to players and coaches from time of departure for contest until time of return. For a specific list of violations, penalties and the appeal process, contact the Athletic Administrator.

Athlete's Rights Under Title IX

The following list of rights are based on the relevant provisions of the federal regulations implementing Title IX of the Education Amendments of 1972 (EC§ 221.8):

- You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
- You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- You have the right to inquire of the athletic director of your school as to the athletic opportunities offered by the school.
- You have the right to apply for athletic scholarships.
- You have the right to receive equitable treatment and benefits in the provision of equipment and supplies, the scheduling of games and practices, transportation and daily allowances, access to tutoring, coaching, locker rooms, practice and competitive facilities, medical and training facilities and services, and publicity.
- You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
- You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
- You have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
- You have the right to pursue civil remedies if you have been discriminated against.
- You have the right to be protected against retaliation if you file a discrimination complaint.

Competition on an "Outside Team"

A student on a high school team becomes ineligible if the student competes in a contest on an "outside" team, in the same sport, during the student's high school season of sport. [CIF 600]

Code of Conduct for Interscholastic Student Athletes

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (The "Six Pillars of Character"). This Code applies to all student- athletes involved in interscholastic sports in California.

trustworthiness	Integrity – Live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what's right even when it's unpopular or personally costly. Honesty – Live and compete honorably; don't lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct. Reliability – Fulfill commitments; do what I say I will do; be on time to practices and games. Loyalty – Be loyal to my school and team put the team above personal glory.
Respect	Respect – Treat all people with respect al the time and require the same of other student-athletes. Class – Live and play with class be a good sport be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre and post-game rituals. Disrespectful Conduct - Don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash talking, taunting, boastful celebrations, or other actions that demean individuals or the sport. Respect Officials – Treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.
responsibility	Importance of Education – Be a student first and commit to getting the best education I can. Be honest with myself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably. Role-Modeling – Remember, participation in sports is a privilege, not a right and that I am expected to represent my school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct myself as a positive role model. Self-Control – Exercise self-control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate. Healthy Lifestyle – Safeguard your health; don't use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight. Integrity of the Game – Protect the integrity of the game; don't gamble. Play the game according to the rules.
fairness	Be Fair – Live up to high standards of fair play; be open-minded; always be willing to listen and learn.
caring for others	Concern for Others – Demonstrate concern for others never intentionally injure any player or engage in reckless behavior that might cause injury to myself or others. Teammates - Help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.
citizenship	Play by the Rules – Maintain a thorough knowledge of and abide by all applicable game and competition rules. Spirit of Rules – Honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

Quitting a Team

An athlete or cheerleader who quits a team cannot go out for another sport or activity requiring an Athletic Clearance Slip for 30 days or until the season ends, whichever is longer. The athlete will have a 10 day grace period.

Day of Game

Athletes or cheerleaders are expected to attend all classes and must be on campus and in attendance a minimum of three (3) classes before participation in an athletic event on that day. Any exception must be cleared through the Administration.

Violation of the Law/Conduct Unbecoming of an Athlete or Cheerleader

High school sports offer students opportunities for physical, personal, and social growth not experienced by non- athletes. Furthermore, athletes or cheerleaders gain a degree of notoriety and fame as a result of playing in front of large crowds, introductions at rallies, media coverage, etc.

With the many benefits of high school sports, come added responsibility and high standards of personal behavior. High school athletes or cheerleaders become role models for other students and for younger children in the community. Athletes or cheerleaders are, therefore, expected to be good citizens of their school and of their community.

The Anderson Union High School District believes an athlete or cheerleader must take the responsibility to report to an adult or leave immediately when an illegal activity is taking place. If the athlete or cheerleader fails to do so, the school consequence may be the same as the consequence for that illegal activity.

SCHOOL RULES

Athletes or cheerleaders who violate the law at school will be subject to the same discipline as other students. Pursuant to Section I. B and the Anderson Union High School Behavior Policy, they may also be subject to suspension or removal from sports depending on the seriousness of the offense.

CRIMINAL ACTS

Athletes or cheerleaders who violate the law at school or while involved with a school event may be removed from sports. Verification of criminal acts outside of school is often difficult. Athletes known to have been arrested or cited for a violation of the law outside of school may be subject to the penalties listed below.

Misdemeanors will result in suspension from sports. A felony will result in the penalty for 2nd or 3rd offense. If the school year should end before the suspension is completed, the suspension will continue into the next school year.

First Offense: Suspended from all sports and practices for the remainder of that season, or 30 school and/or practice days, whichever is longer. Summer school is excluded. Practice must be a mandatory full team practice.
Second Offense: (during high school career) Suspended from all sports, practices, and athletic activities for the remainder of that season and the next season.
Third Offense: (during high school career) Suspended from all sports, practices, and athletic activities for the remainder of that season an d will not be eligible for any more high school sports.

An athlete who is removed from a team for disciplinary reasons may not go out for another team sport until the last league game is completed from the team the athlete was removed from or unless the two coaches mutually agree.

Scholastic Eligibility

Athletes and cheerleaders must be enrolled in and passing 20 semester credits of course work, and maintain a 2.0 (unweighted) GPA in all course work attempted, and earn a 2.0 (unweighted) GPA during the most recent grade period.
An athlete or cheerleader that is ineligible at the end of a grade period will remain ineligible until the grades for the next grading period are posted. An athlete becomes ineligible/eligible on the morning following the official posting of grades for the quarter or semester grading periods. At each progress reporting period, athletic or cheerleading eligibility checks will be made. If the athlete or cheerleader is found to be below 2.0 GPA on this weekly check, he/she will be placed on one-week probation, starting Monday of the current week. If the athlete's GPA continues to be below 2.0 on the next grade check, the student will be ineligible for participation that week and succeeding weeks until the student's GPA is 2.0 or higher.

An ineligible athlete may use an academic eligibility waiver one time throughout their four years of high school, including the first semester of their freshman year. If the waiver is granted for the fourth quarter of their senior year, the athlete has four weeks to raise the grades to a 2.0 grade point average or the waiver will be revoked. Any student using the waiver must meet all the requirements for full eligibility at the next regular eligibility grading period.

NCAA Initial-Eligibility Information

To be eligible to participate in interscholastic sports at a Division I or II institution you must register with the NCAA Clearinghouse. Please note that initial eligibility certification pertains only to whether you meet the NCAA requirements for participation in Division I or II athletics and has no bearing on your admission to a particular Division I or II institution.

