



Greenfield Union School District

District Office

493 El Camino Real
Greenfield, CA 93927
(831) 674-2840
www.greenfield.k12.ca.us

Arroyo Seco Academy K-6

1226 Apple Avenue
Greenfield, CA 93927
(831) 674-6080
www.gusdarroyoseco.com

César Chávez Elementary K-6

250 Apple Avenue
Greenfield, CA 93927-5354
(831) 674-2412
www.gusdcesarchavez.com

Mary Chapa Academy TK-6

490 El Camino Real,
Greenfield, CA 93927-4914
(831) 674-5586
www.gusdmarychapa.com

Oak Avenue Elementary K-6

1239 Oak Avenue
Greenfield, CA 93927-5438
(831) 674-5916
www.gusdoakavenue.com

Vista Verde Middle 7-8

1199 Elm Avenue
Greenfield, CA 93927-4624
(831) 674-1420
www.gusdvistaverde.com

Governing Board

Sonia Heredia
Cynthia Aguirre
David Kong
Mayra Perez-Diaz
Denise Jaime

Annual Notification to Parents and Students

2019-2020

August 2019

Dear Parents/Guardians and Students:

We are excited to welcome you back to a great 2019-2020 school year! Our Greenfield Union School District staff looks forward to working with you to develop positive school culture, raise academic achievement, and collaborate with our wonderful community because we know we are stronger together!

This handbook will help guide and assist in developing a common understanding of our district policies and procedures that are consistent at all of our schools. Please take a moment to review this handbook with your child/children.

We look forward to a fabulous year with you as we work together to fulfill our Greenfield Guarantee of ensuring ALL students are college and career ready for their future!

Sincerely,

Zandra Jo Galván, Superintendent



Please review the material in this booklet.

**Then SIGN and RETURN the
acknowledgement to your school.**

IN THIS BOOKLET

FAMILY INVOLVEMENT	3	Student Use of Technology	11
Volunteering at School	3	School Accountability Report Card	12
Every Student's Wellness Counts	3	Pupil Fees	13
ATTENDANCE	3	STUDENT HEALTH	13
Attendance Policies	3	Emergency Card	14
Picking up Students During the School Day	3	Immunizations	14
Attendance Options	4	Medication at School	15
General Absences	6	Medical and Hospital Insurance for Students	15
Minimum Days / Pupil Free Staff Development Days	7	STUDENT BEHAVIOR AND CAMPUS SAFETY	17
INSTRUCTION AND CURRICULUM	8	Safety, Responsibility, and Cooperation	17
California State Academic Standards	8	Dress and Grooming	18
Curriculum and Personal Beliefs	9	Cellphones, Pagers, Electronic Signaling Devices	19
SCHOOL RECORDS AND STUDENT ACHIEVEMENT	10	School Bus Passenger Safety Rules	20
Pupil Records	10	Safe Place to Learn	20
Teacher Qualifications	10	DISCIPLINE	20
Release of Directory Information	10	Parent Responsibility	20
School Safety Plan	11	PROTECTIONS, COMPLAINTS AND PROCEDURES	23
STUDENT SERVICES	11	Nondiscrimination/Harassment	23
Student Meal Program	11	DISTRICT FACILITIES	26

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

<i>BP . . . District Board Policy</i>	<i>USC United States Code</i>
<i>AR . . . Administrative Regulation</i>	<i>CFR Code of Federal Regulations</i>
<i>EC . . . Education Code</i>	<i>ESEA Elementary and Secondary Education Act [20 USC 7114(D)(7)]</i>
<i>HSC . Health and Safety Code</i>	<i>PPRA Pupil Privacy Rightsendment</i>
<i>PC . . . Penal Code</i>	<i>FERPA . . . Family Educational Rights and Privacy Act</i>
<i>WIC . Welfare and Institutions Code</i>	<i>PPACA . . . Patient Protection and Affordable Care Act [PL 111-148]</i>
<i>CCR . . California Code of Regulations</i>	<i>Title VI . . Title VI of the Civil Rights Act of 1964 [42 USC 1981]</i>
<i>CC . . . Civil Code</i>	<i>Title IX . . Title IX of the Civil Rights Act of 1964 [20 USC 1681-1688]</i>
<i>FC . . . Family Code</i>	<i>IDEA Individuals with Disabilities Education Act</i>
<i>GC . . . Government Code</i>	<i>§ 504 Section 504 of the Rehabilitation Act of 1973 [29 USC 794(a)]</i>
<i>VC . . . Vehicle Code</i>	<i>EOA Equal Opportunities Act [20 USC 1701]</i>
<i>BPC . . Business and Professions Code</i>	
<i>FAC . . Food and Agriculture Code</i>	

FAMILY INVOLVEMENT

In a democracy, parents and guardians are encouraged and welcomed to become involved in the formal education of their children enrolled in public schools. This early and consistent parental involvement helps children to do well academically. When this involvement is combined with a partnership between home and school, the student, the school and the community benefit.

■ Volunteering at School

Greenfield Union School District has a Long Term and a Short Term Volunteer protocol process. All Long Term Volunteers must be cleared by obtaining a Live Scan background check (fingerprints) and a tuberculosis test (TB). Short term volunteers will be determined on a case by case basis.

Please see your school site office, the district website, or the District Human Resources Department for our Short Term and Long Term Volunteer applications. Please see the Greenfield Union School District Human Resources Office for information regarding the fingerprints and TB Testing. There are specific district forms you will need to pick up before you go for the fingerprints.

A Long Term Volunteer is a person who volunteers at the school on a regular basis and may in some instances supervise students for a short period of time. A person who will participate in an overnight school trip or activity will be considered a Long Term Volunteer.

Field Trip Volunteers must be fingerprinted and have a negative TB Test.

A Short Term Volunteer is generally considered to be a person who volunteers for one activity or event such as an assembly at school. A parent who wants to help once in the classroom during their child's birthday and is not going to be left alone with students is an example of a Short Term Volunteer.

Volunteer Application must be filled out yearly. Fingerprints only need to be done once; TB test must be done every four (4) years.

The school principal will determine whether a volunteer is considered a Long Term Volunteer or a Short Term Volunteer. For questions please contact your child's school Principal or the Human Resources Department located at the District Office.

Please understand that it takes at least a week to obtain results from fingerprints or TB testing. Plan adequate time to complete the qualification process. Fingerprints may be delayed by the Department of Justice if a volunteer has history of criminal activity.

Parents planning to visit a classroom need to give 24 hours notice of the visit.

■ Every Student's Wellness Counts

The Greenfield Union School District is committed to the well-being of every student. There are rules about what

foods are appropriate to bring to school on page 11 of this booklet. There is also information about the District's Wellness Program on page 14.

■ Lost and Found

Please check with each school site on their protocol on where you can locate the lost and found. Putting your child's name on clothing, books, and backpacks helps ensure their return.

■ School Pictures

A commercial photographer takes individual student photos. The specific information regarding package contents and price will be sent home a week before the actual date. This is a commercial enterprise and not the responsibility of the school.

ATTENDANCE

■ Attendance Policies

Regular attendance and punctuality is expected of all students.

Absences: When your child is absent from school, you must notify us with the specific reason. Please call the school ASAP to report your child's absence and leave the following information:

- your child's name
- reason for absence
- teacher's name/grade level
- your name and relationship to the child

The school receives funds only for students who attend school or who complete Independent Study Agreements in their absence.

Absence Due to a Family Trip: Please review the school district's calendar, and plan family vacations to occur on school holidays. Even parent notification to the school of a student's absence for a family vacation results in lost instructional time for the student and is not an excusable absence.

Tardiness: Punctual attendance is necessary for all school programs. Students should arrive before the first bell rings.

Vista Verde Middle School: first bell rings at 7:55 a.m. the tardy bell rings at 8:00 a.m.

