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Calaveras Unified School District

Student and Parent Information Packet



2009-2010 School Year

**District Administrative Offices
3304-B Highway 12
San Andreas, CA 95249
209-754-2300 FAX 209-754-5361
Internet: www.calaveras.k12.ca.us**

Please remember to sign the appropriate places on the enclosed Parent/Guardian Acknowledgment and Consent Form and return it to your child's school

CALAVERAS UNIFIED SCHOOL DISTRICT 2009-2010 Back to School Information

All CUSD Schools-Classes Begin Monday, July 27, 2008

**Calaveras High School
Calaveras Transition-Community Day
Gold Strike High School
Jenny Lind Elementary
Jenny Lind Alternative High School
Mokelumne Hill Elementary
Rail Road Flat Elementary
San Andreas Elementary
Toyon Middle School
Valley Springs Elementary
West Point Elementary
West Point Alternative High School**

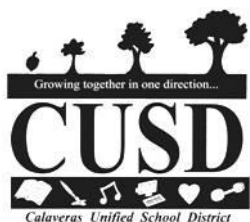
**Please visit Calaveras Unified School District's web page
where you will have access to:**

**District calendars
Announcements
Board meeting agendas and minutes
School Accountability Report Cards
School site web pages
Links to legislation and the California Department of Education
CUSD departments
Job postings
Links to web sites for kids and parents**

OUR INTERNET ADDRESS IS: <http://www.calaveras.k.12.ca.us>

CALAVERAS UNIFIED SCHOOL DISTRICT
2009-2010 STUDENT & PARENT INFORMATION PACKET
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Calaveras Unified School District

3304 Highway 12, Bldg. B
P.O. Box 788
San Andreas, CA 95249
(209) 754-2300
www.calaveras.k12.ca.us

Superintendent's Office

July 1, 2009

Dear Parents/Guardians:

Each school district is required annually by Education Code 48980 to notify parents and guardians of their rights, responsibilities and obligations regarding the education of their children. Over the years the California Legislature has passed a number of laws requiring parent notification about various aspects of public schools. Those legal mandates are included. We provide the following information in this back-to-school information packet:

1. Please take a moment to read the enclosed Notice to Parents - Rights and Responsibilities. After you have done so, ***please sign and return the enclosed Parent Acknowledgement and Consent Form to your student's school*** indicating that you have received and reviewed this information. If you have specific questions concerning any of the code sections or district policies, please contact your school principal.
2. A copy of the district Special Pupil Medication form is provided for your convenience. Additional copies of this form are available at the school office.
3. The Parental Rights/Objection Form regarding physical examinations; excuse from vision, hearing, and/or scoliosis screening.
4. Information is provided concerning the district's commitment to nondiscrimination and equal opportunity for all students, as well as a letter regarding student dress and grooming (Board Policy 5132, Student Dress and Grooming, and Board Policy/Administrative Regulation 5136, Gangs, are attached).
5. Emergency Early Dismissal information is provided explaining procedures the district will follow on severe weather days or in the event of emergency.
6. Information is enclosed concerning school attendance alternatives available.
7. 2009/2010 Voluntary Student and Athletic Accident Insurance information is included. Insurance coverage is available through the Student Insurance Company (brochure enclosed).
8. The 2009/2010 Calaveras Unified School District Calendar is enclosed. All scheduled minimum days for the 2009/2010 school year are reflected on this calendar. If any minimum days are added to this calendar, notification will be provided to parents not less than one month prior to the scheduled date.
9. Information from the Calaveras Schools Food Service, explaining the food service program offered to students. An application for free and reduced priced meals, along with eligibility guidelines is enclosed (this information is also available in Spanish). (These items are enclosed in a separate envelope)
10. Student Use of Technology Board Policy, Administrative Regulation, and the Student Use of Electronic Resources Agreement signature page are attached.
11. State school attendance accounting procedures.
12. Information is provided regarding the District's School-Age Care Program.
13. High School Exit Exam information and testing dates.
14. Notification of the name and active ingredients of all pesticide products expected to be used at District schools.

If you have questions concerning any of the district policies or procedures, please discuss them with your school principal or call the District Office at 754-2300.

Mark Campbell
Superintendent

CALAVERAS UNIFIED SCHOOL DISTRICT

NOTICE TO PARENTS - RIGHTS AND RESPONSIBILITIES

Mark Campbell, Superintendent
JULY 2009

The California Education Code (Section 48980) requires school districts annually to notify parents and guardians of their rights and responsibilities with regard to the following areas:

Ed Code 221.5: Sex Equity in Education Act

Elementary and high schools shall offer classes and courses to pupils without regard to the sex of the student and shall provide counseling in career, vocational or higher education opportunities without regard for the sex of the student counseled, if such counseling or school program guidance is provided. Notification of parents or guardians of the pupil shall be given in advance to encourage their participation in such counseling sessions and decisions.

Ed. Code 231.5: Educational Institutions; Written Policy on Sexual Harassment

The district's policy prohibiting sexual harassment is attached to this notice as if set forth fully herein. (See Board Policy 5145.7, attached)

Ed. Code Sec 310: Parental Exceptions

Parents or legal guardians of students who are placed in a structured English immersion program may waive the requirements of Ed Code Section 305 with written informed consent.

Ed. Code Sec 32255: Pupils' Rights to Refrain from the Harmful or Destructive Use of Animals

A pupil's moral objection to dissection or otherwise harming or destroying animals must be substantiated by a note from the pupil's parent or guardian. Each teacher whose instruction utilizes live or dead animals must also notify pupils of their right to refrain from such activity.

Ed. Code Sec. 32390: Fingerprinting Program

The governing board of any school district may offer a Fingerprint

Program for all children enrolled in Kindergarten or newly enrolled in that District. Each parent or guardian shall be informed of the school fingerprinting program when he or she first enrolls the child in the public schools. At that time, the parent or guardian shall declare, in writing, whether or not he/she consents to the program. If the parent or guardian does consent, he/she shall pay the applicable fee.

Ed. Code Sec 35256: School Accountability Report Card

The governing board shall annually issue a School Accountability Report Card for each school in the district, publicize such reports, post them on the District's website, and provide parents or guardians with a copy upon request.

Ed. Code Sec 35291: District Rules Regarding Student Discipline

The governing board of each school district maintaining grades one through twelve shall notify the parents or guardians of the availability of rules regarding student discipline.

Ed. Code 39831.5: School Bus Rider Rules & Information

All pupils who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. Upon registration, parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in grades prekindergarten, kindergarten, and grades 1 to 6 inclusive, shall be provided with written information on school bus safety.

Ed. Code Sec. 46010.1/AB 1541: Absence for Confidential Medical Purposes Requires school districts to notify the parents and/or guardians of all pupils in grades 7

to 12 that these pupils may be excused from school for the purpose of obtaining confidential medical services without the consent of pupil's parent/guardian.

Ed. Code Sec 46014: Absence for Religious Purposes

Pupils, with written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or receive moral or religious instruction for four or fewer days per month, provided the pupil attends school at least the minimum day for his grade.

Ed. Code Sec. 48204(f): Compliance with Residency Requirements; Parent or Guardian Employment

An elementary school pupil has complied with school attendance residency requirements if the pupil attends school in a district in which one or both of the pupil's parents, or guardians, is employed. The number of such interdistrict transfer requests can be limited based on the District's average daily attendance.

Ed. Code Sec. 48205: Absence for Justifiable Personal Reasons

A student shall be excused from school for justifiable personal reasons, including, but not limited to, illness, quarantine, medical appointments, an appearance in court or jury duty, attendance at a funeral service (one day for a service conducted in California and three days if the service is outside California), observance of a holiday or religious ceremony of his/her religion, attendance at religious retreats (up to four hours per semester), or an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or designated representative. A pupil shall also be excused from school

when he or she is the custodial parent of a child who is ill or has a medical appointment during school hours. No student may have his or her grade reduced or lose academic credit for absences excused under Section 48205, when missed assignments and tests can reasonably be provided and are satisfactorily completed within a reasonable period of time. A copy of Education Code 48205 is attached.

Ed. Code Sec. 48206.3: Pupils with Temporary Disabilities - Individual Instruction

A pupil with a temporary disability which makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive individual instruction provided by the district in which the pupil is deemed to reside.

Ed. Code Sec. 48207 & 48208: Pupils with Temporary Disabilities - Residency Requirements

A pupil with a temporary disability, who is in a hospital or other health facility, excluding a state hospital, which is outside the school district in which the parent or guardian resides, shall have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the primary responsibility of the parent or guardian of the pupil with the temporary disability to notify the school district of the pupil's presence in a qualifying hospital. The pupil shall be provided with instruction no later than 5 working days after a determination is made that he or she qualifies for individual instruction.

Ed Code 48980(e) and 60850: High School Exit Exam

Commencing with the 2003-04 school year, and each school year thereafter, parents shall be notified that each pupil completing 12th grade will be required to successfully pass the high school exit examination administered pursuant to Chapter 8 (commencing with Section 60850) of Par 33. Parents shall be notified of the date

of the examination, the requirements for passing the examination, and the consequences of not passing the examination and shall also inform parents and guardians that passing the examination is a condition of graduation.

Ed. Code Sec 48980(i): Attendance Options

Enclosed with this notice is a list of the District's current statutory attendance options and local attendance options available on both an intradistrict and interdistrict basis, together with a description of each option, a description of the application procedure, an application form, and a description of the appeal procedure available, if any. Enclosed is an explanation of the current statutory attendance options prepared by the State Department of Education.

Ed. Code Sec 48901: Smoking or Use of Tobacco or Tobacco or Nicotine Products Prohibited

Students shall not be allowed to smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or under the supervision of district employees.

Ed. Code Sec 49063-49070, 49070: Pupil Records; Right to Access

Parents of currently enrolled or former pupils have an absolute right to access to any and all pupil records related to their children which are maintained by school districts or private schools. (BP 5125, Student Records, is attached)

Ed. Code Sec 49073: Directory Information

The Superintendent or designee may authorize the release of student directory information to representatives of the news media, prospective employers or non-profit organizations as provided by law. No directory information shall be released regarding any pupil if a parent has notified the school district that the information shall not be released. (BP 5125.1, Release of Directory Information)

Ed. Code Sec 49091.14: The Education Empowerment Act of 1998; Parental Review

The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. Each school site shall make its prospectus available for review upon request. When requested, the prospectus shall be reproduced and made available. School officials may charge for the prospectus an amount not to exceed the cost of duplication.

Ed. Code Sec. 49403, 48216: Immunizations

Health and Safety Code section 120325, etc. Seq. Requires that every child entering a California School be immunized against Diphtheria; Haemophilus influenzae type b, except for children who have reached the age of four years and six months; Measles; Mumps, except for children who have reached the age of seven years; Pertussis (whooping cough), except for children who have reached the age of seven years; Poliomyelitis; Rubella; Tetanus; Hepatitis B for all children entering the institutions listed in this subdivision at the kindergarten level or below on or after August 1, 1997; Varicella (chickenpox), effective July 1, 2001, for all children not already admitted into the school at the kindergarten level. This immunization shall be required only to the extent funds are appropriated in the annual Budget Act. A written immunization record of every required vaccine, including date and provider, must be presented at school entry. Effective July 1, 1999, all students entering 7th grade will need proof of hepatitis B immunization. A repeat DT and MMR may also be required.

In the event that the school district should participate in an immunization program for the purposes of prevention and control of communicable diseases, your child will not participate unless you have provided specific written consent. Effective August 1, 1997, all children entering kindergarten shall be fully immunized against

Hepatitis B.

Any pupil who has not been immunized properly shall be excluded from school. The parent/guardian shall be notified that they have two weeks to supply evidence of proper immunization or that the pupil is exempt from the immunization requirement pursuant to Section 120365 or 120370 of the Health and Safety Code. The parent/guardian of the pupil shall be referred to the pupil's usual source of medical care or referred to the county health department or notified that the immunizations will be administered at a school of the district.

Ed. Code Sec. 49423: Administration of Medication at School

Upon written request from the parent and written instructions from a physician, medication may be administered to a child at school by a designated school employee.

Ed. Code Sec. 49451: Exemption from Physical Examination

Upon receipt of a written request, the parent can exempt a child from all physical examinations. However, the child may be sent home if there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease.

Ed. Code Sec. 49470-49473: Availability or Unavailability of Insurance Plan

Individual pupil policies for accident insurance are available through the school district for injuries to pupils of the district arising out of accidents occurring while in or on buildings and other premises of the district during the time such pupils are required to be therein or thereon by reason of their attendance upon a regular day of school 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 and while being transported to, and from and between such places. Cost of such insurance is to be borne by the parent.

Ed. Code Sec. 49480: Continuing Medication

Parents or legal guardians of pupils needing daily medication must inform the school nurse or other designated certificated employee of the medication, the current dosage, and the supervising physician. The parent or guardian may consent to the school nurse communicating with the physician and the school employee may counsel with school personnel regarding the effects of the drug.

Ed. Code Sec 49510-49520: Duffy - Moscone Family Nutrition Education and Services Act

Eligible students may receive meal supplementation while attending school.

Ed. Code Sec 51201.5: AIDS Prevention Instruction

Requires school districts to provide AIDS prevention instruction at least once in junior high or middle school and once in high school unless the parent/guardian requests in writing that the student not receive this instruction. Parents or guardians shall be provided, upon request, with a copy of Education Code sections 51205.5 and 51553. Parents or guardians shall be notified in advance anytime an outside organization or guest speaker is scheduled to deliver AIDS prevention instruction.

Ed. Code Sec. 51240: Excuse from Instruction on Religious (Moral) Grounds

Whenever any part of the instruction in health, family life education or sex education conflicts with the beliefs of the parent or guardian of any pupil, the pupil, upon written request, shall be excused from the part of the training which conflicts with such religious training and beliefs.

Ed. Code Sec. 51550 & 51820: Sex or Family Life Education

The school may not require pupils to attend any class in which human reproductive organs and their function and processes are described, illustrated or discussed. Whenever such classes are offered, the District must (a) notify parents in advance in writing, (b) provide

opportunity prior to the class for the parents to inspect all written or audio-visual materials to be used, and (c) provide opportunity for each person to request in writing that his/her child be excused from the class. Parental rights for notice, materials inspection and opportunity to request pupil non-participation in units of instruction in venereal disease education are essentially the same as for sex education courses. Parents or guardians shall be notified at least 15 days prior to the beginning of instruction. This section does not apply to descriptions or illustrations of human reproductive organs which may appear in any science, hygiene or health textbook.

Special Education

Federal law requires that a free and appropriate education in the least restrictive environment be offered to qualified handicapped pupils. (IDEA)

Ed. Code Sec 56040: Special Education for Handicapped Pupils

Any pupil with exceptional needs, who is eligible to receive educational and related services, shall receive such instruction or services, or both, at no cost.

Ed. Code Sec 56301: Child Find System; Policies and Procedures

Each district, special education local plan area, or county office shall establish written policies and procedures for a continuous child-find system which addresses the relationships among identification, screening, referral, assessment, planning, implementation, review and the triennial assessment. The policies and procedures shall include, but need not be limited to, written notification of all parents of their rights under this chapter, and the procedure for initiating a referral for assessment to identify individuals with exceptional needs.

Ed. Code Sec 58501: Notice of Alternative Schools

California Law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines an 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 the students, teachers and parents 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 pupil'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. Further, a copy shall be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year.

Ed. Code Sec 60641, 5 CCR 863: Test Results, Purpose and Use

Within 20 working days of receiving results of standardized achievement tests, the District shall report results of tests, test purpose, individual score and intended use.

Calaveras Unified School District Drug Free Policy:

The Calaveras Unified School District Board of Trustees is committed to having drug-free schools and wishes to send a clear message that drug use or trafficking will not be tolerated on or near any school campus.