The Clearinghouse will send your eligibility status to any Division I or II institution that requests it, provided you have given your permission on your student-release form for the institution to receive that information. **Please note** that the Clearinghouse will not send your eligibility information at your request; rather, the institution must make the request for that information. To be certified by the NCAA Eligibility Center:

- You should register with the Eligibility Center if you decide you would like to participate in athletics as a college freshman at a Division I or II institution. It is generally best to register at the beginning of your junior year. Although you can register any time prior to participation, if you register late, you may face delays that prevent you from practicing and competing. You can apply for certification by obtaining the necessary registration materials from the counseling office or registering on-line at: www.eligibilitycenter.org. under the Prospective Student-Athlete section. The fee is $65.00 for registration, or the fee may be waived if you qualify for a waiver.

- SAT or ACT test scores are required for participation at both Division I and Division II institutions. Students must request their scores to be sent from the testing agency to the NCAA Eligibility Center, using the code 9999.

- Provided you have given your permission on your student-release, the Eligibility Center will send your eligibility status to any Division I or Division II institution that requests it. Please note that the Eligibility Center will not send your eligibility information at your request, rather the institution must request the information.

- Only courses that satisfy the NCAA definition of a core course may be used to calculate your NCAA GPA. No special values are allowed for "+" or "-" grades. At your request, a copy of your transcript will be sent by the high school to the NCAA Eligibility Center.

NCAA Eligibility Contact Information:

See chart below for core units required for NCAA Certification (Totals shown in years. Example: Division I requires 4 years of English.) The counselors will be able to help you take the right courses and meet your goals.

Subject	English	Math	Natural/ Physical Science	Soc Science	Other	Additional Courses	Additional Core Classes or Other	TOTAL
Courses that qualify for NCAA Eligibility	English 1 English 1H English 2 English 2H English 3 English 3AP English 4 English 4AP	Algebra I Algebra II Geometry Trig/PreCalc Calculus AP Int Math 1 Int Math 1H Statistics	Ag Sci IIC Earth Sci Biology Anatomy Chem (Lab) Physics Lab) Sci I (Lab) Sci II (Lab)	AM Govt Economics Geography Am Govt 12/AP US History US Hist 17A US Hist 17B World History World His AP	Spanish 1 Spanish 2 Spanish 3 Spanish 4 ASL 1 ASL 2 Non- doctrinal Religion / Philosophy	Additional English, Math or Natural /Physical Science	From any core area or Other course list	
DIVISION I	4	3	2*	2		1	4	**16****
DIVISION II	3	2	2*	2		3	4	**16**

*one year of lab if offered by high school
**Also requires a combined SAT or ACT summative score that in appropriate in consideration of your core course GPA per NCAA guidelines

NCAA Eligibility Center Certification Processing	P.O. Box 7136 Indianapolis, IN 46207-7136 **Website:** www.eligibilitycenter.org	**Toll Free Number:** 877-262-1492 Fax: 317-968-5100

Tobacco, Alcohol, and Drug Policy

Anderson Union High School District requires that all students representing their school in athletics or cheerleading remain drug, alcohol, and tobacco free, while participating in sports. The use of steroids are also strictly forbidden. An athlete or cheerleaders

should realize that the use of tobacco, alcohol, or drugs is detrimental to his/her health and performance and must agree not to use these substances while involved in high school athletics.

In order to accomplish these goals the Anderson Union High School District has enacted policies regarding involvement with drugs, alcohol, or tobacco at and outside of school. In addition, the District requires that athletes in the district participate in random drug testing throughout their season of sport.

Students who attend parties where alcohol and/or illegal drugs, as defined by State law, are present or being consumed and who do not immediately leave, may be subject to the penalties below.

Involvement with Drugs, Alcohol, Or Tobacco During School Hours Or A School Activity

An athlete or cheerleader realizes the use of tobacco, alcohol, or drugs are detrimental to his/her health and performance and agree not to use these substances. Athletes or cheerleaders while in season, who use, are under the influence of, or are in possession of tobacco, alcohol, or drugs while at school or during a school activity will be suspended from sports.

First Offense: Suspended from all sports, practices, and athletic activities for the remainder of that season or 30 school and/or practice days (excluding summer school) whichever is longer. The student will be drug tested before beginning the next season for which he/she is eligible. If the test is positive it will be a second offense.
Second Offense: (during high school career) Suspended from all sports, practices, and athletic activities for the remainder of that season and the next season. The student will be retested before beginning the next season for which he/she is eligible. If the retest is positive it will be a third offense.
Third Offense: (during high school career) Suspended from all sports, practices, and athletic activities for the remainder of that season and will not be eligible for any more high school sports.

If the school year should end before the suspension is completed, the suspension will continue into the next school year. Loss of all awards, honors, and recognition for the seasons affected will result from any of the above offenses.

Involvement with Drugs, Alcohol, Or Tobacco Outside Of School

Athletes or cheerleaders who are under the influence of or are in possession of tobacco, alcohol, or drugs outside of school during their season of sport are subject to the same consequences as those outlined in the policy regarding random drug testing of athletes.

Student Athlete and Cheerleader Random Drug Testing

Policy Statement: In order to provide for the health and safety of the individual athlete, cheerleader and other participants, to provide a legitimate reason for students to say "no" to drug use and to provide an opportunity for those taking drugs to receive help in locating a program of assistance, the District is conducting a mandatory drug testing program for student athletes and cheerleaders. The program is not punitive. It is designed to create a safe, drug free, environment for student athletes and assist them in getting help when needed.

Drug: Any substance considered illegal or controlled by the Food and Drug Administration. This includes tobacco products and alcohol.
Student Athlete: Any student participating in athletic or cheerleading practices and/or contests under the control and jurisdiction of the Anderson Union High School District.
Sport Season: Fall, Winter, and Spring seasons begin on the first day of practice allowed by the California Interscholastic Federation or Anderson Union High School and end the day of the last league contest OR the last game played if the team makes the playoffs.

Procedure: The parent and/or guardian and the student athlete or cheerleader are required to sign a written consent for drug testing prior to participating in the athletic program. Student athletes who have taken or are currently taking prescription medication, must provide verification (either by a copy of the prescription or by doctor's authorization) if the drug test is positive. Students who refuse to provide verification after a positive test will be subject to actions specified below. All student athletes may be tested at the beginning of each season. Random testing will be conducted during the sports season. Students selected for random testing will be selected by having their names drawn from a "pool" of student athletes. If the student's test indicates positive results, a split sample will be tested to confirm the results. Parents will be notified and a student will be subject to discipline only if the confirming test is positive.

The refusal by an athlete to take a urine test will be considered the equivalent of a positive test.