Oak Ave, Mary Chapa, Cesar Chavez, and Arroyo Seco

Elementary: students should be lined up at 8:05 a.m. and students should be in their seats by 8:10 a.m. ready for instruction. Students who are late must report to the Attendance Secretary who will record the tardiness. Our report cards reflect tardiness and absence for each marking period. If you know your child will be late, please send a note with your child.

■ Picking up Students During the School Day

Sometimes it is not possible to schedule appointments

for your child outside of school hours. When you must pick up your child for such an appointment, allow enough time to come to the office to sign your child out. We will then have your child sent from class to the office. We will not release a child from class before you have arrived and formally signed him/her out.

■ Playground Supervision

The playground is supervised from 7:30 a.m. - 3:30 p.m. For his/her safety, your child should not arrive at school before 7:30 a.m. All students must be picked up promptly at the end of the instructional day.

■ Release of Students to Persons Other Than Parents/Guardians

Students will be released only to a parent or guardian and to those whose names appear on the emergency card unless there is a note signed by the parent/guardian stating otherwise. In cases where child custody has been given to one parent, a copy of the custody order must be on file in the office.

We hope you will help us have smooth dismissals on rainy days by planning ahead with your child. Please tell your child exactly what to do when (s)he gets out of school on a rainy day, (e.g., walk home, wait for Mom or Dad in front of the school, walk to a friend's house, get a ride with Mrs. Smith, etc.).

In your list of alternatives, please do not include using the school phone to call home due to increase number of students using the phone.

Please remind your child to be particularly careful in the parking lot and at crosswalks on rainy days because of increased traffic.

Release of Students in an Emergency

In the event of an emergency or disaster, students will be kept at school until picked up by a parent or persons designated on emergency card. Families should discuss their own plans for dealing with emergencies occurring during school hours or at any time. The phone directory has excellent information regarding emergency first aid and preparedness in its White Pages.

■ Parent Messages to Students

The office is happy to relay necessary messages for parents and students. However, in order to minimize phone use, we ask that you make pick-up and after school arrangements with your child prior to school. Your assistance is very much appreciated.

■ Phone Use by Students

School phones are needed for official use. Students are allowed to use the office telephone for **EMERGENCIES**. Please be sure that your child understands that the phone should not be used for making after school play arrangements.

■ Attendance Options

The Governing Board annually reviews attendance options including how students may attend a district school outside their attendance area (intra-district transfer). This district has non-arbitrary rules explaining how students may apply, be accepted or denied intra-district transfer. Students convicted of a violent felony or convicted of a misdemeanor firearms offense may be transferred to another school in the district. Many districts, by agreement, also allow the transfer of students from or to other districts (inter-district transfer). Victims of bullying or violence are given preference in inter-district transfers. In some cases, the district must provide transportation. Students attending "persistently dangerous" schools can transfer and enroll in a safe school. Districts cannot prevent children of active military from changing districts, as long as the district chosen agrees to accept them. Upon enrollment or transfer, principals are urged to check missing children information. Further information about residency, attendance options, special program options, etc. will be provided by the California Department of Education. [EC 46600, 48204, 48206.3, 48300, 48301, 48306, 48929, 48980, 49068, 51101; 20 USC 7912]

I. Intradistrict Open Enrollment:

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also maximizing the efficient use of district facilities. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of their residence within the district. The Board shall annually review this policy.

Enrollment Priorities

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area.

The Superintendent or designee shall grant priority to any district student to attend another district school, including a charter school, outside of his/her attendance area as follows:

1. Any student enrolled in a district school that has been identified on the state's Open Enrollment Act List.
2. Any student enrolled in a district school designated by the California Department of Education as "persistently dangerous"
3. Any student who is a victim of a violent crime while on school grounds.
4. Upon a finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. Special circumstances, include, but are not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either:

- a. A written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist
 - b. A court order, including a temporary restraining order and injunction
5. Priority may be given to siblings of students already in attendance in that school.
 6. Priority shall be given to students whose parent/guardian is assigned to that school as his/her primary place of employment.

Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between February 1st to May 31st of the school year preceding the school year for which the transfer is requested.

The Superintendent or designee shall calculate each school's capacity in a non-arbitrary manner using student enrollment and available space.

Except for priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity.

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students.

Appeal Process

A parent/guardian who believes circumstances warrant the reconsideration of a denied intra-district request may appeal the decision within 10 business days of the denial notification by submitting a written statement requesting the reason for the appeal and providing a copy of the application with denial notice to the Student Services Office. Appeals will be reviewed by an Appeals Panel led by the Assistant Superintendent and/or designee. The District will notify the parent/guardian of the final decision within 10 business days of the receipt of the appeal letter. If the appeal is granted, the District will notify the school of residence and requested school. If the appeal is denied this is the District's final action on the request.

Transportation

Except as required for students who transferred out of Title I program improvement school, the district shall not be obligated to provide transportation for students who attend school outside their attendance area. [BP 5116.1 August 2017; EC 200, 35160.5, 35291, 35351, 46600-46611, 48200, 48204, 48300-48316, 48350-48361, 48980; 5 CCR 11992-11994; 20 USC 6311, 7912]

2. Interdistrict Attendance:

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

Interdistrict Attendance Permits

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

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

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

Transportation

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

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

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

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

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

A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district to a school district of choice, if the other school district approves the application for transfer. [BP 5117 June 2016; EC 41020, 46600-46611, 48204, 48300-48316, 48350-48361, 48900, 48915, 48915.1, 48918, 48980, 52317]

3. State Open Enrollment:

The Open Enrollment program is no longer administered by the California Department of Education (CDE). [EC 48350-48361, 51101]

4. Attendance Where Caregiver Resides:

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

5. Attendance in District in Which Parent or Guardian is Employed:

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

6. Enrollment of Homeless or Foster Youth:

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

■ General Absences

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

It is also important that you know the state only awards funding to school districts for actual attendance. The state does not fund districts for the excused absences listed below. Always review the school calendar and plan activities and vacations during days off. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

Other attendance reports, such as truancy, still rely on excused and unexcused absences. There are legal

consequences if your child misses too much school. You must send a note and/or phone the school within 72 hours to clear any excusable absences. Parents/Guardians have the right to be notified on a timely basis if their child is absent from school without permission. Unexcused absences result in a recorded truancy.

- A. Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
1. Due to the pupil's illness.
 2. Due to quarantine under the direction of a county or city health officer.
 3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 4. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 5. For the purpose of jury duty in the manner provided for by law.
 6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
 7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 9. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
 11. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

- B. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- C. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- D. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- E. "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil. [EC 48205, 48205.5, 48260]

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

Physician's Verification

When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment. When a student has had 14 absences in the school year for illness verified by a written note or conversation with a parent/guardian or a visit to the student's home, any further absences for illness must be verified by a physician. [AR 5113 March 2017]

■ Minimum Days / Pupil Free Staff Development Days

If your child will be affected by minimum days or staff development days, we will give you at least one month's notice. The dates that were known at press time are printed in the calendar in this booklet. [EC 48980]

■ Leaving School at Lunch Time

The Greenfield School Board has established a closed campus policy at all sites. Students may not leave campus at any time during the school day. This is for the security of the campus and to protect your student's health, safety, and welfare. Please cooperate by not requesting permission for your student to leave campus during the school day. [EC 44808.5]

■ Truancy

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

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

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

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

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

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

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

■ Notice of Alternative Schools and Programs

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to: (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy. (b) Recognize that the best learning takes place when the student learns because of his desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects. (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the

changing world, including but not limited to the community in which the school is located.

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

Independent Study for Extended Absences

We offer an Independent Study program so your child can keep up with his or her school work during an extended absence. Please notify the school office if your child will be absent for 5 days, but not more than 10 consecutive days. If approved, school staff will prepare an Independent Study Agreement that will consist of an independent study workpacket. More information can be found on the Educational Services Department tab on the district's website at www.greenfield.k12.ca.us. [EC 51747]

Individualized Instruction

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

Pregnant or Parenting Students

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

INSTRUCTION AND CURRICULUM

■ District Courses

Annually the district prepares a standards-based instructional pacing guide that contains curriculum, course

titles, aims, and descriptions. The guide is available at each school site and may be reproduced at cost. Parents/Guardians have the right to review all course material. [EC 49091.14, 51101; PPRA; ne]

Our library has a rich collection of books. Each library is equipped with a balance of fiction and non-fiction books in a multitude of genres. Our program has been enriched by Media Clerks at each school site. Each Media Clerk has a designated makerspace in the library. Students are encouraged to gather to create, invent, tinker, explore, and discover using a variety of tools and materials.