Calaveras Unified School District will address this problem by:

- 1) Providing and encouraging participation in drug-free activities.
- 2) Providing a comprehensive prevention program that includes instruction, intervention, recovering student support, and enforcement/discipline.
- 3) Supporting intervention programs that include the involvement of students, parents/guardians and community agencies/organizations.
- 4) Training personnel to identify symptoms which may indicate use of alcohol and other drugs.
- 5) Students possessing, selling and/or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.

It is the desire of our staff to work in cooperation with students, parents, and community in an effort to keep our school drug and alcohol free.

(Legal Reference: Board Policy and Administrative Regulation 5131.6, Alcohol and Other Drugs)

Calaveras Unified School District Policy - Tobacco-Free Schools

The Calaveras Unified School District Board of Trustees is committed to providing a healthy, safe and productive environment for its employees and students.

Therefore, the Governing Board believes it is in the best interests of students, employees and the general public to prohibit smoking and the use of all tobacco products anywhere, anytime on property that is owned, leased or rented by the district and in district vehicles or private vehicles that are used to transport students. This ban includes all school buildings, school sites, and school vehicles, by all persons, including employees, students, and visitors attending any activities, athletic events or meetings. (Legal Reference:

Board Policy 3513.3 - Tobacco Free Schools)

Ed. Code 51870.5, Pupil Internet Access

A school district that provides pupils with access to the Internet and on-line services shall adopt a policy regarding such access and inform parents of "harmful matter" as defined in Penal Code Section 313 subd. (a). Such policy shall be attached to the annual notification required by Ed Code section 48980.

All students shall receive training in the proper use of each school's technological resources and shall receive copies of related district policies and regulations (see Board Policy and Administrative Regulation 6163.4 attached). Before using on-line services, students will be provided with a Use of Electronic Information Resources Agreement. Each student and parent/guardian shall sign the user contract indicating that the student understands and agrees to abide by the specified user obligations and responsibilities. Once established, a student user account will remain active at his/her school site unless revoked by district administration or staff.

Section 504 of the Rehabilitation Act of 1973: Handicapped Pupils

No pupil will be discriminated against on the basis of sex, handicap, race, color, national origin, or lack of English skills. Reasonable accommodation is available for handicapped students if necessary. (Board Policy 0410 - Nondiscrimination in District Programs and Activities; Board Policy 6178 -Vocational Education.)

Code of Regulations, Title 5, 4622: Uniform Complaint Procedures

Board Policy contains Uniform Complaint Procedures which apply to all state and federal categorical programs requiring formal complaint procedures regarding alleged acts of discrimination on the basis of ethnic group identification, religion, age, sex, color, and physical or mental disability. (Board Policy and Administrative Regulation 1312.3 -

Uniform Complaint Procedures)

Federal Register 40 CFR 763.93: Asbestos Management Plan

An updated management plan for asbestos-containing material in school buildings is available at the District Office.

HSC 324.2-324.3: Child Health and Disabilities Prevention Program

All kindergarten pupils are required to have a physical examination prior to enrollment in first grade. Free health screening is available through the local health department. Failure to comply with this requirement or sign a waiver may result in up to five days exclusion from first grade.

Ed Code 51550, WIC 18976.5: Child Abuse Prevention Training Program

Parents have the right to refuse to allow their children to participate in a child abuse primary prevention program.

Ed. Code 48980(c): Minimum Days and Pupil-Free Staff Development Days

Parents / guardians will be informed of the District's schedule of minimum days and pupil-free staff development days. A copy of the District's ensuing school calendar is included. If additional minimum days are scheduled following circulation of this notice, parents/guardians must be notified of those dates no later than one month before the scheduled pupil-free staff development day(s).

Calif. Vehicle Code 21204/21212: Bicycle Helmets

The Governing Board recognizes that bicycle helmets lessen the seriousness of head injuries. The Board expects students who ride bicycles to and from school will consistently wear bicycle helmets, observe safety laws and rules, and display courtesy toward other riders and pedestrians. (Board Policy 5142.3, Student Use of Bicycles)

34 Code of Federal Regulations

106.9: Nondiscrimination on Basis of Sex, Disability, Ethnicity or Lack of English Skills

As required by law, the Superintendent or designee shall notify students and parents/guardians of the district's policy on nondiscrimination on the basis of sex, disability, ethnicity or lack of English skills and related complaint procedures. (Board Policy 0410, Nondiscrimination in District Programs and Activities; BP 1312.3, Uniform Complaint Procedures)

Megan's Law, Section 290.4 of the Penal Code): Availability of Information Regarding Registered Sex Offenders

In accordance with Assembly Concurrent Resolution No. 72, parents/guardians are advised that the Department of Justice provides to local law enforcement agencies a CD-ROM or other electronic medium containing information regarding registered sex offenders, as required by Megan's Law, as specified. Local law enforcement agencies are required to make the CD-ROM or other electronic medium available for public viewing.

Forwarding Education Records, 34 CFR 99.34

The district forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

Discrimination, 42 USC 6000

No pupil will be discriminated against on the basis of sex, race, color or national origin.

Grant Program for Payment of Advanced Placement Examination Fees, Education Code 52244

The State has established a grant program for the purpose of awarding grants to cover the costs of advanced placement examination fees. This program is administered by the State Department of Education. Any economically disadvantaged pupil who is enrolled in an advanced placement course may apply to the District staff for a grant pursuant to

Education Code section 52244.

Pesticide Notification, Education Code 17612

Enclosed with this Notice is a notification of the name and active ingredients of all pesticide products expected to be applied at District schools during the upcoming year. Parents may register with the District if they wish to receive notification of individual pesticide applications at the school facility.

Photographing and Videotaping by the Media

It is often advantageous to illustrate and publicize school activities in newspapers or on television by use of photographs or videotape of students at work, studying, or pursuing recreational interests.

Requests by the media to photograph or videotape students are well screened in advance by school district administration.

Teachers may take pictures of students for School District use for public affairs or for our web site. If you do not wish your student to be photographed or videotaped by the media, please notify the school office in writing. (See attached consent form)

Parents' Right to Know, No Child Left Behind Act

Parents of *all* children in *all* Title I schools have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. This applies to all children in the school – whether or not they receive identifiable Title I services – and it applies to all Title I schools, both targeted assistance and school wide.

The following information will be given upon parents request:

1. Whether the teacher has met your state's qualification and licensing criteria for the grade levels and subject matter he or she teaches.
2. The teacher's college major,

- any graduate certification or degrees the teacher has, the field of discipline of those certificates or degrees.
3. Whether your state has waived its qualification and licensing criteria to permit the teacher to teach on an emergency basis.
 4. Whether teachers' aides or similar paraprofessionals provide services to the parent's children and, if they do, their qualifications.

If a child is assigned, or taught by, a teacher who is not highly qualified for four or more consecutive weeks, parents must receive timely notice.

Each Title I school must furnish each individual parent with information on the level of achievement of the parent's child in each of the state academic assessments required under the law.

Parents of limited English Proficient (English Learner) students participating in a language instruction program must be notified, not later than 30 days after the beginning of the school year of: Means of identification, placement and assessment, child's level of proficiency, methods of instruction, how the program will meet the child's strengths and needs, how the program will help their child learn English, and the specific exit requirements for the program.

5 CCR 11523, Notice of Proficiency Exam:

Students in grades 11 and 12 shall be notified, early enough to enable registration for the current California High School Proficiency Examination, provided under Education Code 48412.

5 CCR 11511.5, CELDT Test Results:

For each pupil assessed using the California English Language Development Test, the District shall notify parents or guardians of the pupil's results of testing from the test publisher. Notification shall be given within 30 calendar days of receipt of CELDT test results.

CSIS Participation Notification

This District is participating with the California School Information Services (CSIS) Program in the electronic transfer of student data for state reporting to the California Department of Education and to districts and/or public postsecondary institutions to which the student is transferring or applying for admission. All data maintained by the CSIS Program is in compliance with federal and state privacy and confidentiality requirements. Student information is encoded such that no personally identifiable information is retained by CSIS. The data being transferred is specific to the state reports and records transfer requirements and no additional data is reported.

The benefits of participation to the student and parent are that student records can be transferred much more promptly, and that information about student assessment and academic placement will be available at the time of transfer. Schools and districts will benefit from the streamlining and reduction of required state reporting.

Ed. Code (35186): Williams Case Notice

Parents and Guardians you are hereby notified that:

1. There should be sufficient textbook and instructional materials. That means each pupil, including English Learners, must have a textbook or instructional materials, or both, to use in the classroom and to take home to complete required

- homework assignments.
2. School facilities must be clean, safe and maintained in good repair.
3. A complaint form may be obtained at the school office, district office or downloaded from the school website at:

www.calaveras.k12.ca.us.

You may also download a copy of the California Department of Education complaint form from the following Web site:

<http://www/cde/ca.gov/re/cp/uc/index.asp>

CALAVERAS UNIFIED SCHOOL DISTRICT

P.O. Box 788
3304 Highway 12
San Andreas, CA 95249
Phone: 209-754-2300
Fax: 209-754-5361

EMERGENCY INFORMATION

Tune to 92.7 FM after 5:30 a.m. (KVML Sonora)

KCRA-TV Channel 3

Tune to 94.3 FM (need band radio)

(Home Town Radio)

Please see the following websites where any
emergency announcements will be posted:

www.calaveras.k12.ca.us

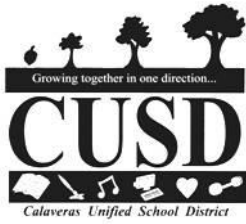
www.htradio.net

www.calaverasenterprise.com

www.MyMotherLode.com

You may also dial 754-2321 (choose option 1) for
daily updated information from the Transportation
Department.

EARLY DISMISSAL BECAUSE OF SEVERE WEATHER: Because
of the difficulty in contacting parents, early dismissal will take
place only in extreme emergency. Every effort will be made to
contact parents by telephone. Parents may wish to notify the
school of an alternate or emergency shelter in case of early
dismissal and parent absence from home *before* such a situation
occurs. Please contact school to make special arrangements.



Calaveras Unified School District

3304 Highway 12, Bldg. B
P.O. Box 788
San Andreas, CA 95249
(209) 754-2300
www.calaveras.k12.ca.us

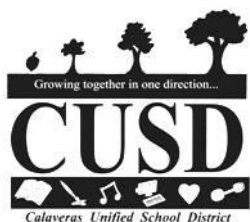
Superintendent's Office

STATE SCHOOL ATTENDANCE ACCOUNTING PROCEDURES

State school attendance accounting procedures have changed in an effort to improve student attendance. Research and test clearly show that a vast majority of student failure is a result of irregular attendance. We, at CUSD, believe that it is important for our students who will someday be entering the world of work to learn that punctuality and excellent attendance are keys to job retention and success. The following required attendance laws will be enforced at CUSD.

- Students with justified absences will be offered make-up Saturday School in order to receive teacher help in completing required assignments and activities. A justified absence includes illness, medical appointments that cannot be scheduled after school hours, death in the immediate family and required court appearance.
- Students with unjustified absences (any absence other than those listed above) will be required to attend Saturday School to make up for their violation of the state's mandatory attendance law.
- Absences for purpose of family vacation are not allowed. Independent study contracts will not be issued for this purpose. Such absences will be considered truancy.
- Student absences that exceed 10% of instructional time in a particular grading period may be considered grounds for failure. Saturday School attendance is considered make up for any type of absences.
- It remains the responsibility of the parent to make phone calls or to provide notes to the school in order to justify student absences.

We thank you in advance for your help in increasing student instructional time. This is consistent with the desire of our governor, legislature, and local school board's joint effort to increase student learning time.



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Superintendent's Office

July 1, 2009

Dear Parent:

Every Day Counts in a child's education. Every day a student misses school, they get more than two days behind their peers, because they must make up missed learning and catch up with new learning at the same time. Every day a student is in school, he/she raises their chance to score well on tests. Every day a student goes to school, they learn a little more about responsibility. **Every Day Counts** toward funding for school supplies too. A new law has changed the way schools receive state funding. Schools can no longer receive money for excused absences. Schools will now only receive funding for students who are actually in class. Every day a student misses school, even for excused absences, the school loses about \$30.00 in income, the equivalent of about three library books.

Calaveras Unified School District is working hard toward becoming the best district in Calaveras County. We are proud of the giant steps we are taking toward improving student achievement. We now have some of the highest graduation requirements in the county, as well as academic criteria that every high school student must meet to advance to the next grade. We have a policy that requires us to teach children to memorize basic arithmetic facts, and we have adopted new language arts materials that bring basic phonics and spelling skills back to our classrooms. More than half of our seniors meet the requirements for the University of California system.

But our work is not done and we need your help. We want to ensure that every student can meet our new, rigorous academic criteria and graduation requirements.

Please support our efforts to make Calaveras Unified School District the best in Calaveras County by helping to get our students to school every day. You can do this by:

- planning your family vacations during the summer months or when school is on holiday breaks
- teaching your child to be on time for school each day
- making sure your child stays home only when he or she is sick
- asking your child's doctors to schedule appointments before or after school hours
- bringing your child to school before and after his daytime doctor appointment

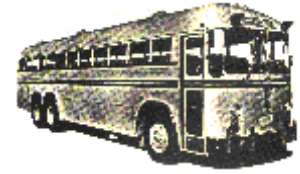
We know you want the very best education for your child, and we do too. By understanding that **Every Day Counts**, together we can give your child the very best.

Yours truly,

Mark Campbell
Superintendent



**CALAVERAS UNIFIED
SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT
P.O. Box 788
San Andreas, CA. 95249**



**Transportation Phone Numbers
(209) 754-2326
FAX (209) 754-5361**

Transportation Rules and Agreement Form

Responsibilities While Riding on School Bus

In order that all students in the Calaveras Unified School District who use school buses for home to school transportation as well as other trips understand the rules and regulations governing their conduct on school buses, it is requested that the student, his or her parent/guardian, and the District enter an agreement as a condition to bus riding privileges.

5 CCR, Section 14103

(a) "Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for the student to be denied transportation."

Violations of the following rules will be grounds for a citation if other corrective action is unsuccessful.

Rules for Riding the Bus:

1. There is to be no smoking on the school bus.
2. There is to be no unnecessary conversation with the bus driver.
3. There is to be no profanity, offensive, or abusive language or gestures.
4. There is to be no excessively loud talking, singing or whistling.
5. There is to be no eating, drinking, or gum chewing on the bus.
6. No glass containers are to be brought on the bus.
7. There is to be no spitting or throwing of objects.
8. All parts of the body must be kept inside the bus.
9. Students are to remain seated while on the bus unless directed to move by the driver.
10. There is to be no spiked or cleated footwear worn in the bus.
11. Feet must be kept off the seats.
12. No live animals are to be brought on the bus except for service dogs.
13. There is to be no abusive body contact (slapping, hitting, poking, shoving, pulling hair, fighting, etc.) in the bus or when loading or unloading the bus.
14. There are to be no unauthorized exits from the bus. Emergency doors and windows are not to be used to exit the bus except in the event of an emergency.
15. Students are not to engage in any activity on the bus that might be hazardous to the safety and welfare of themselves or other students and the driver or which might be distracting to the driver.
16. All riders on home to school routes will have assigned routes with assigned seats.
17. Students must arrive at their stop five minutes prior to the scheduled time.
18. No skate boards (dismantled or complete) or large radios (boom boxes) will be allowed on the bus.

Special Note: Students are subject to being recorded on video cameras at any time they are riding a school bus.

Rules for Loading the Bus:

1. Students must be at the designated bus stop 5 minutes before the bus is scheduled to arrive. The bus stop is designated by the Transportation Department.
2. Students who have an assigned Red Light pick-up shall wait for the bus to arrive, display proper warnings and be escorted by the driver across the road.
3. Students must cross the road in front of the bus, never behind the bus.
4. Students shall always stand a safe distance off the road and never in the road while waiting for the bus.
5. While at the bus stop, students should:
 - A. Conduct themselves in an orderly manner.
 - B. Avoid littering.
 - C. Respect nearby private property rights.