First Offense: Notify parent or guardian. If necessary or requested, a meeting will be conducted by the principal or his designee with the parent/guardian and the student. The student will be given the option of: 1) Participating in assistance programs and taking a weekly drug test for six weeks (at the student's cost) or, 2) Be suspended from all sports, practices, and athletic activities for the remainder of the current season or 30 school and /or practice days (excluding summer school), whichever is longer. The student will be retested before beginning the next season for which he/she is eligible. If the retest is positive it will be a second offense.

Second Offense: (during high school career) Notify parent or guardian. If necessary or requested, a meeting will be conducted by the principal or his designee with the parent/guardian and the student. The student is suspended from all sports, practices, and athletic activities for the remainder of the current season and the next athletic season for which he/she is eligible. The student will be retested before beginning the next season for which he/she is eligible. If the retest is positive it will be a third offense.

Third Offense: (during high school career) Notify parent or guardian. If necessary or requested, a meeting will be conducted by the principal or his designee with the parent/guardian and the student. The student is suspended from all sports, practices, and athletic activities for the remainder of the current season, and will not be eligible for any more high school sports. These violations are cumulative with any involvement with drugs, alcohol, or tobacco in or out of school.

Transportation

District transportation is provided to all athletic events outside of the "Golden Triangle," (Shasta Lake City, Shasta College/Foothill and West Valley). Students must use district transportation for any athletic event outside of the Golden Triangle unless other arrangements are made by the athletic department and/or school administration.

Due to district financial constraints district transportation will be a priority for sports recognized by the California Interscholastic Federation. Therefore, all non-district transportation needs for activities or other non CIF sponsored events must be arranged for by the advisor and approved by administration. All of the following rules and regulations (2-3) related to transportation will remain enforced.

If a student is using non-district transportation, appropriate forms must be completed, signed, and on file in the main office of the respective school prior to such travel. Students may not transport other students.

Parents who drive their own cars carrying athletes (other than their own children) will provide the district with a Driver Application, insurance information, a DMV print out, and a copy of their driver's license. Parents shall be informed that their personal insurance is the Primary Coverage in their personal vehicles in case of accidents.

After an away-from-school activity has concluded, ALL participants shall return to campus by way of district transportation under the supervision of the coach, advisor, or staff chaperon. The coach, advisor or staff chaperon in charge MAY release a student to his/her parent(s) ONLY (no one else). The parent(s) MUST physically be present at the activity. Students involved in activities that are not using district transportation and have not been released to their parents must return with the same parents they were approved to go to the games with.

Notice of Risk to Students and Parents

By its very nature, competitive athletics may put students in situations in which **SERIOUS**, **CATASTROPHIC**, and **FATAL ACCIDENTS** may occur. Many types of athletic competition will result in physical contact among players. There are many strenuous physical exertions, direct and non-direct physical contact which may expose student-athletes to the inherent risk of injury.

Students and parents must assess the risks involved in such participation and make their choices to participate in spite of those risks. No amount of instruction, precaution, or supervision will totally eliminate all risk of injury. Just as driving an automobile involves choice of risk, athletic participation by high school students also may be inherently dangerous. The importance of parents and students having the knowledge of the risks involved in making this choice to participate cannot be over stated. There have been accidents resulting in death, paraplegia, quadriplegia, and other permanent physical impairments as a result of athletic competition.

By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. By choosing to participate, you, the student, acknowledge that such risk exists.

Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students **MUST** adhere to that instruction and utilization and **MUST** refrain from improper uses and techniques. As previously stated, no amount of instruction, precaution, and supervision will totally eliminate all risk of serious injury.
If any of the foregoing is not completely understood, please contact the Athletic Administrator for further information and/or explanation.

Special Education

NOTICE OF PROCEDURAL SAFEGUARDS AND PARENTS' RIGHTS Special
Education Rights of Parents and Children
Under the Individuals with Disabilities Education Act, Part B
2004 Reauthorization (H.R. 1350)

This information provides you as parents, legal guardians, persons authorized to make educational decisions, and surrogate parents of children with disabilities from 3 years of age through age 21 with an overview of your educational rights, sometimes called procedural safeguards. This notice is also provided for students who are entitled to these rights at age 18. EEC 56321; 20 USC 1415] A copy of these safeguards will be given to you once a year. Additional copies may be given upon an initial referral or parent request for evaluation, upon the first occurrence of the filing of a complaint under Section 615(b) (6) of H.R. 1350, upon provision of an assessment plan to parents and at your request. If your district has a website, a copy of these procedural safeguards may be made available to you through that website. [615(d) (1) (A- B)] You may elect to receive this notice and other notices required under this section by an electronic mail (e- mail) communication, if your district makes such an option available. [615(n)]

Making Decisions about Your Child's Education

You have the right to refer your child for special education services. You must be given opportunities to participate in any decision-making meeting regarding your child's special education program. You have the right to participate in an IEP meeting about the identification (eligibility), assessment, educational placement of your child and other matters relating to your child's free appropriate public education. [EC§ 56341(b), 56343(c); 20 USC § 1414(b)(c)(d) and (f)]

You also have the right to participate in the development of the IEP and to be informed of program options, and the availability of free appropriate public education. Additionally, you have the right to electronically record the meeting on an audio tape recorder. The law requires that you notify the district at least 24 hours prior to meeting if you intend to record the proceedings. [EC§ 56341.1]

ADDITIONAL ASSISTANCE

When you have a concern about your child's education, it is important that you call or contact your child's teacher or administrators to talk about your child and any problems you see. Staff in the Special Education Department can answer questions about your child's education, your rights and procedural safeguards. When you have a concern, this informal conversation often solves the problem and helps maintain open communication. Additional resources are listed at the end of this document to help you understand the procedural safeguards.

Notice & Consent

You have the right to receive a written notice from the school district before decisions affecting your child's special education are put into place. These include decisions to:

- identify your child as a child with a disability, or change your child's eligibility from one disability to another;
- evaluate or reevaluate your child;
- provide a free appropriate public education to your child, or change a component of your child's free appropriate public education;
- place your child in a special education program; or,
- change your child's special education placement. [EC§ 56500.4; 20 USC § 1415(b)]

You also have the right to written notice from the school district if the district refuses your request to take these actions. The Prior Written Notice must include the following:

- a description of the actions proposed or refused by the school district;
- an explanation of why the action was proposed or refused;
- a description of other options considered and the reasons those options were rejected;
- a description of each assessment procedure, test, record or report used as a basis for the action proposed or refused;
- a description of any other factors relevant to the action proposed or refused; and
- a statement that parents of a child with a disability are protected by the procedural safeguards.