School Counselors

School Counselors are trained educators possessing a valid teacher credential with a specialization in pupil personnel services. As specialists in child and adolescent development, School Counselors coordinate the objectives, strategies, and activities of a comprehensive counseling program, and they serve as representatives on district and/or school guidance teams such as School Attendance Review Boards. Counselors help students in grades 7-12 prepare for college or career planning. They guide students through all the steps including information about financial aid, academic requirements, and careers. Most counselors are available by appointment and will meet with students and their families. [EC 48980, 49600, 51229]

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

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

■ California State Academic Standards

Each district in California decides how they will teach and what resources they will use. More information can be found at www.cde.ca.gov/re/cc/ or www.corestandards.org. California launched a computer-based student testing system that ties to the standards for English Language Arts, mathematics, and science called the California Assessment of Student Performance and Progress (CAASPP). The new tests include the Smarter Balanced Assessment Consortium Assessments, California Science Tests (CAST), California Alternate Assessments (CAA), and Standards-based Tests in Spanish (STS) for Reading/Language Arts. Every Spring, California students in grades 3 through 8 and grade 11 participate in the Smarter Balanced Testing. Parents can exempt their child(ren) from CAASPP testing by submitting a

letter in writing annually. More information about the CAASPP can be found at www.cde.ca.gov/ta/tg/ca/. [EC 60119, 60604.5, 60615; ne]

English Learners are evaluated with the English Language Proficiency Assessments for California (ELPAC) and to identify and measure their progress in English Language proficiency. Students in grades 5, 7, and 9 also participate in Physical Fitness Testing (PFT).

■ LCFF and LCAP

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

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

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

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

Language Learning Program

The district offers a Structured English Immersion language learning program; where nearly all classroom instruction is in English. [EC 306, 310(b)(2)]

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

Homeless, migratory, foster, military family, juvenile court youth, or youth participating in a newcomer program have special rights related to graduation and partial high school credits. They have the right to an adult to help make educational decisions. Foster and homeless youth also have special rights associated with college funding, and certain considerations in school discipline. The District Uniform

Complaint Procedure may be used to file a complaint. [EC 48645.3, 48645.5, 51225.1-51225.3, 56055; 5 CCR 4622; WIC 361, 726]

■ Curriculum and Personal Beliefs

Whenever any part of the instruction in comprehensive sexual health, sexual abuse, or human trafficking prevention education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. No student shall be penalized, sanctioned, or disciplined for such an excuse, and shall have an alternative education activity available. [EC 51240, 51938, 51950]

Family Life, Human Development, and Sexual Health Education

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

Tests/Surveys on Personal Beliefs

You and/or your child(ren) over 18 will be notified before administration of any confidential test, questionnaire, or survey containing questions about your child's, or your personal beliefs, political practices, mental health, anti-social, illegal, self-incriminating, demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility for receiving financial assistance), sex, family life, morality, or religion. You will be asked for written permission except for exempt surveys (in grades 7-12) that are part of sexual health programs or State surveys. Parents may opt their child(ren) out of all surveys, without penalty, including those seeking information to be used in marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to surveys and personal information. Notice will be sent to

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

parents prior to such test or survey. If you believe your rights have been violated, you may file a complaint with the Family Policy Compliance Office at U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920. [EC 51513, 51938, 60614; 60615; PPRA; 34 CFR 98; ESEA]

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]

SCHOOL RECORDS AND STUDENT ACHIEVEMENT

■ Pupil Records

Parents, guardians, foster parents, certain caregivers, and students over 18 have the right to review, get copies, and inspect school records within five business days of a written or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained. Student records are provided to schools where student transfers or wants to enroll. In some instances information about your child may be released to District staff, foster agencies, short-term residential treatment programs, after school programs, summer camps, lawyers, law enforcement, state researchers, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects.

The records include transcripts, discipline letters, commendations, attendance, health information, and test scores. The records are maintained at the school site by office staff. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. District policy or administrative regulation 5125 sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for ten cents (10¢) per page. If you cannot afford the cost of copies, they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You can challenge the records if you think there is an inaccuracy, unsubstantiated

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

For a smoother transition, through a relationship established with the Department of Defense and the California Department of Education, the District has established guidelines for transferring credits of students of military families. [EC 51250]

Student Data from Social Media Websites

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

■ Regulations Regarding Pupil Achievement

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort. [EC 49067]

■ Teacher Qualifications

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

■ Release of Directory Information

The law allows schools to release "directory information" to certain persons or organizations including military recruiters. Directory information includes student's name, address, telephone number, email address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended. You may have the district withhold any of this information by submitting a

request in writing. Written notification received after the date specified will be honored, but the student's information may have been released in the interim. In the case of students with exceptional needs or who are homeless, no material can be released without parent or guardian consent. [EC 49061(c), 49070, 49073(c), 56515; FERPA; ESEA]

■ School Safety Plan

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

Facilities, Safety, or Transportation

Please address questions or concerns regarding school facilities, safety or transportation to your school's principal.

Specific further procedures regarding informal and formal complaints about student matters, instructional matters and materials, school personnel, or special education are contained in the following Board Policies.

Disaster Plan

Our primary concern during a disaster is the safety of the students. Students participate in fire and earthquake drills that are held on alternate months. The children are taught the proper procedures for taking cover, orderly evacuation of the building and other safety precautions.

Greenfield Union School District schools have an emergency plan that is revised and reviewed with the staff each year. It covers such contingencies as bomb threats, explosions, earthquakes and other disasters. Students will participate in Alert, Lockdown, Inform, Counter, Evacuate (ALICE) drills, fire drills, lock-down drills, and earthquake drills.

Greenfield students will remain at school in times of emergency. Emergency food and water are stored on site. We would relocate the children to a safer facility only if the school itself becomes hazardous for them.

In the event of a disaster, we will maintain battery-operated radio contact with the GUSD office. The district office will in turn notify local radio stations of school closure, relocation of students or other relevant information. Parents should get their news from these sources rather than calling the school or district offices, since telephone lines should be kept clear during any emergency.

STUDENT SERVICES

■ Student Meal Program

Meals are provided to all students at no cost. To continue this program, we request that every family in the district

complete a free or reduced meal application and return it to the school, even if you feel you do not qualify. This form helps the district secure funding. Applications are available online, at your school site office, and at the district office. [EC 49510-49520, 49558; 42 USC 1761(a)]

A lunch menu is posted each month in each cafeteria and also posted on our district website.

Food & Drink Policies

Parents please help us to enforce the following rules:

- Glass; Please do not send food or drinks in glass.
- Candy, soda, and gum are not allowed on campus.
- No homemade treats are allowed.

Students should leave hot Cheetos, chips, energy drinks, Gatorade, soda, caffeinated beverages, and sugary drinks at home.

All students are expected to do the following:

1. Treat everyone with respect.
2. Pick up all trash and put it in the proper container.
3. No food fights or throwing anything.
4. Keep all food and drinks in the designated eating area in the quad and cafeteria.

No Lunch Drop Off

Parents please help us by preparing your son or daughters lunch before they leave the house. We no longer want parents to drop off lunches during class time so that we can prevent class time disruptions.

Birthday treats are not allowed.