Rules for Unloading the Bus:

1. Students must use the service entrance door while unloading and not the emergency exit door. The emergency exit is to be used only in emergency situations.
2. Students who must cross the road after getting off the bus should cross at least ten (10) feet in front of the bus while being escorted by the driver.
3. Students should walk across the road...never run.
4. Students should not ask to be let off at stops other than their assigned stop unless they have a note signed by their parent.

Disciplinary Action:

Following a verbal and a written warning the bus driver may issue a citation for breaking the rules. The driver will indicate the severity of the offense as A, B, or C on the citation form. Certain serious offenses, such as fighting, climbing out of a window or emergency exit, extreme profanity, etc., will result in an automatic minimum "B" citation with or without the verbal or written warning.

Message to Parents or Guardians of Children That Are Passengers on Buses

Parents or guardians are ultimately accountable for the behavior of their minor children. The drivers need your cooperation and support in their efforts to enforce the rules that are essential to the safety and security of your children. While the drivers represent you in a parent-like role, the students must obey them regarding the rules for students the same as if you, the parents or guardians, were enforcing them.

PARENTS OR GUARDIANS- Please sign and return to the bus driver or school office in order for your child to continue to be eligible for transportation with Calaveras Unified School District.

I have read, understood, and have explained this document to my child in terms of what is expected while riding a Calaveras Unified School Bus. We agree to do our part in creating a safe and secure environment on the bus.

STUDENT'S NAME _____

PARENT OR GUARDIAN'S SIGNATURE

DATE

Home Phone Number

Work Phone Number

School

California High School Exit Exam

State law (Senate Bill 2) authorized the development of the California High School Exit Examination (CAHSEE) that students in California public school will have to pass to receive a high school diploma. In July, 2003, the State Board of Education (SBE) moved the passage of this exam as a diploma requirement to the Class of 2006.

The purpose of the CAHSEE is to improve student achievement in high school. It is also to help ensure that students who graduate from high school can demonstrate competency in the content standards for reading, writing, and mathematics, adopted by the State Board of Education.

CAHSEE Testing Dates for 2009 - 2010:

Grade 10

Language Arts	February 2, 2010	May 11, 2010 (make-ups only)
Mathematics	February 3, 2010	May 12, 2010 (make-ups only)

Grade 11

Language Arts	November 3, 2009	May 11, 2010
Mathematics	November 4, 2009	May 12, 2010

Grade 12

Lang Arts	July 28, 2009*	Nov 3, 2009	Feb 2, 2010	Mar 16, 2010	May 11, 2010
Math	July 29, 2009*	Nov 4, 2009	Feb 3, 2010	Mar 17, 2010	May 12, 2010

Students in grade 10 will be required to take the examination. Requiring the exam to be taken for the first time in grade 10 provides the opportunity for students who are unsuccessful to receive additional instruction and to retake the exam.

Beginning with the graduating class of 2006, students will have to pass all sections of the CAHSEE to receive a diploma. If a school district determines that a student does not possess sufficient English language skills to be assessed, the district may defer the requirement that the student pass the CAHSEE for a period of up to 24 calendar months from enrollment in the California public school system until the student has completed six months of instruction in reading, writing, and comprehension in the English language. English language learners must pass the CAHSEE in English to receive a high school diploma.

Special education students cannot receive their high school graduation diploma without passing the CAHSEE. The CAHSEE may be administered with appropriate accommodations as required in each student's Individual Educational Plan (IEP). All special education students are required to take the CAHSEE unless the student's IEP does not lead to a high school diploma.

Hate Motivated Behavior or Harassment

Hate-motivated behavior

is any act or attempted act against a student or staff member that is motivated all or in part by hostility to the victim's race, ethnicity or religion. Specific behaviors that are not tolerated in Calaveras Unified School District include:

- . Racial/Ethnic Slurs
- . Vandalism to Personal Property
- . Force or Threat of Force Through Outright Actions or Intimidation
- . Vulgar Letters, Notes, Posters, or other Writings Offensive to Specific Races, Ethnicities, Religions, or Gender

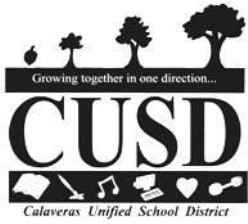
WHAT TO DO IF IT HAPPENS TO YOUR SON OR DAUGHTER

Any student who believes he or she has been harassed should immediately inform a teacher or administrator. Complaints are required in writing and must include dates, issues, description of offending action, and names of individuals and witnesses involved.

All complaints are confidential and will be reviewed and investigated through interviews geared to gathering factual information about the circumstances, the context, and the nature of the incident. All complainants will be advised of the District's complaint procedures in Board Policy 1312.3.

ENSURING A SAFE AND ORDERLY LEARNING ENVIRONMENT FOR ALL

Calaveras Unified School District is committed to maintaining a positive and reinforcing learning environment for our students. To meet this goal, we must provide a school climate that is free from harassment in any form. All children have the right to flourish in a safe and orderly environment and should feel welcome and supported on District campuses, regardless of race, national origin, religion, gender or disability.



"DRESS FOR SUCCESS"

Dear Parent:

As a new school year begins, I would like to draw your attention to an area of increasing concern in our district. This involves the appropriateness of student dress at school. Our concerns center around students wearing excessively baggy pants in a style called "sagging," where the waistline of the pants is worn around the center of the buttocks area. Although this has been glamorized on T.V. and in other media, it is clearly a gang style, and most often portrays an anti-school, anti-success aura.

Our Board Policy on student dress clearly rejects gang styles and, thus, students who "sag" their pants will be sent home. When buying clothes for the school year, we would appreciate your purchase of styles that fit the student's waist and that must be worn at the waist.

We would also appreciate your attention to the following dress items that are prohibited in CUSD policy:

Students should not wear clothing that is revealing or suggestive. All clothing should be appropriate for a school setting.

Shirts advertising alcohol, tobacco or drugs, or with any sexual or racial connotations.

Shirts that reveal a student's midriff.

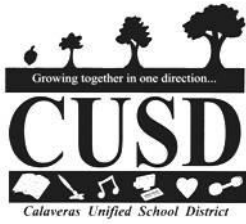
Dirty or excessively tattered and torn clothing.

Gang writing on clothing and the display of gang-style handkerchiefs or rags.

Thank you for working with us to set a positive learning environment at our schools by having students "Dress for Success."

Sincerely,

Mark Campbell
Superintendent



Calaveras Unified School District

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Superintendent's Office

NOTICE TO PARENTS/GUARDIANS REGARDING INTRADISTRICT ATTENDANCE OPTIONS

The following information is provided in accordance with Assembly Bill 1114 (Ch. 161, Statutes of 1993), which requires school districts to send parents/guardians annual notification of available attendance options. AB 1114 provides a statutory requirement for open enrollment within a district's schools.

Please read the following carefully, since this information may affect your child(ren).

INFORMATION AND INSTRUCTIONS FOR INTRADISTRICT ATTENDANCE OPTIONS:

A complete application must be submitted only for a child who wishes to attend a district school ("school of choice") other than the school in the attendance area of residence, and a separate application must be submitted for each child. The district will attempt to honor all requests; however, pupils who currently reside in a school's attendance area have first priority to attend that school. In addition, the district retains the authority to maintain appropriate racial and ethnic balances among district schools as determined by the Board of Trustees.

The district will establish a capacity for each grade at each school. Intradistrict attendance requests will be selected in random order and may be granted until the established capacity is reached. Completion and submission of an application DOES NOT guarantee that the request will be granted.

Pursuant to Board Policy and Administrative Regulation 5116.1, regarding Intradistrict Open Enrollment:

- 1) No student currently residing within a school's attendance area shall be displaced by another student.
- 2) The Governing Board retains the authority to maintain appropriate racial and ethnic balances among district school.
- 3) Once enrolled, a student shall not have to apply for readmission. However, the student may be subject to displacement due to excessive enrollment.
- 4) Transportation to a school of choice will be the responsibility of the parent/guardian and not necessarily provided by the district.
- 5) Intradistrict Agreements may be revoked for unexcused absences and tardies or for willful disobedience of district and/or school rules.

To be considered, a completed Intradistrict Agreement Application must be received at any district school or the District Office prior to the close of business hours on the last school day during the month of April. Applications submitted after this time may be considered if further openings exist. Enrollment in a school of choice shall be determined by lot from the eligible applicant pool, and a waiting list shall be established to indicate the order in which they apply. The district will notify parents whose requests are approved. These parents will have 10 days to respond. If no response is received by the district within that time, the approval of the request will be revoked.

Sincerely,

Mark Campbell
Superintendent

**CALAVERAS UNIFIED SCHOOL DISTRICT
INTRADISTRICT ATTENDANCE APPLICATION
FOR _____ SCHOOL YEAR**

ALL ITEMS MUST BE COMPLETED and the application received on or before the last school day in April. Approval will be based on random selection, site capacity, and grade level openings.

1. Pupil Name: _____ Phone: _____

2. Grade next school year: (Circle One) K 1 2 3 4 5 6

3. Complete Address: _____
(Include mailing address
& street address) _____

4. *School of Residence/Attendance:* (Circle One)

Jenny Lind Elementary

Mokelumne Hill Elementary

Rail Road Flat Elementary

San Andreas Elementary

Valley Springs Elementary

West Point Elementary

Approved by Principal: _____

Date: _____

5. *School of Choice (wish to attend):* (Circle One)

Jenny Lind Elementary

Mokelumne Hill Elementary

Rail Road Flat Elementary

San Andreas Elementary

Valley Springs Elementary

West Point Elementary

Approved by Principal: _____

Date: _____

6. Parent Signature: _____ Date: _____

7. Date completed application received: _____ Received by: _____

8. Approved by District*: _____ Denied/Reason: _____

Date: _____

Date: _____

*Intradistrict Agreements are approved contingent on:

1) Space available

2) Regular attendance

3) Positive behavior

Distribution: Parent; School/Residence; School/Choice; District Office

4/98

PARENT NOTIFICATION OF STATUTORY ATTENDANCE OPTIONS

PREPARED BY THE CALIFORNIA DEPARTMENT OF EDUCATION

CHOOSING YOUR CHILD'S SCHOOL

A Summary of School Attendance Alternatives in California

California law [Education Code §489800)] requires all school boards to inform each student's parents/guardians at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students that attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district which the parents/guardians live (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described below.

A. Choosing a School Within the District in Which Parents/Guardians Live

The law [Education Code §35160.5(b)] requires the school board of each district to establish by July 1, 1994, a policy that allows parents/guardians to choose the schools their children will attend, regardless of where the parents/guardians live in the district. The law limits choice within a school district as follows:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
- It is the intent of the Legislature that, upon request of the pupils parent or guardian and demonstration of financial need, each school district provide transportation assistance to the pupil to the extent that the district otherwise provides transportation assistance to pupils.

- If a transfer is denied, a parent/guardian does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents/guardians to appeal a decision.

B. Choosing a School Outside the District in Which Parents/Guardians Live

Parents/guardians have different options for choosing a school outside the district in which they live. The options are described below.

1. Districts of Choice

On January 1, 1994, applications for transfers could be submitted by a pupil's parent or guardian to a school district of choice. Education Code sections 48209 through 48209.16 allowed, but did not require, each school district to become a "district of choice," that is, a district that accepted transfer students from outside the district under the terms of the aforementioned Code sections.

2. Other Interdistrict Transfers

The law [Education Code §§46600 through 46611] allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. There are no statutory limitations on the kinds of terms and conditions districts are allowed to place on transfers. The law on interdistrict transfers also provides for the following:

- Both the school district a parent/guardian is requesting a transfer to and the one a parent/guardian is transferring from must take into consideration the child care needs of the student. If the transfer is approved based on child care needs, the student may be allowed to stay in the new district or the high school district to which it feeds through the 12th grade, subject to certain conditions.
- If either district denies a transfer request, a parent/guardian may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.
- No district is required to provide transportation to a student who transfers into the district.

3. Parental Employment in Lieu of Residency Transfers ("Allen Bill Transfer")

The law [Education Code §48204(f)] provides that if one or both parents/guardians of an elementary school student are employed in the boundaries of a school district other than the one in which they live, the student may be considered a resident of the school

district in which his/her parents or guardians work. This code section does not require that a school district automatically accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other "arbitrary" consideration. Other provisions of section 48204(f) include:

- Either the district in which the parent/guardian lives or the district in which the parent/guardian works may prohibit the transfer if the district determines that the transfer would negatively impact the district's court-ordered or voluntary desegregation plan.
- The district in which the parent/guardian works may reject a transfer if it determines that the additional cost of educating the pupil would exceed the amount of additional state funds received due to the transfer.
- There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide, in writing, to the parent/guardian the specific reasons for denying the transfer.

The above summary of the attendance alternatives available to parents/guardians and their children is intended to provide them with an overview of the laws applying to each alternative. Any parent/guardian who is interested in securing more information about these options, district policies or procedures, and timelines for applying for transfers should contact their own school district, or the district they may be thinking about transferring into.

CALAVERAS UNIFIED SCHOOL DISTRICT

**P.O. BOX 788
SAN ANDREAS, CA 95249
(209) 754-2300
Fax: (209) 754-5361**

SCHOOL ATTENDANCE ALTERNATIVES

The Calaveras Unified School District offers the following school attendance alternatives in accordance with California law:

! Alternative Attendance Within the District (AB 1114)

Information and instructions are enclosed for completing an Intradistrict Attendance Application for a child who wishes to attend a district school “school of choice” other than the school in the attendance area of residence. See Board Policy and Administrative Regulation 5116.1 and Notice to Parents/Guardians Regarding Intradistrict Attendance Options.

! Interdistrict Transfers (Ed Code 46600)

Interdistrict Transfers under Ed Code 46600-46221 allows two or more districts to enter into an agreement for the transfer of students to another district. See Board Policy and Administrative Regulation 5117.

! Parental Employment in Lieu of Residency Transfers (“Allen Bill Transfers”) (Ed Code 48204(f))

An elementary school student is considered to be a resident of a district in which one or both of the student’s parents are employed, subject to certain limitations. See Administrative Regulation 5111.12.

CUSD - AFTER SCHOOL PROGRAMS

Welcome to your Calaveras Unified School District After School Program. We provide a safe, nurturing, educational and fun after school program in a child-centered environment. Contact the Center at your school site or call the After School Program office at 754-2327 for registration or further information.

CENTER HOURS

Calaveras Unified After School Program is open Monday through Friday. Our hours of operation vary according to each school site's hours.

Mokelumne Hill Elementary 754-2189

Full Day / No school 7:00 a.m. - 6:00 p.m.
 Minimum Day 12:00 p.m. - 6:00 p.m.
 After School 2:00 p.m. - 6:00 p.m.
 School Breaks CLOSED

San Andreas Elementary 754-2286

Full Day / No school 7:00 a.m. - 6:00 p.m.
 Minimum Day 12:00 p.m. - 6:00 p.m.
 After School 2:00 p.m. - 6:00 p.m.
 School Breaks 7:00 a.m. - 6:00 p.m.

Jenny Lind Elementary 754-2274

Full Day / No school 7:00 a.m. - 6:00 p.m.
 Minimum Day 11:50 p.m. - 6:00 p.m.
 After School 1:50 p.m. - 6:00 p.m.
 School Breaks 7:00 a.m. - 6:00 p.m.

Valley Springs Elementary 754-2287

Full Day / No school 7:00 a.m. - 6:00 p.m.
 Minimum Day 11:50 p.m. - 6:00 p.m.
 After School 1:50 p.m. - 6:00 p.m.
 School Breaks 7:00 a.m. - 6:00 p.m.

Rail Road Flat Elementary 754-3704

Minimum Day 11:50 p.m. - 6:00 p.m.
 After School 1:50 p.m. - 6:00 p.m.
 School Breaks CLOSED.

West Point Elementary 754-2287

Minimum Day 11:50 p.m. - 6:00 p.m.
 After School 1:50 p.m. - 6:00 p.m.
 School Breaks CLOSED.

The CUSD Summer Program runs from the first day after school in June through the day before school begins in July. The Jenny Lind and San Andreas Centers are open 7a.m. -6 p.m. each day. The program includes special assemblies, picnics, water play and other "summer" activities.