If the notice is not in regard to an initial referral for assessment, the notice must provide a statement that you have protection under procedural safeguards, information on how you can obtain a copy of described procedural safeguards, and sources of additional assistance in understanding the procedural safeguards. [20 USC § 1415(c)]

PARENT CONSENT

Parents' written approval is required for [EC§ 56321(c), 56346,56506(e); 20 USC § 1414(a)(c)]:

- First Evaluation: The school district must have your informed written consent before it can evaluate your child. You will be informed about the evaluations to be used with your child. Your school district must make reasonable efforts to obtain your informed consent for a first evaluation.
- Reevaluation: The school district must have your informed written consent before reevaluating your child. To avoid confusion, you should inform the school in writing if you want to refuse consent to a reevaluation. The school district may reevaluate your child without your written consent if the school district has taken reasonable measures to get your consent and you have not responded.
- Initial and Continued Placement in Special Education: You must give informed written consent before the school district can place your child in a special education program. You can refuse consent for an evaluation, a reevaluation or the initial placement of your child in special education. The school district may seek to evaluate or continue your child's placement in special education through a due process hearing, if it believes that it is necessary for your child's education. You and the school district may agree to first try mediation to resolve your disagreements.

Consent forms must describe the activity for which consent is sought and list the records (if any) that will be released and to whom. You can revoke consent at any time, except that revocation is not retroactive (does not negate actions that occurred after consent was given and before consent was revoked). [34 CFR § 300.300]

SURROGATE PARENT APPOINTMENT

In order to protect the rights of the child, school districts must ensure that an individual is assigned to act as a surrogate parent for the parents of a child with a disability when a parent cannot be identified and the school district cannot discover the whereabouts of a parent. A surrogate parent may be appointed if the child is an adjudicated dependent or ward of the court under the state Welfare and Institutions Code and the child is referred to special education or already has an IEP. A district must make reasonable efforts to appoint a surrogate within 30 days after determining that a surrogate is needed. [EC§ 56050; 20 USC § 1415(b)]

AGE OF MAJORITY

When your child reaches the age of 18, all rights under Part B of the Individuals with Disabilities Education Act (IDEA) will transfer to your child. The only exception will be if your child is determined to be incompetent under State Law. [EC§ 56041.5; 34 CFR § 300.517 30]

Assessment

NONDISCRIMINATORY ASSESSMENT

You have the right to have your child assessed in all areas of suspected disability. Materials and procedures used for assessment and placement must not be racially, culturally, or sexually discriminatory. Assessment materials must be provided and the test(s) administered in your child's native language or mode of communication, unless it is clearly not feasible to do so. No single procedure can be the sole criterion for determining eligibility and developing an appropriate education program for your child. [EC§ 56001(j), 56320; 20 USC § 1414(a)(b)]

ASSESSMENT PLAN

When the district is seeking to assess your child, you will be given a written, proposed assessment plan. Along with that plan you will receive a copy of this Procedural Safeguards document. When the assessment is completed, an individualized education program team meeting, which includes you, the parent or guardian, and or your representatives, will be scheduled to determine whether the student qualifies for special education services. In making the decision regarding eligibility, your child will not be found eligible if the determinant factor is any one of the following:

- Lack of appropriate instruction in reading, including the essential components of reading instruction as defined in Section 6368(3) of Title 20 of the United States Code.
- Lack of appropriate instruction in mathematics
- Limited-English proficiency
- The pupil does not otherwise meet the eligibility criteria under Section 300.8(a) of Title 34 of the Code of Federal Regulations.

The IEP Team will discuss the assessment, the educational recommendations and the reasons for these recommendations. A copy of the assessment report and the documentation of determination of eligibility will be given to you. [EC§ 56329(a)(1)(2)(3)]

INDEPENDENT EDUCATIONAL EVALUATION

If you disagree with the results of the assessment conducted by the school district, you have the right to ask for one independent education evaluation (IEE) for your child, per evaluation conducted by the district, from a person qualified to conduct the assessment, at public expense. The school district must respond to your request for independent educational evaluation and provide you information, upon request, about where to obtain an independent educational evaluation. Alternatively, the school district must request a due process hearing to prove that its assessment was appropriate. If the district prevails, you still have the right to an independent assessment but not at public expense. The IEP Team must consider independent assessments.

District assessment procedures may allow in-class observation of students. If the school district observed your child in his or her classroom during an assessment, or if the school district would have been allowed to observe your child, an individual conducting an independent educational assessment must also be allowed an equivalent opportunity to observe your child in the classroom. If the school district proposes a new school setting for your child an independent educational assessor must be allowed to first observe your child in the proposed new setting. [EC§ 56329(b), (c)]

Access to Educational Records

All parents of a child enrolled in the school district have the right to inspect records under the federal Family Educational Rights and Privacy Act (FERPA), which has been implemented in California under Education Code sections 49060-49079. Under IDEA, parents of a child with disabilities (including noncustodial parents whose rights have not been limited) have the right to review all educational records regarding the identification, evaluation and educational placement of the child and the provision of a free appropriate public education and to receive an explanation and interpretation of the records. Under California statutes, the parents have the right to review and to receive copies of educational records. These rights transfer to a nonconserved pupil who is eighteen years old or attending an institution of post-secondary education. Parental consent, or the consent of an adult student, is required before personally identifiable information is released to officials of participating agencies providing or paying for transition services related to post-secondary goals.

"Education record" means those records that are directly related to a pupil and maintained by an educational agency or a party acting for the agency or institutions, and may include (1) the name of the child, the child's parent or other family member; (2) the address of the child; (3) a personal identifier such as the child's social security number, student number, or court file number; (4) a list of personal characteristics or other information that would make it possible to identify the child with a reasonable certainty. Both federal and state laws further define a pupil record as any item of information directly related to an identifiable pupil, other than directory information, which is maintained by a school district or required to be maintained by an employee in the performance of his duties whether recorded by handwriting, print, tapes, film, microfilm, computer or by other means. Pupil records do not include informal personal notes prepared and kept by a school employee for his/her own use or the use of a substitute. If records contain information about more than one student, a parent can have access only to that portion of the record pertaining to his/her child.

Pupil records may be kept at the school site or district office, but a written request for records at either site will be treated as a request for records from all sites. The district custodian of records will provide you with a list of the types and locations of pupil records (if requested).

The custodian of the records shall limit access to those persons authorized to review the pupil record, which includes the parents of the pupil, a pupil who is at least sixteen years old, individuals who have been authorized by the parent to inspect the records, school employees who have a legitimate educational interest in the records, post-secondary institutions designated by the pupil, and employees of federal, state and local education agencies. Unauthorized access will be denied unless the parent has provided written consent to release the records or the records are released pursuant to a subpoena or court order. The district shall keep a log indicating the time, name and purpose for access of those individuals who are not employed by the school district.