■ Student Use of Technology

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

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

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

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants,

paggers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

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

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

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

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

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

Internet Safety

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

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

Harmful matter includes matter, taken as a whole, which

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

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

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

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. [BP 6163.4 June 2016; EC 49073.6, 51006, 51007, 60044; PC 313, 502, 632, 653.2; 15 USC 6501-6506; 20 USC 6751-6777; 47 USC 254; 16 CFR 312.1-312.12; 47 CFR 54.52]

■ School Accountability Report Card

The School Accountability Report Card is available on request, and is available annually by February 1st on the Internet at www.greenfield.k12.ca.us. It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [EC 33126, 32286, 35256, 35258, 51101]

■ Services to Students with Disabilities

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

The district wants to locate, identify and assess all children

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

Referral to Individualized Educational Program

Children who experience difficulties in school can be referred to the school for further testing. After a referral is made and parents' written permission is obtained, the team will assess the child's educational needs using a variety of tests and observations.

A Student Success Team (SST) is a problem solving and coordinating structure that assists students, families and teachers to seek positive solutions for maximizing student potential and student success. The SST focuses in-depth on one student at a time, and invites the parent and student to participate in finding solutions.

The IEP Team consists of the Principal, Psychologist, Classroom Teacher, Special Education Teacher, Speech Therapist, Occupational therapist, Nurse, and Parent(s)/Guardian(s). The team then meets to consider and discuss all the information and determine methods of meeting the child's special needs if the students qualify. Possible recommendations include modification of classroom instruction, extra help by the Resource Specialist, Counseling, Speech and Language Therapy, special class placement, or combinations of these and other related services.

Throughout the process, we keep parents informed, totally involved, and we secure their permission for all steps.

■ Pupil Fees

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

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

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

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

Exceptions – When fees may be required: By law, there are exceptions to the prohibition against charging of fees or deposits. These exceptions include, but are not limited to, transportation to non-essential activities, non-essential events where attendance is optional (such as a school dance), food

served to students, damage to district provided materials such as textbooks, cost of community service classes, and fingerprinting. Money may also be collected for material used for projects that a student will be taking home, such as, material used in a career class like woodshop or sewing. The Uniform Complaint Procedure can be used regarding pupil fee compliance. A complaint may be filed with the school principal and may be filed anonymously.

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

STUDENT HEALTH

In order to decrease exposure to illness and to promote a healthier classroom environment, please review the following guidelines.

Use common sense:

- Don't send your child to school with an illness that could spread.
- Don't send your child if he/she would be miserable all day or would distract the other children.
- Have "just in case" care arrangements for your child in the event you are unable to stay home with a sick child.

Keep your child at home if he/she:

- Has a temperature of 100°F or more. Your child should remain at home in bed for the day and should be fever free for 24 hours before returning to school. Many children will have no fever in the morning, only to have it return later in the day.
- Has been diagnosed with a strep infection. Your child should be on antibiotics for 24 hours before returning the school.
- Has a sore throat, especially with fever or swollen glands in the neck.
- Has vomited during the night and into the morning.
- Has a persistent cough, chest congestion, or discolored nasal discharge.
- Has persistent diarrhea during the night and into the morning.
- Has a red eye with thick purulent drainage or discharge that has crusted over during sleep. Your child may return to school after the eye is clear, or 24 hours after starting medical treatment, or with written permission from the doctor.
- Has a body rash that you cannot identify, or that is accompanied by a fever.
- Has head lice. Treat with lice removal products and remove all nits before returning to school. Child must be examined by health office personnel upon return. See "Head Lice" on page 15 for more information.

Please call the Health Aides Office at your school if you have any questions.

Illness At School

Should your child become ill at school and need to go home, you will be notified by the office personnel. If we are unable to reach you, the person designated on your emergency card will be contacted. Students that are sick and need to go home due to being sick may not walk home alone. Students need to be picked up by an adult.

■ Emergency Card

The school must have a current emergency card for each student. Please notify the school office manager of any changes in address, home, work, and emergency telephone numbers.

■ Student Wellness

The Greenfield Union School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish connections between health education and school meal programs.

Physical Wellness

There is a link between student wellness and learning. Greenfield USD is working to provide a comprehensive program promoting healthy eating and physical activity for all of our students. The District gets feedback from food service personnel, school administrators, school nurses, parents, students, P.E. teachers, the Wellness Committee, and the broader community. We monitor measures that include nutritional content of meals, how many students participate in the meal program, and sales of non-nutritious foods outside the District's meal program. Outside treats that do not meet nutritional guidelines are not allowed at classroom parties.

If you are interested, the full policy is available at the school office. Talk with your principal you are interested in being part of the wellness committee on your campus.

District Support Staff

Our School Nurse performs health assessments, vision and hearing screening, health instruction, first aid and counseling for health problems. She is available to help teachers with nutrition, health instruction, and counseling for health problems. She is on each campus one day per week. We also have a health aide at each site to whom you can forward any questions and concerns.

Our Psychologists perform psychological testing, counseling for students, and consultations with school

staff members and parents. The Psychologists are essential members of the School SST/IEP Team.

Our Speech and Language Specialist provides direct small group or individual instruction to correct speech and language difficulties. The specialist screens all children in kindergarten to second grade, children new to our district, and children referred to him.

■ Immunizations

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

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

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

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

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

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

■ Physical Examinations

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

In the event of an emergency or illness at school, it is essential that we are able to reach you quickly.

PLEASE KEEP YOUR EMERGENCY CARD UP TO DATE.

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

Monterey County Health Dept.
1615 Bunker Hill Way, Suite 190, Salinas, CA 93906
(831) 755-4960

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

Kindergarten and/or First Grade Oral Health Assessment

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

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

Vision, Hearing, and Scoliosis Screening

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

Head Lice

Children found with live lice will be sent home with the parents for treatment. When two or more students in any class have been identified as having a head lice infestation, all students in the class shall be examined. In consultation with the school nurse, the principal may also send information about head lice home to all parents/guardians of the students in that class. Because no disease process is associated with head lice, data does not support school exclusion for remaining nits after appropriate lice treatment, although monitoring for signs of re-infestation is appropriate. The school nurse, as student advocate and nursing expert, should be included in the implementation and evaluation of vector control problems for the school setting. The school nurse

retains an important role in educating all constituencies about head lice, and dispelling myths and stigmas regarding lice infestation. Staff shall make every effort to maintain the privacy of students identified as having head lice and excluded for treatment. [BP 5141.33 February 2009; EC 48210-48216, 49451]

■ Medication at School

Children may take medication, which is prescribed by a physician, received in its original container, and can get help from school personnel during the school day. If your child needs to take medication (prescription or non-prescription) at school, please observe the following procedures:

1. Annually submit a medication consent form (available in the office) completed by the physician and the parent. On the form the physician must detail the medication name, method, amount, and time schedules by which the medication is to be taken.
2. Bring the medication in the original container to the office with your signed permission and specific instructions for administration.
3. In most cases, medication must be kept in the school office and administered by the school nurse or health aide. Children may carry and self-administer a blood glucose level test, diabetes care, inhaled asthma medication, and auto-injectable epinephrine if the medical consent form has been completed and submitted. This includes allowing a school staff member to volunteer to identify the need for, and administer glucagon, and epinephrine to a student. The form gives permission to the district representative to communicate with the health care provider, pharmacist and acknowledge understanding of how the medication will be administered. [EC 49414.7, 49423, 49480]
4. Except as listed above, children may not carry any medication on their person. This also includes "over the counter" nonprescription medications such as aspirin, vitamins, cough drops, nose drops, etc.