KIDS PLACE FEE SCHEDULE

Fee Description	Amount 1 st Child	Amount Sibling
Annual registration fee	\$20.00	\$10.00
Part-time daily after school program (less than 6 hours per day)	\$13.00	\$12.00
Full-time daily school break & summer program (more than 6 hours per day)	\$22.00	\$21.00

Subsidized childcare **MAY** be available through the Resource Connection for income eligible families, 754-3048. If ineligible for subsidized childcare, parents can apply for **full or partial** scholarships to After School Program. Please call Kim Potter at 754-2311 for more information and an application. Eligibility is based on family income on a sliding scale provided by the California Department of Education. One month verification of income will be required.

CUSD - PRESCHOOL PROGRAMS

Growing Together Preschools offer a preschool program with wrap-around childcare weekdays Monday through Friday on the CUSD academic calendar. **Jenny Lind Growing Together Preschool only will be open year around for break care.** Contact the Center at your school site or call the Preschool and After School Program office at 754-2327 for registration or further information.

Jenny Lind Growing Together Preschool 754-2218

Part Day	7:30 - 11:00
Full Day	7:00 - 6:00
School Breaks	OPEN

San Andreas Growing Together Preschool 754-2366

Part Day	7:30 - 12:00
Full Day	7:30 - 5:30
School Breaks	CLOSED

Valley Springs Growing Together Preschool 754-2141 ext. 3254

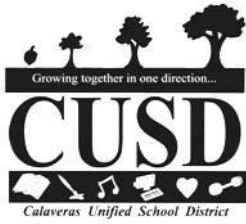
Part Day	7:00 - 12:00
School Breaks	CLOSED

West Point Head Start/State Preschool 754-2255

Morning	7:30 - 11:00
Afternoon	11:00 - 2:30
School Breaks	CLOSED

Children will be accepted for care between the ages of three and Kindergarten entry. Preschools offer a variety of options from which parents may choose to accommodate their family needs. Subsidized care may be available through the Resource Connection at 754-3048 for more information.

Parent Fee Description	Amount 1 st Child	Amount Sibling
Part-time daily fees (includes preschool up to 5 hours per day - children must be picked up <i>before noon daily</i> for this rate)	\$22.00/day	\$20.00/day
Full-time daily (includes preschool up to 11 hours per day)	\$30.00/day	\$28.00/day
State Preschool Slots - Available at Jenny Lind, San Andreas and West Point		
Preschool hours	Free to income eligible families	Free to income eligible families
Extended Care hours	Sliding scale family fee	No additional cost



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Superintendent's Office

July 1, 2009

Subject: Voluntary Student and Athletic Accident Insurance

Dear Parent/Guardian:

Please take a moment to review the attached Student and Athletic Accident Insurance Packet.

Since the school district does not provide student and athletic accident insurance, it does make available several insurance coverage plans through an independent insurance company. The Calaveras Unified School District recommends you consider purchasing some type of Student and Athletic Accident Insurance to protect your child in the event of an injury. The School district takes appropriate steps to protect your child from injury; however, accidents can and do occur, even in safe environments.

In accordance with Education Code Section 49472, the school district has made available for purchase voluntary student and athletic accident insurance through the Student Insurance Company. This insurance provides broad coverage for 24-Hour, At-School, Tackle Football, and Extended Dental. If you prefer, you may contact an insurance company of your choice to review other available student accident insurance options.

IMPORTANT: All students participating in interscholastic sports (this includes cheerleaders, mascots, bands, drill teams, etc.) are required by the Education Code to have adequate accident/medical insurance. Tackle football coverage must be purchased separately from 24-Hour and At-School Coverage. District procedures require all interscholastic participants to certify accident/medical insurance coverage.

If you have private medical insurance that meets the requirements of the Education Code Section 32221 through 32224 (at least \$1,500 of coverage), you do not have to purchase the student and athletic accident insurance offered through the Student Insurance Company.

To purchase student and athletic accident insurance, please complete the application, attach your premium and return in the envelope provided. Coverage will be effective on the day the company receives your premium. All premium checks/money orders should be payable to the Student Insurance Company. PLEASE DO NOT SEND CASH!

If you have any questions, or wish to discuss details concerning insurance coverage, please contact the local representative for the Student Insurance Company, Diane Edelstein, at 1-800-367-5830.

Sincerely,

Mark Campbell
Superintendent

Community Relations

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district is responsible for complying with applicable state and federal laws and regulations governing educational programs. *The district shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination, and seek to resolve those complaints in accordance with the procedures set out in sections 4600-4687 of the Title 5 Regulations and in accordance with the policies and procedures of the governing board. (T5CCR 4620)*

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination *actual or perceived* based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, special education programs, and federal school safety planning requirements.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5148 - Child Care and Development)

(cf. 6159 - Individualized Education Program)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Vocational Education)

(cf. 6200 - Adult Education)

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

UNIFORM COMPLAINT PROCEDURES (continued)

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as

determined by the Superintendent or designee on a case-by-case basis.

[\(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information\)](#)

[\(cf. 5125 - Student Records\)](#)

[\(cf. 9011 - Disclosure of Confidential/Privileged Information\)](#)

The Board prohibits retaliation in any form for participating in complaint procedures, including but not limited to the filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

Legal Reference:

EDUCATION CODE

200-262.3 Prohibition of discrimination
 8200-8498 Child care and development programs
 8500-8538 Adult basic education
 18100-18172 School libraries
 32289 School safety plan, uniform complaint procedure
 35186 Alternative uniform complaint procedure
 48985 Notices in language other than English
 49060-49079 Student records
 49490-49590 Child nutrition programs
 52160-52178 Bilingual education programs
 52300-52499.6 Vocational education
 52500-52616.24 Adult schools
 52800-52870 School-based coordinated programs
 54000-54041 Economic impact aid programs
 54100-54145 Miller-Unruh Basic Reading Act
 54400-54425 Compensatory education programs
 54440-54445 Migrant education
 54460-54529 Compensatory education programs
 56000-56885 Special education programs
 59000-59300 Special schools and centers

UNIFORM COMPLAINT PROCEDURES (continued)

2000-62005.5 Evaluation and sunseting of programs

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4671 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

PENAL CODE

422.6 Interference with constitutional right or privilege

UNITED STATES CODE, TITLE 20

6301-6577 Title I Basic Programs

6601-6777 Title II Preparing and Recruiting High Quality Teachers and Principals

6801-6871 Title III, Language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act, including

7114 Local educational program, safety plans

7201-7283g Title V Promoting Informed Parental Choice and Innovative Programs

7301- 7372 Title VI Rural and Low-Income School Programs

Management Resources:

WEB SITES

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

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

Second Reading/Adoption:
February 20, 2007

CALAVERAS UNIFIED SCHOOL DISTRICT
San Andreas, California

Community Relations

Uniform Complaint Procedures

Compliance Officers

The Governing Board designates the following compliance officer(s) to receive and investigate complaints and to ensure district compliance with law:

Superintendent

P.O. Box 788, San Andreas, CA 95249

209-754-3504

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 9124 - Attorney)

Notifications

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties, and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. (5 CCR 4622)

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. (5 CCR 4622)

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies

Uniform Complaint Procedures (continued)

4. Include statements that:
 - a. The district is primarily responsible for compliance with state and federal laws and regulations
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline
 - c. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination
 - d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 days of receiving the district's decision
 - e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision

(cf. 5145.6 - Parental Notifications)

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the district. (5 CCR 4630)

A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

Uniform Complaint Procedures (continued)

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. (5 CCR 4631) Parties to the dispute may discuss the complaint and question each other or each other's witnesses.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

The district's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Uniform Complaint Procedures (continued)**Step 4: Response**

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initial receipt the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The district's decision shall be written in English and in the language of the complainant whenever feasible or as required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant.

The decision shall include:

1. The findings of fact based on the evidence gathered (5 CCR 4631)
2. *The conclusion(s) of law (5 CCR 4631)*
3. Disposition of the complaint (5 CCR 4631)
4. Rationale for such disposition (5 CCR 4631)
5. Corrective actions, if any are warranted (5 CCR 4631)
6. Notice of the complainant's right to appeal the district's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal (5 CCR 4631)
7. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies (Education Code 262.3)

Uniform Complaint Procedures (continued)

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the district's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a

Uniform Complaint Procedures (continued)

timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

February 7, 2007

CALAVERAS UNIFIED SCHOOL DISTRICT
San Andreas, California

Community Relations

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186; 5 CCR 4681, 4682, 4683)

1. **Textbooks and instructional materials**

- a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- b. A student does not have access to textbooks or instructional materials to use at home or after school.
- c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

2. **Teacher vacancy or misassignment**

- a. A semester begins and a teacher vacancy exists.
- b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class.

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)

- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Community Relations

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

3. **Facilities**

- a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means, except as necessary for student safety or to make repairs, the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. (Education Code 35292.5)

Community Relations

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

4. High school exit examination intensive instruction and services

A student, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the student has passed both parts of the exam, whichever comes first. (Education Code 35186)

(cf. 6162.52 - High School Exit Examination)

(cf. 6179 - Supplemental Instruction)

Filing of Complaint

A complaint alleging any condition(s) specified in items #1-3 above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

A complaint alleging any deficiency specified in item #4 above shall be filed with a district official designated by the Superintendent. Such complaints may be filed at the district office or at a school site and shall be immediately forwarded to the Superintendent or designee. (Education Code 35186)

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

Community Relations

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

(cf. 1340 - Access to District Records)

Reports

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code 35186; 5 CCR 4686)

Forms and Notices

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. However, complainants need not use the district's Williams complaint form in order to file a complaint. (Education Code 35186)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

Legal Reference:

EDUCATION CODE

1240 County superintendent of schools, duties

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedure

Community Relations

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

35292.5 Restrooms, maintenance and cleanliness

37254 Supplemental instruction based on failure to pass exit exam by end of grade 12

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures, especially:

4680-4687 Williams complaints

April 15, 2008

CALAVERAS UNIFIED SCHOOL DISTRICT
San Andreas, California

Students

STUDENT RECORDS

Student records are governed by both federal and state laws (Family Education Rights and Privacy Act (FERPA), 20 USC 1232g, 34 CFR 99.1-99.8; Education Code 49069; 5 CCR 430-433).

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. Procedures for maintaining the confidentiality of student records shall be consistent with state and federal law.

The Superintendent or designee shall establish regulations governing the identification, description and security of student records, as well as timely access for authorized persons. These regulations shall ensure parental rights to review, inspect and copy student records and shall protect the student and the student's family from invasion of privacy.

(cf. 3580 - District Records)
 (cf. 4040 - Employee Use of Technology)
 (cf. 5125.1 - Release of Directory Information)
 (cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
 (cf. 5125.3 - Challenging Student Records)

The Superintendent or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the district level. At each school, the principal or a certificated designee shall act as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

Legal Reference:

EDUCATION CODE

48201 Student records for transfer students who have been suspended/expelled
 48904-48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold
 48918 Rules governing expulsion procedures
 49060-49079 Pupil records
 49091.14 Parental review of curriculum

CODE OF CIVIL PROCEDURE

1985.3 Subpoena duces tecum

FAMILY CODE

3025 Access to records by noncustodial parents

GOVERNMENT CODE

6252-6260 Inspection of public records

HEALTH AND SAFETY CODE

120440 Immunizations; disclosure of information

WELFARE AND INSTITUTIONS CODE

681 Truancy petitions

16010 Health and education records of a minor

CODE OF REGULATIONS, TITLE 5

STUDENT RECORDS (continued)

430-438 Individual pupil records

16020-16027 Destruction of records of school districts

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

300.500 Definition of "personally identifiable"

300.501 Opportunity to examine records for parents of student with disability

300.573 Destruction of information

COURT DECISIONS

Falvo v. Owasso Independent School District, 220 F.3d. 1200 (10th Cir. 2000)

Management Resources:

WEB SITES

U.S. Department of Education, Family Policy Compliance Office: <http://www.ed.gov/offices/OM/fpc/>

Second Reading/Adoption:
November 6, 2001

CALAVERAS UNIFIED SCHOOL DISTRICT
San Andreas, California

Students**DRESS AND GROOMING**

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

[\(cf. 0420 - School Plans/Site Councils\)](#)

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Clothes shall be sufficient to conceal undergarments at all times.
4. Hair shall be clean and neatly groomed.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

[\(cf. 3260 - Fees and Charges\)](#)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

[\(cf. 5121 - Grades/Evaluation of Student Achievement\)](#)

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and

DRESS AND GROOMING (continued)

safety of the school environment if it were worn or displayed on a school campus.
(Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Uniforms

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting.
(Education Code 35183)

December 7, 2004

CALAVERAS UNIFIED SCHOOL DISTRICT
San Andreas, California

Students

GANGS

The Governing Board desires to keep district schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence, or disruptive behavior. The Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

(cf. 3515.1 -Crime Data Reporting)

(cf. 513 I.4 -Campus Disturbances)

(cf. 5131.7 -Weapons and Dangerous Instruments)

Note: Education Code 51265 urges districts to give high priority to inservice programs on gang violence and substance abuse prevention education.

The Superintendent or designee shall provide inservice training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

The Board realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate gang violence prevention education shall start with students in the early elementary grades and may start in kindergarten.

To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

(cf. 0450- Comprehensive Safety Plan)

(cf. 5132 -Dress and Grooming)

(cf. 6164.2- Guidance/Counseling Services)

Legal Reference:

EDUCATION CODE

32230-32239 School Violence Reduction Program

35183 Gang-related apparel

35294.1 School safety plans

48907 Student exercise of free expression

51264 Educational inservice training; CDE guidelines

51265 Gang violence and drug and alcohol abuse prevention inservice training

GANGS (continued)

51266-51266.5 Model gang and substance abuse prevention curriculum

58730-56736 Gang Risk Intervention Programs

58750-58755 Extended school day activities and violence reduction act

PENAL CODE

186.22 Participation in criminal street gang

13826-13826.7 Gang violence suppression

UNITED STATES CODE. TITLE 20

7101-7143 Safe and Drug-Free Schools and Communities Act of 1994

Management Resources:

CDE PUBLICATIONS

On Alert: Gang Prevention in School and Inservice Guidelines, January 1994

CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995

Second Reading/Adoption
May 20, 1997

CALAVERAS UNIFIED SCHOOL DISTRICT
San Andreas, California

Students

SEXUAL HARASSMENT

The Governing Board is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy.

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 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. Such circumstances shall include but are not limited to:

1. Age and maturity of the victim and the perpetrator
2. Pervasiveness of the alleged harassing conduct (i.e., how many times the act(s) occurred, how many individuals were involved, etc.)
3. Prior complaints against the perpetrator

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

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment. Students should be encouraged to report observed instances of sexual harassment, even where the victim of the harassment has not complained
3. Information about the person(s) to whom a report of sexual harassment should be made.

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 5137 - Positive School Climate)

(cf. 5141.41 - Child Abuse Prevention)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Family Life/Sex Education)

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall, within 24 hours of his/her getting the complaint, report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint. If the alleged harasser is the principal or designee, the employee may report the complaint or his/her observation of the incident to the Superintendent or designee who shall investigate the complaint.

SEXUAL HARASSMENT (continued)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
 (cf. 5141.4 - Child Abuse Reporting Procedures)

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where necessary. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures.