You have a right to inspect and review all of your child's educational records without unnecessary delay, including prior to a meeting about your child's IEP or before a due process hearing. The school district must provide you access to records and copies, if requested, within five days after the request has been made orally or in writing. A fee for copies, but not the cost to search and retrieve, may be charged unless charging the fee would effectively deny access to the parent. [EC§ 56501, 56504, 49069; 20 USC 1415(b)]. Parents who believe that information in the education records collected, maintained or used by the school district is (among other things) inaccurate, misleading or violates the privacy or other rights of the pupil may request in writing that the school district amend the information. If the district concurs, the record will be amended and the parent will be informed. Should the district refuse to make the amendment requested, the district shall notify the parent of the right to and provide a hearing, if required, to determine whether the challenged information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the pupil. If it is decided by the governing board after the hearing that a record will not be amended, the parent shall have the right to provide what he/she believes is a corrective written statement to be permanently attached to the record. The district has policies and procedures governing the retention and destruction of records. Parents wishing to request the destruction of records, which are no longer necessary to the school district, may contact the District's Custodian of Records. However, the district is required to maintain certain information in perpetuity. [EC§ 49070; 34 CFR § 99; CFR § 300.561—573; 20 USC § 1415 (b)(1); 34 CFR § 500.567]

Individualized Education Program (IEP)

The public education agency initiates and conducts meetings for the purpose of developing, reviewing and revising the individualized education program of each child with a disability. The IEP documents the child's eligibility for special education services and parents receive a copy of each IEP for their child. These meetings are conducted by the individualized education program (IEP) team.

When the IEP has been completed and appropriate parental consent has been provided, it is implemented as soon as possible following the IEP team meeting. A copy of the IEP is provided to the parents at no cost and if necessary, a copy of the IEP will be provided in the primary language of the parent(s), at the request of the parent(s). An individualized family service plan (IFSP) for a child aged three through five may serve as the IEP after a full explanation of the difference and written parent consent. The IEP team must consider the concerns of the parents for enhancing the education of their child.

IEP TEAM MEMBERS AND RESPONSIBILITIES

The IEP team includes:

- An administrator or a representative designated by administration who is knowledgeable about program options appropriate for the child and who is qualified to provide, or supervise the provision of special education;
- At least one general education teacher of the child, if the child is, or may be participating, in the general education environment;
- At least one special education teacher of the child, or if appropriate, at least one special education provider of the child; and,
- One or both of the child's parents, individuals selected by the parent, or both.
- When appropriate, the IEP team will also include:
- The child, including when the team will discuss transition services;
- Other persons who possess expertise or knowledge necessary for the development of the IEP;
- When the child has been assessed for purposes of developing, reviewing or revising the IEP, a person who has conducted an assessment of the child or who is knowledgeable about the assessment procedures used to assess the child and is familiar with the results of the assessment; and,
- When the child is suspected to have a learning disability, at least one member of the IEP team, other than the child's regular teacher, will be a person who has observed the child's educational performance in an appropriate setting. If the child is younger than five years or is not enrolled in a school, a team member will observe the child in an environment appropriate for a child that age.

A member of the IEP team may be excused from an IEP team meeting, in whole or in part, when the LEA and the parent agree that the attendance of the member is not necessary because the member's area of curriculum or related services is not being modified or discussed at the meeting. When the member's area of curriculum or related services is being modified or discussed at the meeting, a required member of the IEP team may be excused, but only when the LEA and the parent consent to the excusal in writing, and the member submits in writing input into the development of the IEP prior to the meeting. The excusal provisions do not apply to parents, the student or persons with special knowledge or expertise.

The IEP team will meet at any time upon request by the student's parent/guardian or teacher to review or revise the IEP. When a parent/guardian requests an IEP team meeting to review the IEP, the team shall meet within 30 days of receiving the parent/guardian's written request, not counting days between the student's regular school sessions or terms or days of school vacation in excess of five school days. If a parent/guardian makes an oral request, the district shall notify the parent/guardian of the need for a written request and the procedure for filing such a request. [EC§ 56043, 56343]. If the child does not attend an IEP team meeting where transition services will be discussed, the district will ensure that the child's needs and preferences are considered. The district may invite representatives from other agencies that are likely to be responsible for transition services.

Notice of Parent and Student Rights Under Section 504, The Rehabilitation Act of 1973

The Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students. An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits major life activities such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks. Dual Eligibility: Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Education Act (IDEA). Students who are eligible under the IDEA have many specific rights that are not available to students who are eligible solely under Section 504. It is the purpose of this notice form to set out the rights assured by Section 504 to those disabled students who do not qualify under the IDEA.

The enabling regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. You have the right to be informed by the school district of your rights under Section 504. (The purpose of this notice form is to advise you of those rights.) [34 CFR § 104.32]
2. Your child has the right to an appropriate education designed to meet his/her individual educational needs as adequately as the needs of nondisabled students are met. [34 CFR § 104.33]

3. Your child has the right to free educational services except for those fees that are imposed on nondisabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. [34 CFR § 104.33]
4. Your child has a right to placement in the least restrictive environment. [34 CFR § 104.34]
5. Your child has a right to facilities, services, and activities that are comparable to those provided for nondisabled students. [34 CFR § 104.34]
6. Your child has a right to an evaluation prior to an initial Section 504 placement and any subsequent significant change in placement. [34 CFR § 104.35] Testing and other evaluation procedures must conform with the requirements of 34 CFR § 104.35 as to validation, administration, areas of evaluation, etc. The district shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observations, anecdotal reports, and TEAMS/TAAS scores. [34 CFR § 104.35]
7. Placement decision must be made by a group of persons (i.e., the Section 504 Committee), including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. [34 CFR § 104.35]
8. If eligible under Section 504, your child has a right to periodic reevaluations, generally every three (3) years. [34 CFR § 104.35]
9. You have the right to notice prior to any action by the district in regard to the identification, evaluation, or placement of your child. [34 CFR § 104.36]
10. You have the right to examine relevant records. [34 CFR § 104.36]
11. You have the right to an impartial hearing with respect to the district's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. [34 CFR § 104.36]
12. If you wish to challenge the actions of the district's Section 504 Committee in regard to your child's identification, evaluation, or educational placement, you should file a written Notice of Appeal with the district's Section 504 Coordinator within thirty (30) days from the time you received written notice of the Section 504 Committee's action(s). A hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time, and place for the hearing.
14. If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision by a court of competent jurisdiction. [34 CFR § 104.36]
15. On Section 504 matters other than your child's identification, evaluation, and placement,' you have a right to file a complaint with the district's Section 504 Coordinator (or 'designee).
16. You also have a right to file a complaint with the Office of Civil Rights, who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.