Each school determines if it will have staff trained in the use and storage of auto-injectable epinephrine. The District will have a supply of epi-pens at each school site. [EC 49414(d), 49414.7, 49423, 49480]

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

■ Sun Protection

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

■ Medical and Hospital Insurance for Students

The district DOES NOT provide insurance on individual students. However, you may purchase accident insurance through the district for medical and hospital services covering your child. The insurance provides coverage for your child

while on school grounds or in school buildings during the time your child is required to be there because of attendance during a regular school day of the district; or while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities. The school district assumes no liability for accidents to pupils at school. [EC 32221.5, 49472]

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

Enrollment in a Health Care Plan

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

School-Sponsored Athletics

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

■ Access to Mental Health Services

School-based mental health services help address barriers to learning and provide appropriate student and family support in a safe and supportive environment. Reaching out for mental health services is simple; contact your school counselor, nurse, health aide, principal, or the district office. In the community a good place to start may be to dial 211 for referrals in your area or call Monterey Co. Behavioral Health Services at (831) 755-4500. If you are in crisis contact this number or dial 911. [EC 49428]

■ Drug, Alcohol, and Tobacco Prevention

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises or as a part of any District activity is strictly prohibited. "Tobacco product" is defined as (i) any product made or derived from tobacco or nicotine that is intended for human consumption, regardless of how consumed; (ii) an electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device (commonly known as "e-cigarettes"); or (iii) any

component, part or accessory of a tobacco product. Except for members of the military, possession of tobacco by those under 21 is illegal and can lead to a \$75 fine or 30 hours of community service. It is illegal to possess synthetic marijuana. The District has adopted no smoking policies that are not part of the TUPE program. The District has adopted a policy banning electronic-cigarettes (e-cigarettes) and other vapor delivery devices. [EC 48900, 48901; HSC 11357.5, 11375.5; BPC 22950.5(c); PC 308; BP 3513.3]

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

Marijuana (Cannabis)

A student who unlawfully possessed, used, sold, otherwise furnished, or was under the influence of cannabis is subject to expulsion. Any person 18 or older who possesses, sells, dispenses, distributes, furnishes, administers, gives; or offers to sell, dispense, distribute, furnish, administer, or give; or possesses for sale any, concentrated cannabis, synthetic cannabinoid compound, or any synthetic cannabinoid derivative, to any person, can be imprisoned in a county jail not exceeding six (6) months, or by a fine not exceeding \$1,000, or by both. Any person 18 or older possessing marijuana on district property during the school day, depending on the amount and number of offenses, can face consequences including \$250 to \$500 fine and imprisonment for ten (10) days. Any person younger than 18 possessing marijuana, depending on amount and number of offenses, faces up to forty (40) hours of community service, ten (10) hours of drug education, sixty (60) hours of counseling. [EC 48900; HSC 11357, 11357.5]

Steroid Use Prevention

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]

■ Meningitis

Meningococcal disease or Meningitis can be a life threatening infection that can be treated, but cannot always be cured. Routine vaccinations are recommended for 11-12 years olds, students entering high school and students living in college dorms. For more information please visit the California Department of Public Health website or go to www.cdph.ca.gov/HealthInfo/discond/Pages/MeningococcalDisease.aspx [HSC 120395-120399]

■ Fluoride Treatments

Children are eligible for fluoride treatments through a program organized by the county health officer. Parents will get a record that the treatment was applied. The county health officer will determine how to pay for the program. Parents or a student 18 years old or more have the right to refuse this program using the form provided by the school district. This program is not meant to replace regular professional dental care. [HSC 104855]

■ Confidential Medical Services

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

STUDENT BEHAVIOR AND CAMPUS SAFETY

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

■ Safety, Responsibility, and Cooperation

We expect our students to be polite and cooperative, to play safely, and to attend seriously to their school work.

Our goals in discipline are to establish safe, comfortable and productive classroom and school climates, and to enable and encourage students to develop responsibility, good self-concept, independence and self-reliance.

District and school site staff employs Positive Behavioral Interventions & Supports (PBIS) both to recognize and reinforce positive student behavior. All of our school personnel will make every effort to discipline in a positive, consistent manner and to use logical consequences for students' behavior. Students with chronic or serious misbehavior will be referred to the Principal.

Specific rules and standards are explained to all students at the beginning of the school year. Each classroom teacher also explains his/her particular rules and expectations to the students.

Consequences of Misbehavior Include:

- warning (name on board, verbal comment, etc.)
- removal from activity or from classroom
- loss of appropriate privileges
- referral to principal
- restitution of property
- telephone call to parents
- detention
- Saturday school
- suspension from school

We will involve parents in the discipline process whenever necessary by means of a phone call, a note, or a discipline referral from the principal.

■ School Rules

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

Capsulized General School Rules

Every student should know these 9 basic rules:

1. All students will show courtesy and respect for all children and adults.
2. All students will follow directions.
3. All students will keep their hands, feet, and objects to themselves.
4. All students will follow lunchroom and lunch grass rules.
5. All students will follow playground rules and authority of playground supervisors.
6. All students will refrain from name calling, teasing, bullying, threatening, and swearing.
7. All students will refrain from taking or damaging the property of others or the school.
8. All students will stay on campus unless given permission by the principal or designee to leave.
9. All students will follow bicycle rules and refrain from using skateboards at all times.

Playground Rules

1. Use the asphalt playground and the big field at recess and noon. Stay out of the patios and halls.
2. Do not play in the bathrooms. Keep them clean. No adults are allowed to use student bathrooms.
3. Use the playground equipment as it is meant to be used.
4. Thirty swings (front/back count one) is a turn on the swings. No count backs.
5. Play games that are safe and show concern for others. Rough play such as wrestling, tackling, pushing, tripping, piling on, etc. are not permitted.
6. Go around games in progress.
7. Bounce balls against the handball walls. Bouncing the ball against building walls is not permitted.
8. No fronts, backs or holding places in line. If you leave, you lose your place.
9. Play games by the rules. Play fair and be a good sport. If there are lots of ways to play a game, agree on the rules before the game starts. The first person in line is the judge and, if s/he does not see a play it is taken over.
10. Allow everyone to play a game. Close a game only when an appropriate number of players are participating: for example, five on a basketball team.

11. Once a game has been started, it cannot be stopped unless the bell rings or everyone agrees.
12. Return all balls, ropes, etc. to the appropriate place.
13. Respect the homes that border our playground. Do not climb over the fences to get balls for any reason. The balls will be returned later.
14. Solve as many problems as you can by yourself. If someone is bothering you, tell him/her quietly and directly that you would like him/her to stop.

If no rule applies, make wise choices. Use common sense and safety considerations.

Lunch Rules

1. The good manners you use at home are the same manners you should use at school.
2. Be respectful and courteous and follow the directions of the noon supervisors and cafeteria supervisors.
3. Walk to and from lunch. Remember to line up for hot lunch in alphabetical order by classroom.
4. Quiet conversation is enjoyable during lunch; shouting is not acceptable.
5. Pick up your papers and trash.
6. Empty trays into the trash can, put silverware in the container and stack your tray neatly in the kitchen window.

Bicycle Rules

1. Students must dismount when they reach the school grounds and proceed directly to the bike racks.
2. Students must lock their bicycles.
3. Students must walk their bicycles from the racks to the street.
4. The bicycle racks are strictly off-limits except for arrivals and departures.
5. Students are expected to adhere to the bicycle rules and regulations specified in the Vehicle Code of the State of California.
6. Bicycle riding in the hallways, patios, or parking lots is dangerous and strictly forbidden.
7. The school does not assume responsibility for bicycle theft or damage.

Skateboards: Students that ride skateboards to school must store them in the office upon arrival. Skateboarding on school grounds is not allowed at any time.

Motor Vehicles: It is against the law to ride motor vehicles of all types on school grounds. Violations of this law will be reported to the sheriff.

Please be sure that your children know and understand these rules.

Students who choose not to follow school rules will be disciplined. There will be suspension for a serious infraction. For further clarification or infractions leading to suspension,

please refer to the guidelines in the district packet distributed to parents the first week of school or upon enrollment.

Animals on Campus

Please be sure dogs are secure at home. For safety reasons, animals are not permitted on school grounds and if we cannot locate the owner quickly, we will call Animal Control agencies.

■ Dress and Grooming

District-wide Dress Standards

Dress for Success – Students should come dressed to learn. Students who look and feel their best will do their best. GUSD reserves the right to ban certain colors and/or styles of clothing. Red clothing and red accessories are not permitted. Clothing that disrupts the educational process is not allowed. Confiscated items will be returned to parents. Please help the school support your student and the academic culture by having your student come to school well-rested, dressed for success, prepared, and ready to learn.