(cf. 1312.1 - Complaints Concerning District Employees)
 (cf. 1312.3 - Uniform Complaint Procedures)

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

Information gathered in the course of investigating a sexual harassment complaint shall be kept confidential to the extent possible.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

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

1714.1 Liability of parents/guardians for willful misconduct of minor

UNITED STATES CODE, TITLE 20

1681 - 1688 Title IX, Discrimination

UNITED STATES CODE, TITLE 42

2000d - 2000d-7 Title VI, Civil Rights Act of 1964

2000e - 2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1 - 106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Davis v. Monroe County Board of Education (1999) No. 97-843, 1999 U.S. Lexis 3452, -- U.S.--

Gebser v. Lago Vista Independent School District (1998) 118 S.Ct. 1989

Nabozny v. Podlesny (1996, 7th Cir.) 92 F.3d 446

Doe v. Petaluma City School District (1995, 9th Cir.) 54 F.3d 1447

Oona R.-S. etc. v. Santa Rosa City Schools et al (1995) 890 F.Supp. 1452

SEXUAL HARASSMENT (continued)

Rosa H. v. San Elizario Ind. School District, (W.D. Tex. 1995) 887 F. Supp. 140, 143
Clyde K. v. Puyallup School District #3 (1994) 35 F.3d 1396
Patricia H. v. Berkeley Unified School District (1993) 830 F.Supp. 1288
Franklin v. Gwinnet County Schools (1992) 112 S. Ct. 1028
Kelson v. City of Springfield, Oregon (1985, 9th Cir.) 767 F.2d 651

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL
Protecting Students from Harassment and Hate Crime: A Guide for Schools, January 1999

OFFICE OF CIVIL RIGHTS

Sexual Harassment Guidance, 62 FR 49, 1997

WEB SITES

OCR: <http://www.ed.gov/offices/OCR>

Second Reading/Adoption:
November 6, 2001

CALAVERAS UNIFIED SCHOOL DISTRICT
San Andreas, California

SEXUAL HARASSMENT

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual flirtations or propositions
2. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Touching an individual's body or clothes in a sexual way
8. Purposefully cornering or blocking normal movements
9. Limiting a student's access to educational tools

SEXUAL HARASSMENT (continued)

10. Displaying sexually suggestive objects

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location near each school principal's office (Education Code 212.6)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session (Education Code 212.6)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct (Education Code 212.6)
5. Be provided to employees and employee organizations

Investigation of Complaints at School (Site-Level Grievance Procedure)

1. The principal or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with:
 - a. The student who is complaining
 - b. The person accused of harassment
 - c. Anyone who saw the harassment take place
 - d. Anyone mentioned as having related information
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.

SEXUAL HARASSMENT (continued)

3. The principal or designee shall discuss the complaint only with the people ~~described~~ above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:
 - a. The Superintendent or designee
 - b. The parent/guardian of the student who complained
 - c. The parent/guardian of the person accused of harassing someone
 - d. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth
 - e. Child protective agencies responsible for investigating child abuse reports
 - f. Legal counsel for the district

(cf. 5141.41 - Child Abuse Prevention)

4. When the student who complained and the person accused of harassment so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided.
5. The principal or designee shall tell the student who complained that he/she has the right to file a formal complaint at any time in accordance with the district's uniform complaint procedures. If the student wishes to file a formal complaint, the principal or designee shall assist the student in doing this.

(cf. 1312.3 - Uniform Complaint Procedures)

6. In reaching a decision about the complaint, the principal or designee may take into account:
 - a. Statements made by the persons identified above
 - b. The details and consistency of each person's account
 - c. Evidence of how the complaining student reacted to the incident

SEXUAL HARASSMENT (continued)

- d. Evidence of past instances of harassment by the accused person
 - e. Evidence of past harassment complaints that were found to be untrue
7. To judge the severity of the harassment, the principal or designee may take into consideration:
- a. How the misconduct affected one or more students' education
 - b. The type, frequency and duration of the misconduct
 - c. The number of persons involved
 - d. The age and sex of the person accused of harassment
 - e. The subject(s) of harassment
 - f. The place and situation where the incident occurred
 - g. Other incidents at the school, including incidents of harassment that were not related to sex
8. The principal or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused.
9. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If he/she verifies that sexual harassment occurred, this report shall describe the actions he/she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.
10. Within two weeks after receiving the complaint, the principal or designee shall determine whether or not the student who complained has been further harassed. The principal or designee shall keep a record of this information and shall continue this follow-up at his/her discretion.

Enforcement

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following:

SEXUAL HARASSMENT (continued)

1. Removing vulgar or offending graffiti
2. Providing staff inservice and student instruction or counseling
3. Notifying parents/guardians
4. Notifying child protective services
5. Taking appropriate disciplinary action. In addition, the principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

September 1, 1998

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CALAVERAS UNIFIED SCHOOL DISTRICT
San Andreas, California

INSTRUCTION

BP 6142.1(a)

Sexual Health And HIV/AIDS Prevention Instruction

The Governing Board recognizes that the purpose of the district's sexual health and HIV/AIDS prevention instruction is to provide students with the knowledge and skills necessary to protect them from unintended pregnancy and sexually transmitted diseases and to encourage students to develop healthy attitudes concerning adolescent growth and development, body image, gender roles, sexual orientation, dating, marriage, and family. The Board therefore desires to provide a well-planned sequence of instruction on comprehensive sexual health and HIV/AIDS prevention.

(cf. 5030 - Student Wellness)

(cf. 6142.8 - Comprehensive Health Education)

The district's curriculum shall be aligned with the state's content standards, based on medically accurate and factual information, and designed to teach students to make healthy choices and reduce high-risk behaviors. The district's program shall comply with the requirements of law, Board policy, and administrative regulation and shall respect the rights of parents/guardians to supervise their children's education on these subjects and to impart values regarding human sexuality to their children.

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.25 - Availability of Condoms)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6143 - Courses of Study)

The Superintendent or designee may appoint a coordinator and/or an advisory committee regarding the district's comprehensive sexual health program. The advisory committee shall represent a divergence of viewpoints and may participate in planning, implementing, and evaluating the district's comprehensive sexual health education program. The Board shall consider the advisory committee's recommendations when approving the district's program.

(cf. 1220 - Citizen Advisory Committees)

Parent/Guardian Consent

A parent/guardian may request in writing that his/her child be excused from participating in HIV/AIDS prevention or sexual health education. Students so excused by their parents/guardians shall be given an alternative educational activity. (Education Code 51240, 51939)

(cf. 5022 - Student and Family Privacy Rights)

A student shall not be subject to disciplinary action, academic penalty, or other sanction if the student's parent/guardian declines to permit the student to receive the instruction. (Education Code 51939)

INSTRUCTION

BP 6142.1(b)

Sexual Health And HIV/AIDS Prevention Instruction

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

48980 Notice at beginning of term

51202 Instruction in personal and public health and safety

51210.8 Health education curriculum

51240 Excuse from instruction due to religious beliefs

51513 Materials containing questions about beliefs or practices

51930-51939 Comprehensive Sexual Health and HIV/AIDS Prevention Education Act

HEALTH AND SAFETY CODE

1255.7 Parents surrendering physical custody of a baby

PENAL CODE

243.4 Sexual battery

261.5 Unlawful sexual intercourse

271.5 Parents voluntarily surrendering custody of a baby

UNITED STATES CODE, TITLE 20

1232h Protection of student rights

7906 Sex education

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade 12, 2008

Health Framework for California Public Schools: Kindergarten through Grade 12, 2003

WEB SITES

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

American Academy of Pediatrics: <http://www.aap.org>

American College of Obstetricians and Gynecologists: <http://www.acog.org>

American Public Health Association: <http://www.apha.org>

California Department of Education, Sex Education and HIV/STD Instruction:

<http://www.cde.ca.gov/ls/he/se>

California Department of Public Health: <http://www.cdph.ca.gov>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Safe Schools Coalition: <http://www.casafeschools.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

National Academy of Sciences: <http://www.nationalacademies.org>

U.S. Department of Health and Human Services, Office of the Surgeon General:

<http://www.surgeongeneral.gov>

U.S. Food and Drug Administration: <http://www.fda.gov>

Second Reading/Adoption:

CALAVERAS UNIFIED SCHOOL DISTRICT

November 18, 2008

San Andreas, California

INSTRUCTION

AR 6142.1(a)

Sexual Health And HIV/AIDS Prevention Instruction

Instruction and Materials

The Superintendent or designee shall ensure that the district's sexual health and HIV/AIDS prevention instruction and materials are: (Education Code 51933, 51934):

1. Age appropriate

Age appropriate refers to topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.

2. Factually and medically accurate and objective

Medically accurate means verified or supported by research conducted in compliance with scientific methods and published in peer-reviewed journals, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, such as the federal Centers for Disease Control and Prevention, the American Public Health Association, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists.

3. Available on an equal basis to a student who is an English learner, consistent with the existing curriculum and alternative options for an English learner, as otherwise provided in the Education Code

(cf. 6174 - Education for English Language Learners)

4. Appropriate for use with students of all races, genders, sexual orientations, and ethnic and cultural backgrounds, and students with disabilities

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.3 - Uniform Complaint Procedures)

5. Accessible to students with disabilities, including, but not limited to, the provision of a modified curriculum, materials, and instruction in alternative formats and auxiliary aids

6. Not teaching or promoting religious doctrine

7. Not reflecting bias or promoting prejudice against students in protected categories of discrimination pursuant to Education Code 220

(cf. 5145. 3 - Nondiscrimination/Harassment)

INSTRUCTION

AR 6142.1(b)

Sexual Health And HIV/AIDS Prevention Instruction

Other district courses that may include subject matter related to that which is presented in either HIV/AIDS prevention or comprehensive sexual health instruction, shall not be subject to the requirements of Education Code 51930-51939 pertaining to instructional content, teacher training, and parental notification and consent, if such courses contain: (Education Code 51932)

1. Solely a description or illustration of human reproductive organs that may appear in a textbook adopted pursuant to law on physiology, biology, zoology, general science, personal hygiene, or health

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.93 - Science Instruction)

2. Instruction or materials that discuss gender, sexual orientation, or family life and do not discuss human reproductive organs and their function

(cf. 6143 - Courses of Study)

Additional Requirements for HIV/AIDS Prevention Instruction

HIV/AIDS prevention instruction shall be offered at least once in junior high or middle school and once in high school. (Education Code 51934)

Instruction shall accurately reflect the latest information and recommendations from the United States Surgeon General, the federal Centers for Disease Control and Prevention, and the National Academy of Sciences. The district's curriculum shall satisfy the criteria listed in items #1-7 in the section entitled "Instruction and Materials" above and shall also include: (Education Code 51931, 51934)

1. Information on the nature of HIV/AIDS and its effects on the human body
2. Information on the manner in which HIV is and is not transmitted, including information on activities that present the highest risk of HIV infection
3. Discussion of methods to reduce the risk of HIV infection, including:
 - a. Emphasis that sexual abstinence, monogamy, the avoidance of multiple sexual partners, and abstinence from intravenous drug use are the most effective means for HIV/AIDS prevention
 - b. Statistics based upon the latest medical information citing the failure and success rates of condoms and other contraceptives in preventing sexually transmitted HIV infection

INSTRUCTION

AR 6142.1(c)

Sexual Health And HIV/AIDS Prevention Instruction

- c. Information on other methods that may reduce the risk of HIV transmission from intravenous drug use
4. Discussion of the public health issues associated with HIV/AIDS
5. Information on local resources for HIV testing and medical care
6. Development of refusal skills to assist students in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities
7. Discussion about societal views on HIV/AIDS, including stereotypes and myths regarding persons with HIV/AIDS and emphasizing compassion for persons living with HIV/AIDS

Additional Requirements for Sexual Health Instruction

The district's sexual health education curriculum shall satisfy the criteria listed in items #1-7 in the section entitled "Instruction and Materials" above as well as the following criteria:
(Education Code 51931, 51933)

1. Instruction and materials shall encourage a student to communicate with his/her parents/guardians about human sexuality.
2. Instruction and materials shall teach respect for marriage and committed relationships.
3. Beginning in grade 7, instruction and materials shall teach that abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy, teach that abstinence from sexual activity is the only certain way to prevent sexually transmitted diseases, and provide information about the value of abstinence while also providing medically accurate information on other methods of preventing pregnancy and sexually transmitted diseases.
4. Beginning in grade 7, instruction and materials shall provide information about sexually transmitted diseases. This instruction shall include how sexually transmitted diseases are and are not transmitted, the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods of reducing the risk of contracting sexually transmitted diseases, and information on local resources for testing and medical care for sexually transmitted diseases.
5. Beginning in grade 7, instruction and materials shall provide information about the effectiveness and safety of all FDA-approved contraceptive methods in preventing pregnancy, including, but not limited to, emergency contraception.

INSTRUCTION

AR 6142.1(d)

Sexual Health And HIV/AIDS Prevention Instruction

(cf. 5141.25 - Availability of Condoms)

6. Beginning in grade 7, instruction and materials shall provide students with skills for making and implementing responsible decisions about sexual conduct.

(cf. 5146 - Married/Pregnant/Parenting Students)

7. Beginning in grade 7, instruction and materials shall provide students with information on the law concerning surrendering physical custody of a minor child 72 hours or younger, pursuant to Health and Safety Code 1255.7 and Penal Code 271.5.

(cf. 6143 - Courses of Study)

Professional Development

The district's instruction shall be provided by instructors trained in the appropriate courses who are knowledgeable of the most recent medically accurate research on human sexuality, pregnancy, and sexually transmitted diseases. (Education Code 51932, 51933, 51934)

The Superintendent or designee shall cooperatively plan and conduct in-service training for all district personnel who provide HIV/AIDS prevention education, through regional planning, joint powers agreements, or contract services. (Education Code 51935)

(cf. 4131 - Staff Development)

In developing and providing in-service training, the Superintendent or designee shall cooperate and collaborate with the teachers who provide HIV/AIDS prevention education and with the California Department of Education (CDE). (Education Code 51935)

The district shall periodically conduct in-service training to enable district personnel to learn new developments in the scientific understanding of HIV/AIDS. In-service training shall be voluntary for district personnel who have demonstrated expertise or received in-service training from the CDE or federal Centers for Disease Control and Prevention. (Education Code 51935)

The Superintendent or designee may expand HIV/AIDS in-service training to cover the topic of comprehensive sexual health education for district personnel teaching sexual health education to learn new developments in the scientific understanding of sexual health. (Education Code 51935)

INSTRUCTION

AR 6142.1(e)

Sexual Health And HIV/AIDS Prevention Instruction

Use of Consultants or Guest Speakers

The Superintendent or designee may contract with outside consultants with expertise in comprehensive sexual health or HIV/AIDS prevention education, including those who have developed multilingual curricula or curricula accessible to persons with disabilities, to deliver the instruction or to provide training for district personnel. The Superintendent or designee shall ensure that any instruction provided by an outside speaker or consultant complies with Board policy, administrative regulation, and Education Code 51930-51939. (Education Code 51933, 51934, 51936)

(cf. 6145.8 - Assemblies and Special Events)

Parent/Guardian Notification

At the beginning of each school year, or at the time of a student's enrollment, parents/guardians shall be notified about instruction in comprehensive sexual health education and HIV/AIDS prevention education, as well as research on student health behaviors and risks, planned for the coming year. The notice shall advise parents/guardians: (Education Code 48980, 51938)

1. That written and audiovisual educational materials to be used in comprehensive sexual health and HIV/AIDS prevention education are available for inspection
2. That parents/guardians may request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education
3. That parents/guardians have a right to request a copy of Education Code 51930-51939
4. Whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants

If the district chooses to use outside consultants or to hold an assembly with guest speakers to teach the comprehensive sexual health or HIV/AIDS prevention education, the notification shall include: (Education Code 51938)

- a. The date of the instruction
- b. The name of the organization or affiliation of each guest speaker
- c. Information stating the right of the parent/guardian to request a copy of Education Code 51933-51934

INSTRUCTION

AR 6142.1(f)

Sexual Health And HIV/AIDS Prevention Instruction

If the arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the district shall notify parents/guardians by mail or another commonly used method of notification no fewer than 14 days before the instruction is given. (Education Code 51938)

(cf. 5145.6 - Parental Notifications)

Parents/guardians shall be asked to sign and return to the school an acknowledgment that they have received the notification. If a parent/guardian wishes to excuse his/her child from instruction, he/she must provide a separate written request, as specified in Board policy.