Resolving Disputes

DUE PROCESS HEARING

You have the right to request an impartial due process hearing regarding:

- The identification of your child for special education eligibility
- The assessment of your child
- The educational placement of your child
- The provision of a free appropriate public education (FAPE) for your child

The request for a due process hearing must be filed within two years from the date you knew or had reason to know of the facts that were the basis for the hearing request. [H. R. 1350 6 15(f)(3)(C)] There is an exception to this timeline if you were prevented from requesting the hearing earlier because the district misrepresented that it had resolved the problem or the district withheld information that should have been provided to you. [H.R. 1350 615(f)(3)(D)]

MEDIATION AND ALTERNATIVE DISPUTE RESOLUTION (ADR)

You may ask the school district to resolve disputes through mediation, which is less adversarial than a due process hearing. Alternative Dispute Resolution (ADR) may also be available in your district. Mediation and ADR are voluntary methods of resolving a dispute and may not be used to delay your right to a due process hearing. The parents and the school district must agree to try mediation before mediation is attempted. A mediator is a person who is trained in strategies that help people come to agreement over difficult issues. [EC§ 56500.3; 20 USC § 1415(e)]

DUE PROCESS RIGHTS

You have a right to:

1. Have a fair and impartial administrative hearing at the state level with a person who is knowledgeable of the laws governing special education and administrative hearings [EC§ 56501(b)];
2. Be accompanied and advised of an attorney and/or individuals who have knowledge about children with disabilities [EC§ 56505(e); 20 USC § 1415(h)];
3. Present evidence, written arguments, and oral arguments [EC§ 56505(e)];
4. Confront, cross-examine, and require witnesses to be present [EC 56505(e)];

5. Receive a written or, at the option of the parent, an electronic verbatim record of the hearing, including findings of fact and decisions [EC§ 56505(e); 20 USC § 1415(h)];
6. Have your child present at the hearing [EC§ 56501(c)];
7. Have the hearing be open or closed to the public [EC§ 56501(c)];
8. Be informed by the other parties of the issues and their proposed resolution of the issues at least ten calendar days prior to the hearing [EC§ 56505(e), 56043(s); 20 USC § 1415(b)];
9. Receive a copy of all documents, including assessments completed by that date and recommendations, and a list of witnesses and their general area of testimony within five business days before a hearing. [EC§ 56505(e)];
10. Have an interpreter provided at the expense of the California Dept. of Education [CCR § 3082(d)];
11. Have a mediation conference at any point during the due process hearing [EC§ 56501(b)]; and
12. Receive notice from the other party, at least ten days prior to the hearing that it intends to be represented by an attorney. [EC§ 56507(a)]

In any action or proceeding regarding the due process hearing, the court, in its discretion, may award reasonable attorneys' fees as a part of the costs to you as the parent of a child with a disability if you are the prevailing party in the hearing. Reasonable attorneys' fees may also be awarded following the conclusion of the administrative hearing with the agreement of the parties. [EC§ 56507(b); 20 USC § 1415(i)]

Fees may be reduced for any of the following:

- The court finds that you unreasonably delayed the final resolution of the controversy;
- The hourly attorneys' fees exceed the prevailing rate in the community for similar services by attorneys of reasonable comparable skill, reputation and experience;
- The time spent and legal services provided were excessive; or
- Your attorney did not provide to the school district the appropriate information in the due process complaint.

Attorneys' fees will not be reduced, however, if the court finds that the state or the school district unreasonable delayed the final resolution of the action or proceeding or there was a procedural safeguards violation. [20 USC § 1415(i)] Attorneys' fees may not be awarded relating to any meeting of the IEP team unless an IEP meeting is convened as a result of a due process hearing proceeding or judicial action. Attorney fees may also be denied if you reject a reasonable settlement offer made by the district/public agency ten days before the hearing begins and the hearing decision is not more favorable than the settlement offer. [20 USC § 1415(d)]

FILING A DUE PROCESS COMPLAINT

To file for mediation or a due process hearing, contact: Office of
Administrative Hearings
Special Education Unit
1102 Q Street, 4th Floor
Sacramento, CA 95814
Phone: (916) 323-6876, Fax: (916) 322-8014

You need to file a written request for a due process hearing. The written notice shall be kept confidential. You or your representative needs to submit the following information in your request:

1. Name of the child
2. Address of the residence of the child
3. Name of the school the child is attending
4. A description of the nature of the problem, including facts relating to the problem(s) and a proposed resolution of the problem(s)

State law requires that either party filing for a due process hearing must provide a copy of the written request to the other party. [EC§ 56502(c); 20 USC § 1415(h)]

CHILD'S PLACEMENT WHILE DUE PROCESS PROCEEDINGS ARE PENDING

According to the "stay put" provision of the law, a child involved in any administrative or judicial proceeding must remain in the current educational placement unless you and the school district agree on another arrangement. If you are applying for initial admission to a public school, your child will be placed in a public school program with your consent until all proceedings are completed. [EC§ 56505(d), (i); 20 USC § 1415(j)]

OPPORTUNITY FOR DISTRICT TO RESOLVE THE COMPLAINT

If you choose to file a due process complaint as explained in the section entitled "Filing a Written Due Process Complaint," a meeting must be scheduled by the district within 15 days of receiving the notice of your due process complaint. The purpose of the meeting is to give you opportunity to discuss your due process complaint and the facts on which you based your complaint so that the district has a chance to address your concerns and work with you to reach a resolution. This meeting must be held before the initiation of a due process hearing unless you and the school district agree in writing to waive the meeting and use the mediation process. The meeting must include the parents and other members of the IEP team who have specific knowledge of the facts. The district has 30 days from the receipt of the due process complaint to resolve the due process complaint or the due process hearing may occur. These timelines are expedited if you request a hearing regarding pending disciplinary action.

If you fail to participate in the resolution session, the district may (after 30 days) seek dismissal of your complaint. If the school district fails to convene or participate in a resolution session meeting within 15 days of receiving your complaint, you may ask a hearing officer to begin the due process timeline.