We expect our students to wear comfortable, clean and appropriate school clothing. Gang-related apparel is Not Acceptable.

Education Code 35294: The principal and staff shall define “gang-related apparel” and shall limit this definition to apparel that reasonably could be determined to threaten the health, safety, or welfare of the student or the school environment if it were worn or displayed on a school campus. Clothes shall provide sufficient coverage to conceal undergarments at all times. Shirts and pants will be provided for students not following dress code. The principal and staff may revise the dress code at any time deemed appropriate, depending on changes in style, gang affiliation, need, etc.

Colors: The color red may have gang-related connotations.

Therefore, to maintain a safe, gang free academic environment, no shades of red clothing or adornments are to be worn. Administration will use discretion when questionable cases arise.

Shoes: Closed-toed shoes must be worn at all times. No flip-flops, open-toed shoes, sandals, slippers, or steel-toed shoes are allowed. No red shoes or red shoe laces will be allowed. Parents will be notified to provide replacements.

Jackets/Coats/Sweatshirts: Students may wear jackets, coats or sweatshirts of any color except solid red. These items shall be free from sports and gang-related insignias.

Pants: No ripped jeans/pants, torn jeans/pants, shredded jeans/pants, sweats, pants with holes in them, pajamas, or P.E. uniforms may be worn in classes. Leggings and tights do not take the place of pants. Oversized, baggy, saggy pants are not allowed. Pants must fit and be worn at the natural waist and must cover all undergarments. Pants should not be long enough to be stepped on. No sagging, low hip-hugger pants, or low cut pants that reveal skin are allowed.

Shorts/Skirts/Dresses: Shorts, skirts or dresses must not be shorter than the length of the student's fingers extended at the side. Basketball shorts, athletic shorts, swim trunks, or shorts without a hem are not allowed.

Shirts/Blouses: Clothes must conceal undergarments at all times. Low cut necklines which expose cleavage or chests are not allowed. Clothing that reveals midribs or bare the lower back region is not allowed. See-through or fishnet, tank tops, halter tops, tube tops, strapless blouses, spaghetti straps, off-the shoulder, low-cut tops and bare midribs are prohibited. Sport jerseys are not permitted unless they are the sport jersey of Vista Verde Middle School.

Backpacks: Solid red backpacks are not allowed. Backpacks with sports logos, gang logos, or gang graffiti or that contain written profanity are not permitted.

Consequences for Violation of Dress Code:

1st Offense: Student sent to the office to receive loaner clothing. Parents will be contacted if loaner clothing is unavailable.

2nd Offense: Referral to the office, clothing change, parent contact assigned.

3rd Offense: Referral to the office, clothing change, parent contact, after school detention

Continued Offenses: Further disciplinary action by administration. Continued disregard for the dress code may result in an in-school suspension for defiance of authority.

Referrals will be made to the office and appropriate action taken by the dean or vice principal. A student violation of this policy is deemed willfully defiant of the valid authority of the school administration. The Dress code policy may change as deemed appropriate by administration. The District Dress Code will be enforced by all staff.

■ **Cellphones, Pagers, Electronic Signaling Devices**

Districts may regulate the possession or use of any cellphone, pager or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district

Dress Code ALERT!



*NO Halter Tops
NO Low Cut Tops*



*NO Sagging Pants/
Shorts*



*Skirts and Shorts must
reach tip of extended fingers*



*Hats/Hoods shall
not be worn indoors*



*NO Tube Tops or
Off-the-Shoulder Tops*



*NO Midribs
Showing*



*NO Clothing that depicts
Alcohol, Tobacco, Violence,
Profanity or Innuendo*



*NO Ripped/Torn
Jeans*



*NO Spaghetti Straps. All
straps must 1½"*



*NO Pajamas or
Slippers*



*NO Tank Tops, Undershirts,
or Muscle Shirts*



*NO Sandals/Flip-
Flops*

Wear Clothing that provides coverage of Your Body — NO RED

employees. Use is allowed if essential to student's health as determined by a licensed physician or surgeon. [EC 48901.5]

Cellphones, pagers, or electronic signaling devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. [BP 5131 May 2012]

■ School Bus Passenger Safety Rules

School bus passengers' behavior can directly affect their safety and the safety of others, the following rules apply at all times, including after school trips.

The use of Video cameras or video recordings may be used at supervisor or designee discretion.

- All riders shall follow the instructions and directions of the bus

driver at all times.

- All riders should be courteous to driver and fellow passengers.
- Foul language is prohibited.
- All riders shall keep bus clean, eating food or drinks is not allowed on the bus. Riders shall not damage or deface the bus or tamper with bus equipment.
- No part of the body, hands, arms, and head should be put out of the window.
- No trash or objects are to be thrown out of bus windows.
- No animals are allowed on the bus without the permission of school principals.
- No Standing or walking while bus is in motion.
- Serious safety hazards can result from noise or behavior that is distractive to the bus driver. Loud talking, screaming or loud noises are prohibited.
- All passengers must always be alert of traffic when boarding and exiting the school bus.

The use of Video cameras or video recordings may be used at the supervisor or designee discretion.

The designee shall routinely review videotapes taken on school buses and shall document any evidence of student misconduct. If tapes are retained as part of an individual student disciplinary record it shall be maintained in accordance with the law and board policy governing the access, review and release of student records. Tapes retained as part of an expulsion record are non-privileged, disclosable public records pursuant to education code 48918.

Video tapes may be viewed by persons other than the superintendent or designee under the following conditions.

1. When student misconduct is revealed as a result of a school bus videotape or reported to the Superintendent or designee by a student, staff member or parent/guardian.

Students involved in the incident and their parents/guardians may ask the Superintendent or designee for an opportunity to view the videotape.

- a. Requests for viewing must be made within five school days of receiving notice.
 - b. A viewing shall be provided or denied within five days of the request.
 - c. Viewing will be limited to those frames containing the incident of misconduct.
2. Bus drivers and school administrators may ask to view a videotape in order to observe specific problem and work toward its solution.
 3. Viewing shall occur only at a school-related site and in the presence of the designee.
 4. All persons who view a tape shall be identified in a written log.

Any concerns can be directed to the Transportation Department (831) 674-2840.

■ Safe Place to Learn

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

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer(s) listed on page 24 for assistance. [EC 200, 220, 234, 234.1, 234.5, 51101, 66250, 66260.6, 66270; PC 422.55, 422.6; 5 CCR 4900; BP 5145.3 June 2016]

DISCIPLINE

■ Parent Responsibility

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not

returned. Parents' or guardians' liability may be as much as \$20,300 in damages and another maximum of \$11,200 as adjusted annually by the California Department of Education for payment of a reward, if any. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. Civil penalties may also be enforced with fines up to \$25,000. [EC 48900.1, 48904, 51101; CC 1714.1; GC 53069.5]

Vandalism

Graffiti and scratching glass or other material on someone else's property is now considered vandalism and those convicted face fines, imprisonment and the requirement to clean up the damage or perform community service. Parents/Guardians may be liable to pay fines as high as \$10,000 and be required to participate in the clean up. [PC 594]

■ Impersonation on the Internet

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

■ Alternatives to Suspension or Expulsion

The Superintendent or the Principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior. [EC 48900.5]

■ Grounds for Suspension or Expulsion

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

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

injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) “Electronic act” means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- (i) A message, text, sound, video, or image
- (ii) A post on a social network Internet Web site, including, but not limited to: (I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1); (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated; (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (iii) An act of cyber sexual bullying. (I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school

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

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy,

or otherwise absent from school activities. [EC 35291, 48900, 48910]

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

■ **Mandatory Suspension / Expulsion**

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

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

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

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

■ **Student Search**

The school principal or designee has the right to 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; ne]

■ **Release of Student to Peace Officer**

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

PROTECTIONS, COMPLAINTS AND PROCEDURES

The District is primarily responsible for compliance with local, state, and federal laws and regulations; has policies and procedures to address allegations of unlawful discrimination, harassment, intimidation, bullying, and complaints alleging violation of laws governing educational programs, activities, and pupil fees. Employees, students, parents or guardians, school and district advisory committee members, appropriate private school officials and other interested parties are advised of the district policies and how to file a complaint if they so desire.