November 4, 2008

CALAVERAS UNIFIED SCHOOL DISTRICT
San Andreas, California

HEALTH EXAMINATIONS

The Governing Board recognizes that periodic health examinations of students may lead to the detection and treatment of conditions that impact learning. Health examinations also may help in determining whether special adaptations of the school program are necessary.

In addition to verifying that students have complied with legal requirements for health examinations and immunizations before enrolling in school, the district shall administer tests for vision, hearing and scoliosis as required by law.

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Child Health and Disability Prevention Program)

(cf. 5141.6 - School-Based Health and Social Services)

All 9 - 12 students who participate as cheerleaders, song leaders, or athletes in organized competitive sports shall first undergo and file with the district a current medical examination. Upon sustaining an injury or serious illness, a student may be required to have another examination before participating further. This requirement does not apply to participants in occasional play day or field day activities.

(cf. 5143 - Insurance)

(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall ensure that staff employed to examine students exercise proper care of each student and that examination results are kept confidential. Records related to these examinations shall be available only in accordance with law.

(cf. 5125 - Student Records)

Reports to the Board regarding the number of students found to have physical problems and the effort made to correct them shall in no way reveal the identity of students.

Legal Reference:

EDUCATION CODE

44871-44879 Employment qualifications

49400-49413 General powers-school boards (re pupil health)

49422 Supervision of health and physical development

49450-49457 Physical examinations (of pupils)

HEALTH EXAMINATIONS (continued)

49460-49466 Development of standardized health assessments

HEALTH AND SAFETY CODE

120325-120380 Immunization against communicable diseases

121475-121520 Tuberculosis tests for pupils

CODE OF REGULATIONS, TITLE 5

590-596 Vision screening

3027 Hearing and vision screening for special education

3028 Audiological screening

Second Reading/Adoption:
September 15, 1998
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CALAVERAS UNIFIED SCHOOL DISTRICT
San Andreas, California

Instruction

DIFFERENTIAL GRADUATION AND COMPETENCY STANDARDS FOR STUDENTS WITH DISABILITIES

The Individualized Education Program (IEP) team shall determine the appropriate standards and assessments, as well as the accommodations, that may be required for students with disabilities.

- (cf. 6011 - Academic Standards)
- (cf. 6159 - Individualized Education Program)
- (cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)
- (cf. 6164.4 - Identification of Individuals for Special Education)

No student shall be classified as eligible for differential standards of proficiency for the purpose of circumventing the legal requirement to maintain academic eligibility for extracurricular or cocurricular activities. (Education Code 35160.5)

- (cf. 6145 - Extracurricular and Cocurricular Activities)

High School Diploma

Beginning in 2003-2004, a student with disabilities may be awarded a high school diploma upon satisfactory completion of the course of study specified in his/her IEP and upon completion of the high school exit exam. The high school exit exam shall be administered in accordance with requirements and accommodations as specified in the student's IEP and allowed by the State Board of Education.

- (cf. 6162.5 - Student Assessment)

All students subject to the requirements of the high school exit exam shall receive "adequate notice" as specified in law and Board policy. (Education Code 48980, 60850)

- (cf. 5145.6 - Parental Notifications)
- (cf. 6146.1 - High School Graduation Requirements)

Legal Reference:

EDUCATION CODE

- 35160.5 Extracurricular and cocurricular activities; differential standards
- 48980 Parental notifications
- 56000 Education of individuals with exceptional needs
- 56341 Individualized education program team
- 56345 Elements of the IEP
- 56390-56393 Certificate of completion, special education
- 60850-60856 High school exit exam

CODE OF REGULATIONS, TITLE 5

- 3070 Graduation

UNITED STATES CODE, TITLE 20

- 1412 Individuals with Disabilities Education Act
- CODE OF FEDERAL REGULATIONS, TITLE 34**

**DIFFERENTIAL GRADUATION AND COMPETENCY STANDARDS FOR STUDENTS
WITH DISABILITIES** (continued)

300.1-300.756 Individuals with Disabilities Education Act

Management Resources:

FEDERAL REGISTER

34 CFR 300.a Appendix A to Part 300 - Questions and Answers

34 CFR 300.a1 Attachment 1: Analysis of Comments and Changes

CDE COMMUNICATIONS

2000.0314 Proficiency Standards and High School Exit Exam

WEB SITES

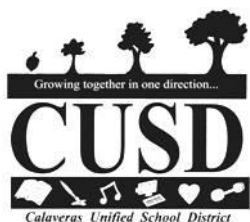
CDE: <http://www.cde.ca.gov>

US Department of Education, Office of Special Education and Rehabilitative Services:

<http://www.ed.gov/offices/OSERS>

Second Reading/Adoption:
December 10, 2001

CALAVERAS UNIFIED SCHOOL DISTRICT
San Andreas, California



Calaveras Unified School District

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Superintendent's Office

The District's Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by the District (the "network"). Only current students or employees are authorized to use the network.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

Acceptable Uses of the District Computer Network or the Internet

Each year the District must verify that a student has signed the acknowledgment page of this policy in order for the student to use the computer network and to have Internet Access. Each school site must keep this page on file. A student who is under 18 must have a parent or guardian sign this page and schools must keep it on file. Once signed the permission/acknowledgment page remains in effect until revoked by the parent, or the student loses the privilege of using the District's network due to violation of this policy or is no longer a CUSD student. Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate District personnel. Access is provided primarily for education and District business. Staff may use the Internet, for incidental personal use during duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, the user should consult a teacher, supervisor or other appropriate District personnel.

In addition, each year a student must pass a basic Netiquette class verified by the school site at which the student attends. Netiquette, or network etiquette, is the contemporary term for the proper way to communicate and interact with each other using email over the Internet. Netiquette training will include but is not limited to:

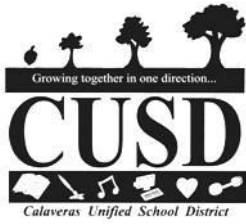
- Becoming familiar with CUSD's AUP
- Common courtesy in written communication
- Asking permission to forward attachments or emails

Unacceptable Uses of the Computer Network or Internet

These are examples of inappropriate activity on the District web site, but the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate.

Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;

- Criminal activities that can be punished under law;
- Selling or purchasing illegal items or substances;
- Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- Causing harm to others or damage to their property, such as:
 1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;



Calaveras Unified School District

3304 Highway 12, Bldg. B
P.O. Box 788
San Andreas, CA 95249
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www.calaveras.k12.ca.us

Superintendent's Office

3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 1. Using another's account password(s) or identifier(s);
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing anyone's password to others or allowing them to use another's account(s).
 - Using the network or Internet for Commercial purposes:
 1. Using the Internet for personal advertising, promotion, or financial gain; or
 2. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Student Internet Safety

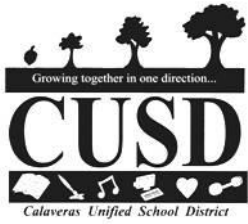
1. Students under the age of eighteen should only access District accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use;
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Acceptable Use Policy and all District security policies.

Penalties for Improper Use

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.



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I have read, understand, and agree to abide by the provisions of the Acceptable Use Policy of the Calaveras Unified School District.			
Date:		Site Location:	
Staff Name:		Staff Signature:	
<i>Please Print clearly</i>			

School Information			
Student Name:		Student Signature:	
<i>Please Print clearly</i>			
Parent Name:		Parent Signature:	
<i>Please Print clearly</i>			

*Please return this form to the school or office where it will be kept on file.
It is required for all staff and students that will be using a computer network and/or Internet access.*

For Internal Use ONLY:

<i>Personnel Signature/Date</i>	<i>User Job Description/Title:</i>
<i>School Site/room#/Job Share w/who:</i>	<i>Portal:</i>
<i>Teacher No.</i>	<i>SASI Signature:</i>
<i>Assessment Program Signature:</i>	<i>Security Group for LS</i>
<i>Gradebook:</i>	<i>Phone ext.</i>
<i>Technology Signature:</i>	<i>Date:</i>
<i>Please send this form to the tech department if used for a staff member.</i>	

INSTRUCTION

IDENTIFICATION AND EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION

Referrals for Special Education Services

A student shall be referred for special educational instruction and services only after the resources of the regular education program have been considered and used where appropriate. (Education Code 56303)

All referrals from school staff for special education and related services shall include a brief reason for the referral and description of the regular program resources that were considered and/or modified for use with the student and their effect. (5 CCR 3021)

Initial Evaluation for Special Education Services

Before the initial provision of special education and related services to a student with a disability, the district shall conduct a full and individual initial evaluation of the student. (34 CFR 300.301; Education Code 56320)

Within 15 days of the referral of any student for special education and related services, the district shall develop a proposed evaluation plan, unless the parent/guardian agrees in writing to an extension. This 15-day period does not include days between the student's regular school session or term, or days of school vacation in excess of five school days from the date of receipt of the referral. If the referral is made within 10 days or less prior to the end of the student's regular school year, the proposed evaluation plan shall be developed within 10 days after the beginning of the next regular school year, or the student's regular school term. In the case of the student's school vacation in excess of five school days, the 15-day deadline shall recommence on the date the student's regular school days reconvene. (Education Code 56043, 56321)

The proposed evaluation plan shall meet all of the following requirements: (Education Code 56321)

1. Be in a language easily understood by the general public
2. Be provided in the native language of the parent/guardian or other mode of communication used by the parent/guardian unless it is clearly not feasible
3. Explain the types of evaluation to be conducted
4. State that no individualized education program (IEP) will result from the evaluation without parent/guardian consent

(cf. 6159 - Individualized Education Program)

IDENTIFICATION AND EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

Prior to conducting an initial evaluation, the district shall provide the parent/guardian with prior written notice in accordance with 34 CFR 300.503. In addition, as part of the evaluation plan, the parent/guardian shall receive written notice that includes all of the following information: (34 CFR 300.304, 300.504; Education Code 56329)

1. Upon completion of the administration of tests and other evaluation materials, an IEP team meeting that includes the parent/guardian or his/her representative shall be scheduled pursuant to Education Code 56341. At this meeting, the team shall determine whether or not the student is a student with disabilities as defined in Education Code 56026 and shall discuss the evaluation, the educational recommendations, and the reasons for the recommendations.
2. In making a determination of eligibility for special education, the student shall not be determined to be a student with a disability if the determinant factor is lack of appropriate instruction in reading, lack of instruction in mathematics, or limited English proficiency.
3. A copy of the evaluation report and the documentation of determination of eligibility shall be given to the parent/guardian.
4. If a parent/guardian disagrees with an evaluation obtained by the district, the parent/guardian has the right to obtain, at public expense, an independent educational evaluation of the student from qualified specialists, in accordance with 34 CFR 300.502.

If the district observed the student in conducting its evaluation, or if its evaluation procedures make it permissible to have in-class observation of a student, an equivalent opportunity shall apply to the independent educational evaluation. This equivalent opportunity shall apply to the student's current placement and setting as well as observation of the district's proposed placement and setting, regardless of whether the independent educational evaluation is initiated before or after the filing of a due process hearing proceeding.

5. The district may initiate a due process hearing pursuant to Education Code 56500-56508 to show that its evaluation is appropriate. If the final decision resulting from the due process hearing is that the evaluation is appropriate, the parent/guardian maintains the right for an independent educational evaluation, but not at public expense.

IDENTIFICATION AND EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

If the parent/guardian obtains an independent educational evaluation at private expense, the results of the evaluation shall be considered by the district with respect to the provision of a free appropriate public education (FAPE) to the student, and may be presented as evidence at a due process hearing regarding the student. If the district observed the student in conducting its evaluation, or if its evaluation procedures make it permissible to have in-class observation of a student, an equivalent opportunity shall apply to an independent educational evaluation of the student in the student's current educational placement and setting, if any, proposed by the district, regardless of whether the independent educational evaluation is initiated before or after the filing of a due process hearing.

6. If a parent/guardian proposes a publicly financed placement of the student in a nonpublic school, the district shall have an opportunity to observe the proposed placement and, if the student has already been unilaterally placed in the nonpublic school by the parent/guardian, the student in the proposed placement. Any such observation shall only be of the student who is the subject of the observation and may not include the observation or evaluation of any other student in the proposed placement unless that other student's parent/guardian consents to the observation or evaluation. The results of any observation or evaluation of another student in violation of Education Code 56329(d) shall be inadmissible in any due process or judicial proceeding regarding FAPE of that other student.

(cf. 5145.6 - Parental Notifications)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

Parent/Guardian Consent for Evaluations

Upon receiving the proposed evaluation plan, the parent/guardian shall have at least 15 days to decide whether or not to consent to the initial evaluation. The district shall not interpret parent/guardian consent for initial evaluation as consent for initial placement or initial provision of special education services. (34 CFR 300.300, 34 CFR 300.301; Education Code 56320, 56321)

Informed parental consent means that the parent/guardian: (34 CFR 300.9)

1. Has been fully informed of all information relevant to the activity for which consent is sought, in his/her native language or other mode of communication

IDENTIFICATION AND EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

2. Understands and agrees, in writing, to the carrying out of the activity for which his/her consent is sought and the consent describes that activity and lists the records (if any) that will be released and to whom
3. Understands that the granting of consent is voluntary on his/her part and may be revoked at any time
4. Understands that if he/she revokes consent, that revocation is not retroactive (i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked)

The district shall make reasonable efforts to obtain the informed consent of the parent/guardian for an initial evaluation or reevaluation of a student. The district shall maintain a record of its attempts to obtain consent, including: (34 CFR 300.300, 300.322)

1. Detailed records of telephone calls made or attempted and the results of those calls
2. Copies of correspondence sent to the parent/guardian and any responses received
3. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits

If a parent/guardian refuses to consent to the initial evaluation or fails to respond to a request to provide consent, the district may, but is not required to, pursue an evaluation by utilizing the procedural safeguards, including the mediation and due process procedures pursuant to 20 USC 1415 and 34 CFR 300.506-300.516. (34 CFR 300.300; Education Code 56321)

For a student who is a ward of the state and not residing with his/her parent/guardian, the district may conduct an initial evaluation without obtaining informed consent if any of the following situations exists: (34 CFR 300.300; Education Code 56321)

1. Despite reasonable efforts to do so, the district cannot discover the whereabouts of the parent/guardian of the student.
2. The rights of the parent/guardian of the student have been terminated in accordance with California law.

IDENTIFICATION AND EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

3. The rights of the parent/guardian to make educational decisions have been subrogated by a judge in accordance with California law and consent for an initial evaluation has been given by an individual appointed by the judge to represent the student.