If the parents and the district are unable to resolve the due process complaint and it goes to hearing, the hearing decision is final and binding on both parties. Either party can appeal the hearing decision by filing a civil action in state or federal court within 90 days of the final decision. [EC§ 56505(g), (i), 56043(u); 20 USC § 1415(l)]

Discipline & Placement Procedures for Students with Disabilities

Children with disabilities may be suspended or placed in other alternative interim settings or other settings to the same extent these options would be used for children without disabilities. If a child exceeds ten days in such a placement, a meeting must be held to determine whether the child's misconduct is caused by the disability. This meeting must take place immediately, if possible, or within ten school days of the school district's decision to take this type of disciplinary action. [20 USC § 1415(k)]

As a parent, you will be invited to participate as a member of the team. The school district must provide you with a written notice of the required action. The school district may be required to develop an assessment plan to address the misconduct. If the team concludes that the misconduct was not a manifestation of your child's disability, the school district might take disciplinary action, such as expulsion, in the same manner as it would for a child without disabilities.

If you disagree with the team's decision, you may request an expedited due process hearing from the Office of Administrative Hearing. [20 USC § 1415(k)]

PLACEMENT IN AN INTERIM ALTERNATIVE EDUCATIONAL SETTING

Under Federal law, a school district may place a child in an appropriate interim alternative placement for up to forty- five school days under certain circumstances. Those circumstances are when the child has a weapon, or has knowingly possessed or used illegal drugs or sold controlled substances at school or a school function, or has inflicted serious bodily injury upon another person. [20 USC § 1415(k)j

If you request a hearing or an appeal regarding disciplinary action or manifestation determination, your child will stay in the interim alternative setting or disciplinary setting unless the maximum time for that setting is reached, or the parents and school district agree to another placement. [34 CFR § 300.526]

Alternative educational settings, when permissible, must allow the child to continue to participate in the general curriculum and receive services designed to address the behavior so it does not recur. [20 USC § 1415(k)]

Children Attending Private School

The school district is responsible for the full cost of special education in a nonpublic, nonsectarian school, when the school district, together with the IEP Team, recommends that this would be the appropriate placement for the student. [EC§ 56361; 20 USC § 1412(a)(10)(B); CFR § 300.401; CFR § 300.349(c)]

If you unilaterally place your child in a nonpublic school and you propose the placement in the nonpublic school to be publicly financed, the school district must be given the opportunity to first observe the proposed placement and your child in the proposed placement. The school district may not observe or assess any other child at the nonpublic school without permission from the other child's parent or guardian. [EC§ 56329(d)]

If you unilaterally place the student in a private or nonpublic, nonsectarian school without district consent or referral of a court or hearing officer, the district may only be required to reimburse the parents if their child received special

education and related services under the authority of a public agency before enrolling in the private school and the court or hearing officer finds that the school district did not make a free and appropriate education available in a timely manner.

A court or hearing officer may not reduce or deny reimbursement to you if you failed to notify the school district for any of the following reasons:

- Illiteracy and inability to write;
- Giving notice would likely result in physical or serious emotional harm to the child;
- The school prevented you from giving notice; or
- You had not received a copy of this Notice of Procedural Safeguards or otherwise been informed of this notice requirement.

[20 USC § 1412(a); 34 CFR § 300.403] The court or hearing officer may reduce or deny reimbursement

If you did not make your child available for an assessment upon written notice from the school district. You may also be denied reimbursement if you did not inform the school district that you were rejecting the special education placement proposed by the school district and did not give notice of your concerns and intent to enroll your child in a private school at public expense.

NOTIFYING THE DISTRICT

You must notify the district of your intent to place your child in a private school:

- At the most recent IEP meeting you attended before removing your child from the public school; or
- In writing to the school district at least ten business days (including holidays) before removing your child from the public school. [20 USC § 1412(a); 34 CFR § 300.403]

The district is not obligated to offer a free appropriate public education to a child whose parent(s) have voluntarily enrolled that child in a private school. In such cases, the district will propose an Individual Services Plan for Private School Students. [20 USC § 1412(a)(10)(A)(I)]

Special Education Complaint Procedures

STATE APPEAL PROCESS

Complaint procedures in this section are related specifically to the California State Appeal Process and are not the same as the due process complaint procedures covered earlier in this document. If you wish to file a complaint with the California Department of Education, you should submit your complaint in writing to:

California Department of Education, Special Education Division
Procedural Safeguards Referral Service
1430 N Street Suite 2401
Sacramento, California 95814
Attn: PSRS Intake
Phone: (916) 323-6876, Fax: (916) 322-8014

Within 60 days after a complaint is filed, the California Dept. of Education will:

- carry out an independent investigation
- give the complainant an opportunity to provide additional information
- review all information
- make a determination as to whether the LEA has violated laws or regulations
- issue a written decision that addresses each allegation

For complaints involving issues not covered by IDEA, consult your district's Uniform Complaint Procedures.
The District would like to work with you to resolve all complaints at the local level whenever possible. We invite you to meet with the administrator who has been designated to work with compliance issues and attempt to resolve your concern informally before a complaint is filed. S/he will maintain confidentiality as permitted by law. If your complaint cannot be resolved, a formal investigation will be initiated or you will be referred to the appropriate agency for assistance.

DISTRICT CONTACT INFORMATION
Please contact the Special Education Administrator for AUHSD, Brandt Shriner at (530) 378-0568, if you:
- Would like additional copies of the Notice of Procedural Safeguards
- Need assistance in understanding the provisions of your rights and safeguards
- Require a translation orally, by other means, in a different language or other mode of communication

Uniform Complaint Process

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 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 may be filed within 12 months of the occurrence. Staff has been trained to deal with these types of complaints. [EC§ 56500.2]

- Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint unless the complainant agrees in writing to extend the timeline.
- You may contact the UCP Officer to obtain a copy of the complaint process.
- You may choose to have your complaint mediated.
- There shall be an investigative meeting after receiving the complaint.
- 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.
- If you are not satisfied with the results, you then have 15 days to appeal to the California Department of Education. • The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
- You may forward your complaint directly to CDE and they may choose to intervene immediately based on established criteria.
- 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 — AUHSD Director of Educational Services
- Health and Safety/Child Development — Department of Social Services
- Student Records — Family Policy Compliance Office (FPCO), U.S. Department of Education [EC§ 232. 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 20 USC 7114(D)(7) (No Child left Behind), 20 USC 11138;34 CFR 300.510-511, 300.513; 5 CCR 4600; 5 CCR 4620-4632]

The Anderson Union High School District is primarily responsible for and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs. The Anderson Union High School District designates the following as compliance Officer to receive and investigate complaints and ensures District Compliance with the law: Marrianne Williams, Director of Instructional Services, AUHSD Office, 1469 Ferry St., Anderson, CA 96007, (530) 378-0568 ext. 1653.

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

The District is committed to equal opportunity for all individuals in education. It is the district policy to afford all persons in public schools regardless of their age, disability, gender, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics equal rights and opportunities in the educational institutions of the state.