■ **Nondiscrimination/Harassment**

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

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

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

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with

respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

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

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

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion for behavior that is so severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal. [BP 5145.3 June 2016; EC 200-262.4, 48900.3, 48900.4, 48904, 48907, 48950, 48985, 49020-49023, 51500, 51501, 60044; CC 1714.1; PC 422.55, 422.6; 5 CCR 432, 4600-4687, 4900-4965; 20 USC 1681-1688, 12101-12213; §504; Title VI; Title VII; Title IX; 42 USC 6101-6107; 28 CFR 35.107; 34 CFR 100.3, 104.7, 106.8, 106.9]

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

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

district program or activity that receives or benefits from state financial assistance.

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

Laura Cortez, Assistant Superintendent
493 El Camino Real, Greenfield, CA 93927
(831) 674-2840

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

District's Uniform Complaint Process

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

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

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint. The Superintendent and complainant may agree in writing to extend the timeline.
2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.
5. The compliance officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results, the complainant then has 15 days to appeal to the California Department of Education. The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
7. There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to, injunctions and restraining orders.

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

American Civil Liberties Act 504: Office of Civil Rights

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

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

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

General Education: this school district

Health and Safety/Child Development: Department of Social Services

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

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

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

Parents should use the District Uniform Complaint

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

Williams Settlement complaint procedure

A complaint form may be obtained, free of charge, at the school office, the district office, or downloaded from the district's Web site at www.greenfield.k12.ca.us, but the form need not be used to make a complaint. You may also download a copy of the California Department of Education complaint form from this Web site, www.cde.ca.gov/re/cp/uc. The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

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

■ Sexual Harassment

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

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by

another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

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

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

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

Disciplinary Actions

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

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

Record-Keeping

The Superintendent or designee shall maintain a record of

all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools. [BP 5145.7 June 2016; EC 200-262.4, 48900, 48900.2, 48904, 48980; CC 51.9, 1714.1; GC 12950.1; 5 CCR 4600-4687, 4900-4965; FERPA; 20 USC 1221, 1681-1688; 42 USC 1983; Title VI; Title VII; 34 CFR 106.1-106.71]

■ Further Information is Available

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

DISTRICT FACILITIES

■ Asbestos-Containing Material

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

■ Lead Poison Testing

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

■ Pesticide Use

The district is not planning to use any pesticide products at school facilities this school year. Should the District find that it does need to use any pesticide products, parents will receive identification of the products that includes the name, active ingredient(s), and date and location of application. Only fully certified pesticides can be used on school grounds. The identification includes the name and active ingredients. The school's Integrated Pest Management Plan (IPM) is updated by September 30 each year. The IPM, pesticide names and active ingredients, and application dates are, or will be posted on the school and/or district website at www.greenfield.k12.ca.us.

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

July • 2019 • Julio 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	October • 2019 • Octubre 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	January • 2020 • Enero 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	April • 2020 • Abril 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
August • 2019 • Agosto 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	November • 2019 • Noviembre 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	February • 2020 • Febrero 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	May • 2020 • Mayo 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
September • 2019 • Septiembre 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	December • 2019 • Diciembre 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	March • 2020 • Marzo 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	June • 2020 • Junio 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

Federal Holiday / Festiva Federal	Local Holiday / Festiva Local	Board Holiday / Festiva de la Mesa Directiva	Minimum Day / Día Mínimo
School Recess / Receso de Clases	Staff Development / Desarrollo del Personal	Dates to Note / Fechas a Recordar	Board Approved / Aprobado: 1/28/2018 Revised / Revisado: 7/01/2019

Important Dates

JULY	4 Independence Day
AUGUST	2, 5, 6 New Teacher Institute
	7 Staff Development (optional)
	8-9 Staff Development (mandatory)
	12 First Day School
	28 Back to School Night (Elementary)
SEPTEMBER	2 Labor Day
	4 Back to School Night (VVMS)
	23-27 Parent Conferences (All schools, minimum days)
NOVEMBER	11 Veteran's Day
	22 Minimum Day
	25-29 Thanksgiving Break
DECEMBER	13 Minimum Day
	16-31 Winter Break
JANUARY	1-3 Winter Break
	6-7 Staff Development (mandatory)
	20 Martin Luther King Day
FEBRUARY	10 Staff Development (mandatory)
	17 President's Day
	24-27 Parent Conferences (All schools, minimum days)
MARCH	11 Spring Open House (Elementary)
	18 Spring Open House (VVMS)
	30 Staff Development (mandatory)
APRIL	9 Minimum Day
	10 Cesar Chavez Day
	10-17 Spring Break
MAY	25 Memorial Day
JUNE	5 Last Day of School

Minimum Days - Every Wednesday, All Schools

Fechas Importante

JULIO	4 Día Independencia
AGOSTO	2, 5, 6 Instituya para Maestros Nuevos
	7 Desarrollo del Personal (opcional)
	8-9 Desarrollo del Personal (obligatorio)
	12 Primer Día de Escuela
	28 Noches de Regreso a Clases (Primarias)
SEPTIEMBRE	2 Día del Trabajadores
	4 Noches de Regreso a Clases (VVMS)
	23-27 Conferencias de Padres (todos las escuelas, días mínimos)
NOVIEMBRE	11 Día de los Veteranos
	22 Día Mínimo
	25-29 Receso de Acción de Gracias
DICIEMBRE	13 Día Mínimo
	16-31 Receso de Invierno
ENERO	1-3 Receso de Invierno
	6-7 Desarrollo del Personal (obligatorio)
	20 Día de Martin Luther King Jr.
FEBRERO	10 Desarrollo del Personal (obligatorio)
	17 Día de los Presidentes
	24-27 Conferencias de Padres (todos las escuelas, días mínimos)
MARZO	11 Casa Abierta de Primavera (Primarias)
	18 Casa Abierta de Primavera (VVMS)
	30 Desarrollo del Personal (obligatorio)
ABRIL	9 Día Mínimo
	10 Día de César Chávez
	10-17 Receso de Primavera
MAYO	25 Día de Conmemoración
JUNIO	5 Último Día de Clases

Días Minimos - Cada los Miércoles, Todos las Escuelas

QUARTER | CUARTO

	1	2	3	4
Progress reports Reportes de progreso:	September/Septiembre 12	November/Noviembre 15	February/Febrero 21	May/Mayo 5
Quarter ends Fin del cuarto:	October/Octubre 14	January/Enero 16	March/Marzo 24	June/Junio 5
Report Cards Calificaciones:	October/Octubre 21	January/Enero 24	April/Abril 1	June/Junio 5

DAILY SCHEDULE • Arroyo Seco Academy • HORARIO DIARIO

	<u>Instruction</u>		<u>Regular/Minimum Day • Día Regular/Mínimo</u>		<u>Dismissal • Despido</u>		
	<u>Line Up</u>	<u>Begins</u>	<u>Recess * Recreo *</u>	<u>Lunch * Almuerzo *</u>	<u>Regular Day</u>	<u>Minimum Day</u>	
Kindergarten	8:07 am	8:10 am	9:30 am – 9:45 am	11:00 am – 11:40 am	2:35 pm	1:25 pm	* Line up two (2) minutes before recess or lunch ends
Grade 1	8:07 am	8:10 am	9:30 am – 9:45 am	11:20 am – 12:00 pm	2:35 pm	1:25 pm	
Grade 2	8:07 am	8:10 am	9:30 am – 9:45 am	11:40 am – 12:20 pm	2:35 pm	1:25 pm	
Grade 3	8:07 am	8:10 am	9:45 am – 10:00 am	12:00 pm – 12:40 pm	2:35 pm	1:25 pm	
Grade 4	8:07 am	8:10 am	9:45 am – 10:00 am	12:25 pm – 1:05 pm	3:10 pm	1:25 pm	
Grade 5	8:07 am	8:10 am	10:00 am – 10:15 am	12:35 pm – 1:15 pm	3:10 pm	1:25 pm	
Grades 4-6 SDC	8:07 am	8:10 am	10:00 am – 10:15 am	12:35 pm – 1:15 pm	3:10 pm	1:25 pm	
Grade 6	8:07 am	8:10 am	10:00 am – 10:15 am	12:15 pm – 12:55 pm	3:10 pm	1:25 pm	