(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

The district need not obtain parent/guardian consent before reviewing existing data as part of an evaluation or administering a test or other evaluation that is administered to all students, unless consent is required from the parents/guardians of all students. (34 CFR 300.300)

Conduct of the Evaluation

The district shall complete the determination as to whether the student is a student with a disability, conduct the initial evaluation to determine his/her educational needs, and develop an IEP within 60 days of receiving informed parent/guardian consent for the evaluation. (34 CFR 300.300, 34 CFR 300.301; Education Code 56344)

The evaluation shall be conducted by qualified personnel who are competent to perform the assessment as determined by the district, county office of education, or special education local plan area (SELPA). (Education Code 56320, 56322)

The screening of a student by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation shall not be considered to be an evaluation for eligibility for special education and related services. (34 CFR 300.302)

In conducting the evaluation, the district shall use a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the student. The district shall also use any information provided by the parent/guardian that may assist the district in making the determination as to whether the student is a student with a disability and, if so, the necessary components of his/her IEP when the IEP is developed, including information related to enabling the student to be involved in and to progress in the general education curriculum. (34 CFR 300.304)

The district's evaluation shall not use any single measure or assessment as the sole criterion for determining whether a student is a student with a disability and for determining the appropriate educational program for the student. The assessment shall use technically sound instruments that may assess the relative contribution of cognitive and behavioral factors in addition to physical or developmental factors. (34 CFR 300.304)

IDENTIFICATION AND EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

The district shall also ensure that assessments and other evaluation materials provide relevant information that directly assists persons in determining the student's educational needs and are: (34 CFR 300.304; Education Code 56320)

1. Selected and administered so as not to be discriminatory on a racial, cultural, or sexual basis
2. Provided and administered in the student's native language or other mode of communication and in the form most likely to yield accurate information on what the student knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer
3. Used for the purposes for which the assessments or measures are valid and reliable
4. Administered by trained and knowledgeable personnel
5. Administered in accordance with any instructions provided by the producer of the assessments
6. Tailored to assess specific areas of educational need and not merely designed to provide a single general intelligence quotient
7. If administered to a student with impaired sensory, manual, or speaking skills, selected and administered to best ensure that the results accurately reflect the student's aptitude or achievement level or whatever other factors the test purports to measure

Students shall be assessed in all areas related to the suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status, and motor abilities. The district shall ensure that the evaluation is sufficiently comprehensive to identify all of the student's special education and related service needs, whether or not commonly linked to the disability category in which the student has been classified. (34 CFR 300.304)

As part of the initial evaluation and any reevaluation, the IEP team and other qualified professionals, shall, if appropriate, review existing evaluation data on the student, including evaluations and information provided by the parents/guardians; current classroom-based local or state assessments and classroom-based observations; and observations by teachers and related services providers. On the basis of that review and input from the student's parent/guardian, the team shall identify what additional data, if any, are needed to determine: (34 CFR 300.305;

IDENTIFICATION AND EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

1. Whether the student is a student with a disability, or in the case of a reevaluation, whether the student continues to have a disability, and the educational needs of the student
2. The present levels of academic achievement and related developmental needs of the student
3. Whether the student needs, or continues to need, special education and related services
4. Whether any additions or modifications to the special education and related services are needed to enable the student to meet the measurable annual goals set out in his/her IEP and to participate, as appropriate, in the general education curriculum

If a student has transferred from another district in the same school year or leaves this district, the district shall coordinate with the student's prior or subsequent district as necessary and as expeditiously as possible to ensure prompt completion of full evaluations. (34 CFR 300.304)

Eligibility Determination

Upon completion of the administration of assessments and other evaluation measures, a group of qualified professionals and the parent/guardian shall determine whether the child is a student with a disability and the student's educational needs. In interpreting the data, the group shall draw information from a variety of sources, including aptitude and achievement tests, parent/guardian input, and teacher recommendations, as well as information about the student's physical condition, social or cultural background, and adaptive behavior. The group shall ensure that the information obtained from these sources is documented and carefully considered. (34 CFR 300.306)

The personnel who evaluate the student shall prepare a written report of the results of each evaluation. The report shall include, but not be limited to, the following: (Education Code 56327)

1. Whether the student may need special education and related services
2. The basis for making the determination
3. The relevant behavior noted during the observation of the student in an appropriate setting

IDENTIFICATION AND EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

4. The relationship of that behavior to the student's academic and social functioning
5. The educationally relevant health, developmental, and medical findings, if any
6. For students with learning disabilities, whether there is such a discrepancy between achievement and ability that it cannot be corrected without special education and related services
7. A determination concerning the effects of environmental, cultural, or economic disadvantage, where appropriate
8. The need for specialized services, materials, and equipment for students with low incidence disabilities, consistent with Education Code 56136

When making a determination of eligibility for special education and related services, the district shall not determine that a student is disabled if the primary factor for such determination is a lack of appropriate instruction in reading, including the essential components of reading instruction pursuant to 20 USC 6368 of the No Child Left Behind Act, lack of instruction in mathematics, limited English proficiency, or that the student does not otherwise meet the eligibility criteria. (34 CFR 300.306; Education Code 56329)

If a determination is made that a student has a disability and needs special education and related services, an IEP shall be developed within a total time not to exceed 60 days, not counting days between the student's regular school sessions, terms, or days of school vacation in excess of five school days, from the date of the receipt of the parent/guardian's consent for evaluation, unless the parent/guardian agrees, in writing, to an extension. (34 CFR 300.306; Education Code 56043)

Independent Educational Evaluation

The parents/guardians of a student with a disability have the right to obtain an independent educational evaluation at public expense under the same criteria that the district uses for a district-initiated evaluation. An independent educational evaluation is an evaluation conducted by a qualified examiner who is not employed by the district. Public expense means the district either pays for the full cost of the independent educational evaluation or ensures that the evaluation is otherwise provided at no cost to the parent/guardian. (34 CFR 300.502)

The parent/guardian is entitled to only one independent educational evaluation at public expense each time the district conducts an evaluation with which the parent/guardian disagrees. (34 CFR 300.502)

IDENTIFICATION AND EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION

If a parent/guardian has requested an independent educational evaluation, the district may ask for a reason that he/she objects to the district's evaluation. However, the parent/guardian is not required to provide the reason to the district. (34 CFR 300.502)

Upon receiving the request for an independent educational evaluation, the district shall, without unnecessary delay, either: (34 CFR 300.502)

1. File a due process complaint to request a hearing to show that its evaluation is appropriate
2. Ensure that an independent evaluation is provided at public expense, unless the district can later demonstrate at a hearing that the evaluation obtained by the parent/guardian did not satisfy the district's criteria

If a due process hearing decision determines that the district's evaluation is appropriate, then the parent/guardian may obtain an independent evaluation but not at public expense. (34 CFR 300.502)

The results of an independent evaluation obtained by the parent/guardian, whether at public or private expense, shall be considered by the district if it meets district criteria in any decision made with respect to FAPE and may be presented as evidence at a hearing on a due process complaint. (34 CFR 300.502)

Reevaluation

A reevaluation shall be conducted when the district determines that the educational or related services needs of the student, including improved academic achievement and functional performance, warrant a reevaluation or if the student's parent/guardian or teacher requests reevaluation. Such reevaluations shall occur every three years, unless the parent/guardian and district agree in writing that a reevaluation is unnecessary. A reevaluation may not occur more than once a year, unless the parent/guardian and the district agree otherwise. (34 CFR 300.303;

Education Code 56381)

The district shall ensure that any reevaluations of the student are conducted in accordance with the evaluation procedures pursuant to 34 CFR 300.304-300.311. (34 CFR 300.303)

IDENTIFICATION AND EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

Before entering kindergarten or first grade, children with disabilities who are in a preschool program shall be reevaluated to determine if they still need special education and services. IEP teams shall identify a means of monitoring the continued success of children who are determined to be eligible for less intensive special education programs to ensure that gains made are not lost by a rapid removal of individualized programs and supports for these children. (Education Code 56445)

January 15, 2008

CALAVERAS UNIFIED SCHOOL DISTRICT
San Andreas, California

Students**PARENT RIGHTS AND RESPONSIBILITIES****Parent/Guardian Rights**

The rights of parents/guardians of district students include, but are not limited to, the following:

1. To observe, within a reasonable period of time after making the request, the classroom(s) in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled (Education Code 51101)

Parents/guardians may observe instructional and other school activities that involve their child in accordance with Governing Board policy and administrative regulations adopted to ensure the safety of students and staff, prevent undue interference with instruction or harassment of school staff, and provide reasonable accommodation to parents/guardians. Upon written request by parents/guardians, the Superintendent or designee shall arrange for parental observation of a class or activity in a reasonable time frame and in accordance with Board policy and administrative regulations. (Education Code 49091.10)

[\(cf. 3515.2 - Disruptions\)](#)

[\(cf. 6116 - Classroom Interruptions\)](#)

2. To meet, within a reasonable time of their request, with their child's teacher(s) and the principal (Education Code 51101)
3. Under the supervision of district employees, to volunteer their time and resources for the improvement of school facilities and school programs, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher (Education Code 51101)
4. To be notified on a timely basis if their child is absent from school without permission (Education Code 51101)

[\(cf. 5113 - Absences and Excuses\)](#)

5. To receive the results of their child's performance and the school's performance on standardized tests and statewide tests (Education Code 51101)

For parents/guardians of English learners, this right shall include the right to receive the results of their child's performance on the English language development test. (Education Code 51101.1)

PARENT RIGHTS AND RESPONSIBILITIES (continued)

(cf. 0500 - Accountability)

(cf. 0510 - School Accountability Report Card)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

(cf. 6174 - Education for English Language Learners)

6. To request a particular school for their child and to receive a response from the district (Education Code 51101)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

7. To have a school environment for their child that is safe and supportive of learning (Education Code 51101)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

(cf. 5142 - Safety)

8. To examine the curriculum materials of the class(es) in which their child is enrolled (Education Code 51101; 20 USC 1232h)

Parents/guardians may inspect, in a reasonable time frame, all primary supplemental instructional materials and assessments stored by the classroom teacher, including textbooks, teacher's manuals, films, tapes and software. (Education Code 49091.10)

Each school site shall make available to parents/guardians and others, upon request, a copy of the prospectus for each course, including the titles, descriptions and instructional aims of the course. (Education Code 49091.14)

The school may charge an amount not to exceed the cost of duplication. (Education Code 49091.14)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6142.1 - Family Life/Sex Education)

(cf. 6142.2 - AIDS Prevention Instruction)

PARENT RIGHTS AND RESPONSIBILITIES (continued)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

9. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child (Education Code 51101)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5124 - Communication with Parents/Guardians)

10. For parents/guardians of English learners, to support their child's advancement toward literacy (Education Code 51101.1)

The Superintendent or designee may make available, to the extent possible, surplus or undistributed instructional materials to parents/guardians pursuant to Education Code 60510. (Education Code 51101.1)

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

11. For parents/guardians of English learners, to be informed, through the school accountability report card, about statewide and local academic standards, testing programs, accountability measures and school improvement efforts (Education Code 51101.1)

12. To have access to the school records of their child (Education Code 51101)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

13. To receive information concerning the academic performance standards, proficiencies or skills their child is expected to accomplish (Education Code 51101)

(cf. 6011 - Academic Standards)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

PARENT RIGHTS AND RESPONSIBILITIES (continued)

14. To be informed in advance about school rules, including disciplinary rules and procedures pursuant to Education Code 35291, attendance, retention and promotion policies pursuant to Education Code 48070.5, dress codes and procedures for visiting the school (Education Code 51101)

(cf. 1250 - Visitors/Outsiders)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 5132 - Dress and Grooming)

(cf. 5144 - Discipline)

15. To be notified, as early in the school year as practicable pursuant to Education Code 48070.5, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal such a decision. (Education Code 51101)

16. To receive information about any psychological testing the school does involving their child and to deny permission to give the test (Education Code 51101)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.4 - Identification of Individuals for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)

17. To refuse to submit or to participate in any assessment, analysis, evaluation or monitoring of the quality or character of the student's home life, any form of parental screening or testing, any nonacademic home-based counseling program, parent training, or any prescribed family education service plan and to inspect any survey collecting personal information (Education Code 49091.18; 20 USC 1232h)

18. To participate as a member of a parent advisory committee, school site council or site-based management leadership team in accordance with any rules and regulations governing membership in these organizations (Education Code 51101)

For parents/guardians of English learners, this right shall include the right to participate in school and district advisory bodies in accordance with federal and state law and regulations. (Education Code 51101.1)

(cf. 0420 - School Plans/Site Councils)

(cf. 0420.3 - School-Based Student Motivation and Maintenance Program)

(cf. 0420.5 - School-Based Decision Making)

PARENT RIGHTS AND RESPONSIBILITIES (continued)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6171 - Title I Programs)

(cf. 6175 - Migrant Education Program)

19. To question anything in their child's record that the parent/guardian feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school (Education Code 51101)

(cf. 5125.3 - Challenging Student Records)

20. To provide informed, written parental consent before their child is tested for a behavioral, mental or emotional evaluation. A general consent, including medical consent used to approve admission to or involvement in, a special education or remedial program or regular school activity, shall not constitute written consent for these purposes. (Education Code 49091.12)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.3 - Health Examinations)

Parent Responsibilities

Parents/guardians may support the learning environment of their children by: (Education Code 51101)

1. Monitoring attendance of their children
2. Ensuring that homework is completed and turned in on time

(cf. 6154 - Homework/Makeup Work)

3. Encouraging their children to participate in extracurricular and cocurricular activities

(cf. 6145 - Extracurricular and Cocurricular Activities)

4. Monitoring and regulating the television viewed by their children
5. Working with their children at home in learning activities that extend the classroom learning
6. Volunteering in their children's classroom(s) or for other school activities

(cf. 1240 - Volunteer Assistance)

PARENT RIGHTS AND RESPONSIBILITIES (continued)

7. Participating in decisions related to the education of their own children or the total school program as appropriate

December 9, 2003

CALAVERAS UNIFIED SCHOOL DISTRICT
San Andreas, California

TO GO OR NOT TO GO TO SCHOOL THAT IS THE QUESTION

Sometimes it is difficult to know when to keep your student home from school due to illness. Here are some guidelines to help you decide.

STAY HOME IF:

Fever 101°F or higher (should be fever free for 24 hours before returning to school).

Nausea and/or vomiting.

Rashes – any body rash not related to allergic contact especially if accompanied by fever.

Thick, yellowish discharge from eye(s).

Infectious Conjunctivitis (pink eye) – may return 24 hours after starting antibiotic.

Cold sores or fever blisters – lesions must be dry to attend school unless student has age and maturity to use good hygiene.

Severe diarrhea

Head lice – may return after being treated.

Ringworm – may return when treatment is started.

Impetigo – may return 24 hours after treatment is started and lesions are dry.

Scabies – may return 24 hours after being treated.

Chickenpox – may return when ALL blisters are dry and crusted, usually 7-10 days.

Strep Throat – May return 24 hours after treatment is started and no fever for 24 hours.

Asthma – if needing a nebulizer (breathing) treatment more frequently than every 2 hours.

Upper respiratory infections such as cold or bronchitis – keep home if have excessive cough, large amounts of yellow/green nasal discharge, or too ill to function adequately in the classroom. Much depends on individual circumstances depending on the student's age, hygiene habits, and developmental level.

REASONS NOT TO STAY HOME:

Allergies

Constipation with or without abdominal pain

Cold without a fever (see explanation above)

Asthma (unless needing a breathing treatment more frequently than every 2 hours)

Cold/Cough unless accompanied by fever

Temperature less than 101°F (see above)

Stomachache

Poison Oak (if there is drainage, it should be covered by clothing or a dressing)

Minor Anxiety

Homework is not done

There are only four reasons an absence is excused: (Education Code 48205):

1. Pupil's personal illness (not parent or sibling)
2. Quarantine directed by county or city health officer
3. Having medical, dental, optometrical, or chiropractic services rendered
4. Attending funeral services of a member of the pupil's immediate family

When a student has had **14 absences** in the school year for illness, a physician must verify any further absences for illness. (Board Policy Administrative Regulations 5113)

****Please remember that if your student needs to take medication at school both the parent and the physician must complete a "Medication Required During School Hours" form. This form is necessary for all medication both prescriptions and over-the-counter.**

If you have any questions regarding these guidelines contact the school at _____ or the district nurse at 754-2322.

Resources:

Amador County Unified School District: "To Go Or Not To Go To School That Is The Question"

American Academy of Pediatrics: [Red Book](#)

CUSD Board Policy 5113

Calaveras County Public Health Department

California Department of Health Services

California Education Code: 46010-46014, 46100-46119, 46140-46147, 48205

Code of Regulations, Title 5: 306, 420-421

National Association of School Nurses: "Pediculosis in the School Community" www.nasn.org

2009-2010

Calaveras Unified School District

P.O. Box 788
San Andreas, CA 95249

MEDICATION REQUIRED DURING SCHOOL HOURS

THIS FORM MUST BE COMPLETED WITH M.D./DENTIST AND PARENT/GUARDIAN SIGNATURES BEFORE ANY MEDICATION CAN BE ADMINISTERED AT SCHOOL.

California Education Code 49423 allows the school nurse or other designated school personnel to assist students who are required to take medication during the school day. This service is provided to enable the student to remain in school to maintain or improve the potential for education and learning.

Medication must be in the container in which it was purchased with the pharmacy label attached, and must be prescribed to the student to whom it will be administered. No medications (including over-the-counter medications) will be given at school without current M.D. / Nurse Practitioner / Dentist / Podiatrist prescription.