Secondary classes and courses, including non-academic and elective classes and courses are conducted without regard to the sex of the student enrolled. No student shall be prohibited from enrolling in any class on the basis of his or her sex except a class in which human reproduction organs and their functions, processes and/or venereal diseases are described, illustrated or discussed. Students of one sex shall not be required to enroll in a particular class unless the same class is also required of the opposite sex. School counselors, teachers, instructors, administrators and teacher aides may not, on the basis of a student's sex, offer vocational or school program guidance that is different than that offered to students of the opposite sex. The Governing Board has designated a compliance officer to receive and investigate all complaints and ensure district compliance with law. The District will provide the name, address, and phone number of the compliance officer to all parents.

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs: Adult Education, Career/Technical Education, Child Development, Consolidated Categorical Aid, No Child Left Behind (NCLB), State Compensatory Education, State Program for Students of Limited English Proficiency, School Improvement, Tenth-Grade Counseling, Tobacco-Use Prevention Education, Peer Assistance and Review, School,

Safety and Violence Prevention Act, Migrant and Indian Education, Nutrition Services, Special Education, Discrimination Harassment, Civil Rights Guarantees that receive state or federal financial assistance as well as Williams Settlement issues and other areas designated by the District. [EC§ 234, 260 et seq., 56501; Penal Code § 422.55; Title IX; 20 USC § 1681-1688,
42 USC § 2000d-2000d7; 34 CFR § 106.9, Title VI of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act (IDEA); 5 CCR § 4622]

Complaints Regarding Instructional Materials, Teacher Placement, and School Facilities

Parents should use the District Uniform Complaint Procedure to identify and resolve any deficiencies regarding instructional materials, facility cleanliness and safety, emergency or urgent facility conditions that pose a health or safety threat to students or staff, and teacher vacancies or misassignment. The district shall use procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred:

Textbooks and instructional materials

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials. Teacher

vacancy or misassignment

- A semester begins and a teacher vacancy exists.
- A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Facilities

- A condition poses an emergency or urgent threat to the health or safety of pupils or staff.
- A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Parents should use the District Uniform Complaint Procedure to identify and resolve any deficiencies regarding instructional materials, facility cleanliness and safety, emergency or urgent facility conditions that pose a health or safety threat to students or staff, and teacher vacancies or misassignments. [EC§ 35186, 37254, 52378]

Williams Complaint Procedure

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

- Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
- Complaints beyond the site authority will be forwarded to the Director of Instructional Services within 10 days.
- Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint.
- The District is required to provide material in a foreign language based on California Department of Education census data. If requested, the response and report shall be written in English and the primary language in which the complaint was filed.
- The form will have a box to request a response and indicate where to file the form.
- Valid complaints should be remedied within 30 days of receipt.
- 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.
- If unsatisfied with resolution a complainant may describe the complaint to the governing board at a regularly scheduled meeting.
- 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]

Title IX Sexual Harassment Policy

The Anderson Union High School district does not discriminate on the basis of sex in any education program or activity that it operates. The prohibition against discrimination on the basis of sex is required by federal law (20 USC 1681-1688; 34 CFR Part 106) and extends to employment. The district also prohibits retaliation against any student for filing a complaint or exercising any right granted under Title IX.

Title IX requires a school district to take immediate and appropriate action to address any potential Title IX violations that are brought to its attention. Any inquiries about the application of Title IX, this notice, and who is protected by Title IX may be referred to the district's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education or both.

The Anderson Union High School District has designated and authorized the following employee as the district's Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking:

Scott Booth, Title IX Coordinator/Director of Instruction
1469 Ferry Street, Anderson, CA 96007 (530) 378-0568,
ext. 10006 sbooth@auhsd.net

Any individual may report sex discrimination, including sexual harassment, to the Title IX Coordinator or any other school employee at any time, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon receiving an allegation of sexual harassment, the Title IX Coordinator will promptly notify the parties, in writing, of the applicable district complaint procedure.

To view an electronic copy of the district's policies and administrative regulations on sexual harassment, including the grievance process that complies with 34 CFR 106.45, please see BP/AR 5145.7 - Sexual Harassment and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures on the district's website at www.auhsd.net.

To inspect or obtain a copy of the district's sexual harassment policies and administrative regulations, please contact the Anderson Union High School District Office at 1469 Ferry Street, Anderson, (530) 378-0568, sbooth@auhsd.net.

Materials used to train the Title IX Coordinator, investigator(s), decision-maker(s), and any person who facilitates an informal resolution process are also publicly available on the district's web site or at the district office upon request.

ANDERSON UNION HIGH SCHOOL DISTRICT

School Calendar 2021-22

July 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	▲	▲▲	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10/10

September 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	★	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

21/31

October 2021

S	M	T	W	T	F	S
					1	2
3	4	5	★	7	8	9
10	11	12	13	14	☺	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21/52

November 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	★	18	19	20
21	22	23	24	25	26	27
28	29	30				

15/67

December 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	★	9	10	11
12	13	14	15	16	☺	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13/80

School starts Aug. 18
School ends June 9

STAFF WORK DAYS

▲ All Staff: August 16
▲▲ Teachers: Aug. 17 , Jan. 3

HOLIDAYS/RECESSES

Labor Day	Sept. 6
Veteran's Day	Nov. 11
No School	Nov. 12
Thanksgiving Break	Nov. 22-26
Winter Break	Dec. 20 – Jan 3
Martin Luther King Day	Jan. 17
President's Day/ Lincoln's Day	Feb. 21-25
Spring Break	April 11-18
Memorial Day	May 30

★ **COLLABORATION DAYS**

School dismissed at 12:45

September 8	February 9
October 6	March 9
November 17	April 6
December 8	May 11
January 12	

☺ **QUARTER ENDING DAYS**

1st Quarter	(42)	Oct. 15
2nd Quarter	(38)	Dec. 17
3rd Quarter	(53)	March 25
4th Quarter	(47)	June 9
	180	

Ⓔ **Emergency Makeup Days**

April 18	(If Needed)
June 10	(If Needed)

January 2022

S	M	T	W	T	F	S
						1
2	▲▲	4	5	6	7	8
9	10	11	★	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

19/99

February 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	★	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

15/114

March 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	★	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	☺	26
27	28	29	30	31		

23/137

April 2022

S	M	T	W	T	F	S
					1	2
3	4	5	★	7	8	9
10	11	12	13	14	15	16
17	Ⓔ	19	20	21	22	23
24	25	26	27	28	29	30

15/152

May 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	★	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21/173

June 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	Ⓔ	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

7/180