DAILY SCHEDULE • César Chávez Elementary • HORARIO DIARIO

Breakfast (optional) 7:30 am – 8:00 am (doors close at 8:00 am)

	<u>Instruction</u>		<u>Regular/Minimum Day • Día Regular/Mínimo</u>		<u>Dismissal • Despido</u>		
	<u>Line Up</u>	<u>Begins</u>	<u>Recess Recreo</u>	<u>Lunch Almuerzo</u>	<u>Regular Day</u>	<u>Minimum Day</u>	
Kindergarten	8:05 am	8:10 am	9:40 am – 9:55 am	11:00 am – 11:40 am	2:35 pm	1:25 pm *	* Wednesdays are minimum days * Miércoles son días mínimos
Grade 1	8:05 am	8:10 am	9:40 am – 9:55 am	11:25 am – 12:05 pm	2:35 pm	1:25 pm *	
Grades 2 & 3	8:05 am	8:10 am	9:40 am – 9:55 am	11:45 am – 12:25 pm	2:35 pm	1:25 pm *	
Grades K-3 SDC	8:05 am	8:10 am	10:00 am – 10:15 am	11:25 am – 12:05 pm	2:35 pm	1:25 pm *	
Grade 4	8:05 am	8:10 am	10:15 am – 10:30 am	12:00 pm – 12:40 pm	3:10 pm	1:25 pm *	
Grade 5	8:05 am	8:10 am	10:15 am – 10:30 am	12:15 pm – 12:55 pm	3:10 pm	1:25 pm *	
Grade 6	8:05 am	8:10 am	10:15 am – 10:30 am	12:30 pm – 1:10 pm	3:10 pm	1:25 pm *	
Grades 4-6 SDC	8:05 am	8:10 am	10:00 am – 10:15 am	11:25 am – 12:05 pm	3:10 pm	1:25 pm *	

DAILY SCHEDULE • Mary Chapa Academy • HORARIO DIARIO

	<u>Instruction</u>		<u>Regular/Minimum Day • Día Regular/Mínimo</u>		<u>Dismissal • Despido</u>		
	<u>Line Up</u>	<u>Begins</u>	<u>Recess * Recreo *</u>	<u>Lunch Almuerzo</u>	<u>Regular Day</u>	<u>Minimum Day</u>	
TK	8:05 am	8:10 am	9:30 am – 9:45 am	10:40 am – 11:20 am	2:35 pm	1:25 pm	* Wait to be released by a staff member for a.m. break on rainy days
Kindergarten	8:05 am	8:10 am	9:45 am – 10:00 am	10:40 am – 11:20 am	2:35 pm	1:25 pm	
Grades 1 & 2	8:05 am	8:10 am	9:45 am – 10:00 am	11:20 am – 12:00 pm	2:35 pm	1:25 pm	
Grade 3	8:05 am	8:10 am	10:00 am – 10:15 am	12:00 pm – 12:40 pm	2:35 pm	1:25 pm	
Grades K-3 SDC	8:05 am	8:10 am	9:45 am – 10:00 am	11:20 am – 12:00 pm	2:35 pm	1:25 pm	
Grade 4	8:05 am	8:10 am	10:00 am – 10:15 am	12:00 pm – 12:40 pm	3:10 pm	1:25 pm	
Grades 5 & 6	8:05 am	8:10 am	10:15 am – 10:30 am	12:40 pm – 1:20 pm	3:10 pm	1:25 pm	
Grades 4-6 SDC	8:05 am	8:10 am	10:00 am – 10:15 am	12:00 pm – 12:40 pm	3:10 pm	1:25 pm	

DAILY SCHEDULE • Oak Avenue Elementary • HORARIO DIARIO

	<u>Instruction</u>		<u>Regular/Minimum Day • Día Regular/Mínimo</u>		<u>Dismissal • Despido</u>		
	<u>Line Up</u>	<u>Begins</u>	<u>Recess * Recreo *</u>	<u>Lunch Almuerzo</u>	<u>Regular Day</u>	<u>Minimum Day</u>	
Kindergarten	8:07 am	8:10 am	9:45 am – 10:00 am	10:40 am – 11:20 am	2:35 pm	1:25 pm	* Wait to be released by a staff member for a.m. break on rainy days
Grade 1	8:07 am	8:10 am	10:00 am – 10:15 am	11:00 am – 11:40 am	2:35 pm	1:25 pm	
Grade 2	8:07 am	8:10 am	10:00 am – 10:15 am	11:20 am – 12:00 pm	2:35 pm	1:25 pm	
Grade 3	8:07 am	8:10 am	10:15 am – 10:30 am	11:40 am – 12:20 pm	2:35 pm	1:25 pm	
Grade 4	8:07 am	8:10 am	10:15 am – 10:30 am	12:20 pm – 1:00 pm	3:10 pm	1:25 pm	
Grade 5	8:07 am	8:10 am	10:30 am – 10:45 am	12:40 pm – 1:20 pm	3:10 pm	1:25 pm	
Grades 4-6 SDC	8:07 am	8:10 am	10:30 am – 10:45 am	12:00 pm – 12:40 pm	3:10 pm	1:25 pm	
Grade 6	8:07 am	8:10 am	10:30 am – 10:45 am	12:00 pm – 12:40 pm	3:10 pm	1:25 pm	

DAILY SCHEDULES • Vista Verde Middle School • HORARIO DIARIO

Grade 7			Grade 8		
<u>Regular Day Día Regular</u>		<u>Minimum Day Día Mínimo</u>	<u>Regular Day Día Regular</u>		<u>Minimum Day Día Mínimo</u>
Breakfast	7:30 am – 7:55 am	7:30 am – 7:55 am	Breakfast	7:30 am – 7:55 am	7:30 am – 7:55 am
Period 1	8:00 am – 8:45 am	8:00 am – 8:37 am	Period 1	8:00 am – 8:45 am	8:00 am – 8:37 am
Period 2	8:48 am – 9:38 am	8:40 am – 9:17 am	Period 2	8:48 am – 9:38 am	8:40 am – 9:17 am
Break	9:38 am – 9:48 am	9:17 am – 9:27 am	Break	9:38 am – 9:48 am	9:17 am – 9:27 am
Period 3	9:51 am – 10:36 am	9:30 am – 10:07 am	Period 3	9:51 am – 10:36 am	9:30 am – 10:07 am
Academic Support	10:39 am – 11:06 am	None on minimum day	Academic Support	10:39 am – 11:06 am	None on minimum day
Period 4	11:09 am – 11:54 am	10:10 am – 10:47 am	Period 4	11:09 am – 11:54 am	10:10 am – 10:47 am
Lunch 5	11:54 am – 12:34 pm	10:47 am – 11:27 am	Period 5	11:57 am – 12:42 pm	10:50 am – 11:27 am
Period 6	12:37 pm – 1:22 pm	11:30 am – 12:07 pm	Lunch 6	12:42 pm – 1:22 pm	11:27 am – 12:07 pm
Period 7	1:25 pm – 2:10 pm	12:10 pm – 12:47 pm	Period 7	1:25 pm – 2:10 pm	12:10 pm – 12:47 pm
Period 8	2:13 pm – 2:58 pm	12:50 pm – 1:27 pm	Period 8	2:13 pm – 2:58 pm	12:50 pm – 1:27 pm