Please use the Asthma Plan form for all asthma medication.

Student name: _____ Date: _____

School of Attendance: _____

TO BE COMPLETED BY HEALTH CARE PROVIDER

Date student was examined: _____

Diagnosis: _____

Medication Prescribed: _____

Dosage: _____ Time: _____ Route: _____

Medication to be administered until: _____ (date)

It is necessary for this medication to be taken during the school day at the time(s) indicated above, and the medication may be administered by medically untrained personnel.

Physician's signature: _____ License #: _____

Physician's name: _____ Date: _____

Address: _____ Phone: _____

TO BE COMPLETED BY PARENT/GUARDIAN:

I authorize school personnel to administer the above medication to my child as ordered by the Health Care Provider.

Parent/Guardian signature: _____ Date: _____

Home Address: _____

Phone: Home: _____ Work: _____

This form must be renewed whenever the prescription changes and at the beginning of each school year.

Last Name: _____ First Name: _____
Date of Birth (mm/dd/yyyy): _____ Medical Record #: _____
School Name: _____ School Contact Phone #: _____
Parent/Guardian Name: _____ Parent/Guardian Phone #: _____
Emergency Contact: _____ Emergency Phone #: _____
Health Care Provider Name: _____ Health Care Provider Phone #: _____

To be completed by health care provider: Asthma Severity: [] Intermittent [] Mild Persistent [] Moderate Persistent [] Severe Persistent

Attention Parent/Guardian/School Personnel: ANY student with asthma (of any severity) can have a severe asthma attack.

Asthma symptoms are triggered by: [] Exercise [] Dust [] Animal dander [] Strong Odors or Fumes [] Mold [] _____

Green Zone Personal Best Peak Flow (PF) _____ Date: _____
Peak flow is between _____ (80% of personal best) and _____ (100% of personal best)

1. Take CONTROLLER medication(s) (at home) EVERY DAY:

Take _____ inhaler _____ puffs _____ times/day.
Name of Medicine How much How often

Take _____ inhaler _____ puffs _____ times/day.
Name of Medicine How much How often

If asthma is triggered by exercise (at school or home), take [] Albuterol or _____ inhaler _____ puffs at least _____ minutes before exercise. Restrictions or activity limitations: _____

Yellow Zone-Caution! DO NOT LEAVE STUDENT ALONE!
Peak flow is between _____ (50% of personal best) and _____ (80% of personal best).

1. Begin QUICK RELIEF medication (at school or home) right NOW:

Take [] Albuterol or _____ inhaler _____ puffs OR _____ solution _____ ml by nebulizer.
Name of Medicine How much Name of Medicine How much

• If symptoms are better or if the peak flow is improved within [] 15 minutes/ _____ minutes, THEN repeat QUICK RELIEF MEDICATION (as listed above in 1) every _____ hours for _____ days.

• If symptoms are NOT better or if the peak flow is NOT improved, go to Red Zone.

[] Attention School: Call Parent/Guardian when quick relief medication has been administered by student and/or staff.

2. Attention Parent/Guardian (Home Instructions):

[] Call your child's Health Care Provider

[] Continue to take CONTROLLER medication (at home) everyday as written above in Green Zone instructions.

[] Increase CONTROLLER medication:

Take _____ inhaler _____ puffs _____ times/day for _____ days.
Name of Medicine How much How often Number

Red Zone-Medical Alert! Get Help! DO NOT LEAVE STUDENT ALONE! Peak flow is below _____ (50% of personal best).

1. Take QUICK RELIEF medication (at school or home) right NOW:

Take [] Albuterol or _____ inhaler _____ puffs OR _____ solution _____ ml
Name of Medicine How much Name of Medicine How much

by nebulizer and REPEAT EVERY 20 MINUTES UNTIL PARAMEDICS ARRIVE!

• Call 9-1-1 immediately and call Parent/Guardian

2. Attention Parent/Guardian (Home Instructions):

[] Call your child's Health Care Provider. [] Continue CONTROLLER medication (at home):

Take _____ inhaler _____ puffs _____ times/day for _____ days.
Name of Medicine How much How often Number

[] And ADD _____ mg orally once daily for _____ days.
Name of Medicine How much Number

Authorization and Disclaimer from Parent/Guardian: I request that the school assist my child with the above asthma medications and the Asthma Action Plan in accordance with state laws and regulations. Yes [] No []

My child may carry and self-administer asthma medications and I agree to release the school district and school personnel from all claims of liability if my child suffers any adverse reactions from self-administration of asthma medications: Yes [] No []

Parent/Guardian Signature

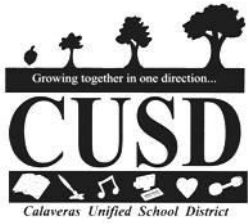
Date

Health Care Provider: My signature provides authorization for the above written orders. I understand that all procedures will be implemented in accordance with state laws and regulations. Student may carry and self-administer asthma medications: Yes [] No [] (This authorization is for a maximum of one year from signature date.)

2009-2010

Healthcare Provider Signature

Date 86



Calaveras Unified School District

3304 Highway 12, Bldg. B
 P.O. Box 788
 San Andreas, CA 95249
 (209) 754-2300
www.calaveras.k12.ca.us

Superintendent's Office

Dear Parent / Guardian,

It is not uncommon for medical problems to interfere with a student's optimal learning ability. Please complete this form so that we may be aware of any problems that are present.

Thank you for your cooperation.

Sincerely,
 Belinda Illers, RN, PHN, MSN
 District Nurse

Does your child currently take any **medications**? _____. If so, what? _____

Does your child have any of the following? (Please check ✓)

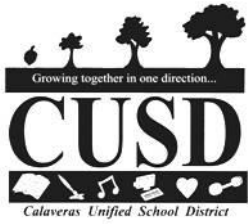
- | | | |
|---|---|--|
| <input type="checkbox"/> Life threatening ALLERGY _____ | <input type="checkbox"/> Frequent Ear infections (more than 3 per year) | <input type="checkbox"/> Pneumonia or bronchitis |
| <input type="checkbox"/> Anemia | <input type="checkbox"/> Ear tubes: Date placed _____ | <input type="checkbox"/> Seizures/Convulsions/Epilepsy |
| <input type="checkbox"/> Asthma / Wheezing | <input type="checkbox"/> Hearing Loss/ Hearing aide(s) | <input type="checkbox"/> Frequent Sinusitis |
| <input type="checkbox"/> ADHD | <input type="checkbox"/> Kidney / bladder infections | <input type="checkbox"/> Skin problems |
| <input type="checkbox"/> Bipolar Disorder | <input type="checkbox"/> Frequent Nosebleeds | <input type="checkbox"/> Trouble hearing |
| <input type="checkbox"/> Severe Depression | <input type="checkbox"/> Orthopedic / skeletal problems | <input type="checkbox"/> Vision problems/wears glasses |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Painful or swollen joints (ex Lupus/arthritis) | <input type="checkbox"/> Wears corrective shoes/splints/braces |
| <input type="checkbox"/> Severe Headaches / Migraines | | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Heart murmur (uncorrected) | | _____ |

Do you have any other concerns about your child's health? _____. If so, what? _____

_____ Student's Name	_____ School	
_____ Signature of Parent/Guardian	_____ Date	_____ Telephone Number

Revised 07/09

******Submit this form to the school office******
 (If no medical issues, disregard this page)



Calaveras Unified School District

3304 Highway 12, Bldg. B
P.O. Box 788
San Andreas, CA 95249
(209) 754-2300
www.calaveras.k12.ca.us

Superintendent's Office

Health evaluation: A health evaluation performed at school may consist of a **visual observation of a student, checking the student's temperature, blood pressure, pulse, and respiratory rate**. It may also include evaluation by the school nurse. Parents have the right to file annually a written statement that they will not consent to a health evaluation for their student. This may be done by completing the Parent Rights/Objection Form and returning it to your student's school. However, whenever there is a good reason to believe that the student is suffering from a recognized contagious or infectious disease, the student will be sent home and not permitted to return until school authorities/public health department are satisfied that a risk of infection to other students no longer exists. (Ed Code 49451-49456)

Health Screenings: As required by law, the District provides:

1. vision screening for students in grades K, 3, 6, and 9; (August)
2. hearing screening for students in grades K, 2, 5, 8, and 10; (August / September)
3. vision and hearing screening for any student new to Calaveras County and upon teacher or parent request;
4. and scoliosis (curvature of the spine) screening for every 7th grade girl and 8th grade boy. (February / March)

These are the only physical assessments the schools conduct, and the person doing the actual screening is specifically trained and approved for that purpose. (Ed Code 49451-49456)

A student will be exempt from any of these screenings at the request of parents, in writing, to the school principal by completing the Parent Rights/objection Form and returning it to your student's school.

2009-2010

PARENTAL RIGHTS/OBJECTION FORM

Education Code 48980 requires that parents be notified annually with regard to the following programs. If you have questions regarding these items, please contact the school site administrator or the district nurse for further explanation.

If you do not wish your student to participate in the following programs, please check the box to the left. **Your student's teacher(s) will be given a copy of this notice as a way of helping to assure that your request is honored. This form is in effect for one school year only.**

Please discuss with your student those areas checked. You should advise your student that they are not allowed to participate in the specified programs.

I object to my student's participation in the following programs:

- 1. Health Evaluation -see definition above (this means staff can**NOT** take your child's temperature, etc)
- 2. Excuse from Vision, Hearing, and/or Scoliosis Screening

Student Name _____

School of Attendance _____

Parent/Guardian Signature _____

Date _____

RETURN COMPLETED FORM TO SCHOOL OFFICE

(If you have no objections, disregard this notice.)

CALAVERAS UNIFIED SCHOOL DISTRICT

P.O. Box 788
SAN ANDREAS, CA 95252
(209) 754-2300
Fax: (209) 754-5361

PARENTAL ACKNOWLEDGMENT ONLY

**Please sign and return this form to the school to acknowledge receipt of the
2009/2010 Parent Information Packet**

Date _____

Required Signature of Parent/Guardian

Names of Students:

Address

Telephone _____

School _____

***Please complete Acceptable Use Form
For district computer systems***



Calaveras Unified School District

Operations
P.O. Box 788
3304 A Highway 12
San Andreas CA 95249
(209) 754-2334 Fax (209) 754-5361

2009 – 2010 Notification of Pesticide Use

Dear Parents, Guardians and Staff;

To meet the requirement of the Healthy School Act of 2000, the Calaveras Unified School District (CUSD), is required to provide annual written notification to staff, parents and guardians regarding the intended applications of pest and weed management products. For the 2007 – 2008 school year, CUSD may apply the following pest and weed management products as necessity dictates during periods when students are not present:

<u>Product</u>	<u>Active Ingredient</u>
Gyphosate	Gyphosate
Round-Up Pro Herbicide	Gyphosate
Remuda	
Spectracide Dursban	Chlorpyrifos

For additional information on pest and weed management products, you may access the California Department of Pesticide Regulation website at www.cadpr.ca.gov

If you would like to register with the school district to receive notification of individual pest and weed management product applications, please send a self-address envelope, including appropriate postage, to the address listed above.

Sincerely,

Scott Mills
Supervisor of Maintenance and Operations

Calaveras Unified School District 2009 — 2010

Jan. 18 –Martin Luther King

July 23 (New Teacher) , July 24 –Teacher Prep Day

July 27 – School starts

July 31 – Staff CORE Development Day

**Fridays are early release co-planning days
for Elementary ONLY**

Feb. 8 - Lincoln's Birthday

Feb. 15 - Presidents' Day

March 5 –Staff CORE Development Day

Sept. 7 - Labor Day

March 22 – April 2: Spring Break

Sept. 28 - Oct. 2: TMS Parent/Teacher Conferences
(Early release for Toyon ONLY)

Oct. 5 - 16: Fall Break

April 4 –Easter

October 30 - Staff CORE Development Day

April 19 - May : STAR testing window

Nov. 9 - 13: Elem. Parent/Teacher Conferences
(Early release for Elementary ONLY)

Nov. 11 –Veterans' Day

May 13, 14–Frog Jump

Nov. 26, 27–Thanksgiving

May 31–Memorial Day

Dec. 21 - Jan. 8: Winter Break

June 9 - Last day of school

June 10 –Teacher Prep Day

Summer School: June 21 - July 16

July [4]						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August [21]						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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					

September [21]						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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 _T	29 _T	30 _T			

October [11]						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 _T	2 _T	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 [18]						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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 [14]						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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 [14]						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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						

February [18]						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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						

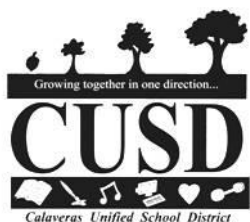
March [14]						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April [20]						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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*	

May [18]						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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 _T	27 _T	28	29
30	31					

June [7]						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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			

<ul style="list-style-type: none"> No School Holiday Early release K - 6 Early release TMS 	<ul style="list-style-type: none"> Teacher Prep Day CORE Development Day * Early release 7 - 12
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Calaveras Unified School District

3304 Highway 12, Bldg. B
P.O. Box 788
San Andreas, CA 95249
(209) 754-2300
www.calaveras.k12.ca.us

Superintendent

Mark Campbell

GOVERNING BOARD MEMBERS

Evan Garamendi
Zerrall McDaniel
Hank Nagle
Sherri Reusche
John Yerman

DISTRICT ADMINISTRATIVE OFFICES

3304 Highway 12
P.O. Box 788

San Andreas, CA 95249

(209) 754-2300 FAX: (209) 754-5361

Superintendent Curriculum/Instruction Mark Campbell, 754-2301

Assistant Superintendent Fiscal Services Mike Merrill 754-2319

Director of Special Ed/Child Welfare & Attendance, Special Education Jan Kendall 754-2324

Principal on Assignment Child Care/Preschool Services Kimberly Osmanski Potter 754-2311

Coordinator of Personnel Liz Valdez 754-2336

Maintenance/Operations Supervisor Scott Mills 754-2331

Transportation Supervisor Renee Link 754-2326

Office Manager Food Service Trish Baugus 754-2120 FAX 754-2142

CALAVERAS HIGH SCHOOL

350 High School Street, P.O. Box 607
San Andreas, CA 95249
(209) 754-1811

CALAVERAS TRANSITIONS (Community Day School)

3304 Hwy 12, P.O. Box 788
San Andreas, California 95249
(209) 754-2316 & 754-2123

GOLD STRIKE HIGH SCHOOL

501 Gold Strike Road P.O. Box 178
San Andreas, CA 95249
(209) 754-2123

JENNY LIND ELEMENTARY

5100 Driver Road
Valley Springs, CA 95252
(209) 754-2350

JENNY LIND ALTERNATIVE HIGH SCHOOL

11618 School Street
Valley Springs, CA 95252
(209) 754-2123 & 754-2130

MOKELUMNE HILL ELEMENTARY

850 Hwy 26
Mokelumne Hill, CA 95245
(209) 754-2140

RAIL ROAD FLAT ELEMENTARY

298 Rail Road Flat Road, P.O. Box 217
Rail Road Flat, CA 95248
(209) 754-2275

SAN ANDREAS ELEMENTARY

255 Lewis Avenue P.O. Box 67
San Andreas, CA 95249
(209) 754-2365

SIERRA HILLS EDUCATION CENTER

501 Gold Strike Road P.O. Box 178
San Andreas, CA 95249
(209) 754-2123

TOYON MIDDLE SCHOOL

3412 Double Springs Road & Hwy 12
Valley Springs, CA 95255
(209) 754-2137

VALLEY SPRINGS ELEMENTARY

240 Pine Street
Valley Springs, CA 95252
(209) 754-2141

WEST POINT ELEMENTARY

54 Bald Mountain Road P.O. Box 96
West Point, CA 95255
(209) 754-2255

WEST POINT ALTERNATIVE HIGH SCHOOL

54 Bald Mountain Road P.O. Box 96
West Point, CA 95255
(209) 754-2255