

PARENT HANDBOOK

Sanger Unified School District does not discriminate on the basis of race, color, national origin, sex, gender, gender identity, disability, sexual orientation or age in any of its policies, procedures and practices. Inquiries regarding equal opportunity policies, complaints or requests for copies of the District's grievance procedures may be directed to the Associate Superintendent.

STUDENT DIRECTORY INFORMATION AND ACCESS TO PUPIL RECORDS (Board Policy 5125, Education Code, Sections 49060-49078, 49708)

Sanger Unified School District provides access to pupil information and the release of student information in conformity with the provisions of the California Education Code and federal law. Student records shall be accessible to authorized persons within five working days of request. These shall include, but are not limited to:

1. Person(s) presenting a court order or lawfully issued subpoena requesting said records
2. Parent or guardian of student, who has not attained the age of 18 years or older, if the student is a dependent for tax purposes
3. A pupil 16 years of age or older or in or above the tenth grade
4. Members of the School Attendance Review Board
5. Person or agency designated in writing by a parent, guardian, or student, (if the student is 16 years of age or older)

The District reserves the right to extend information to appropriate person(s) or agencies if necessary to protect the health and/or safety of a student. Student records include all personally identifiable written records maintained by the school district. The District reserves the right to charge a nominal fee for copies of pupil records furnished to authorized persons or agencies upon request.

When a student moves to a new district, records must be forwarded upon request of the new school district.

Directory Information: The restrictions imposed by this policy shall not interfere with the providing of information defined as "directory information" which shall include:

1. Student's name
2. Address
3. Telephone number
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Weight and height of athletic team members
8. Dates of school attendance
9. Degrees and awards received
10. Most recent public or private school attended

The information listed under "directory information" as listed above may be made available as needed and/or necessary to:

1. Parent and/or guardian of a student
2. Person(s) designated by a student
3. Other school officials
4. News media and/or press
5. Employment agencies
6. Prospective employers
7. Military services representatives
8. School-parent organizations

The District reserves the right to limit "directory information" that may be made available to persons or agencies. All records shall be kept in the manner as required by law. The Associate Superintendent of Educational Services shall be designated as the custodian of pupil records for the District. He/She and the principals shall be responsible for implementation of policies at the site level. A disclosure log for each pupil's record shall be maintained at each school site.

STUDENT AND FAMILY PRIVACY RIGHTS (Board Policy 5022)

The Board prohibits district staff from administering and distributing to students survey instruments that are designed for the purpose of collecting personal information for marketing or for selling that information.

HIGH SCHOOL EXIT EXAMINATION (Education Code 60851)

Commencing with the 2003-04 school year and each year thereafter, each pupil completing 12th grade will be required to successfully pass a high school exit examination as a condition of receiving a diploma of graduation or a condition of graduation from high school.

PARENTAL CHALLENGE OF STUDENT RECORD

Following an inspection and review of a student's records, a parent may challenge the content of any student record. The challenge shall be in writing specifying the reasons for challenge and shall be presented to the Superintendent or his designee. The following are the reasons to challenge a student record:

1. The record is inaccurate.
2. The record contains an unsubstantiated personal conclusion.
3. The record contains conclusions outside the observer's area of competence.
4. The record is not based on personal observation of a named person with the time and place of observation.

Within 30 days of receipt of the challenge, the Superintendent or designee shall meet with parent and certificated employee who recorded the information in question. The Superintendent or designee shall sustain or deny the allegations contained in the challenge. If the allegations are sustained the Superintendent or designee shall order the correction, removal or destruction of the information.

If the Superintendent or designee denies the challenge, the parent(s) or guardian has the right to appeal that decision within 30 calendar days to the Board of Trustees as provided in Education Code Section 49070. The decision of the Board of Trustees shall be final.

A challenge to a grade is subject to Education Code Section 49066. No grade may be changed unless the teacher is given an opportunity to state orally, in writing, or both, the reasons for which such grade was given.

NOTICE OF COPY FEE

A fee of \$.25 per sheet will be charged for the reproduction of a student's record.

HIGHLY QUALIFIED TEACHERS

As part of the Federal *No Child Left Behind Act of 2001*, parents/guardians have the right to request information regarding the professional qualifications of their children's classroom teacher(s). If a parent/guardian requests this information, the district or school will provide the following:

- a) if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b) if the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- c) the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d) if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

To receive this information, parents'/guardians' should contact their children's school.

SCHOOL ACCOUNTABILITY REPORT CARD (SARC) (Education Code 32556)

The Sanger Unified School District Board of Trustees at a regular meeting held on January 28, 2014 has approved the 2012-13 School Accountability Report Card (SARC) for each school in the district.

Senate Bill 1632 requires "local educational agencies to make these SARCs available through the Internet or through paper copies." In that regard, you may view and download your school's SARC at the following web address:

<http://www.sanger.k12.ca.us>

After accessing the District's website, select 2012-13 School Accountability Report Cards. For information and comparison, you may download any/all SARCs (reports vary in length from 13-17 pages). Report copies are also available at each school site.

If you need assistance with the interpretation of the document in a language other than English, please contact your local school site principal.

PROHIBITION OF SEXUAL BIAS IN COURSE OF STUDY (Education Code 221.5)

Elementary and high schools shall offer classes and courses to its 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.

PUPILS' RIGHTS TO REFRAIN FROM THE HARMFUL OR DESTRUCTIVE USE OF ANIMALS (Education Code, Section 32255.1)

Except in classes and activities conducted as part of a program in agricultural education that provide instruction on the care, management and evaluation of domestic animals, students may with written parental consent, request to be excused from participating in an educational project involving dissecting or otherwise harming or destroying animals. Students will be provided an alternate education project for the purpose of obtaining the same knowledge, information or experience.

NOTIFICATION OF FAMILY LIFE AND SEX EDUCATION (Education Code, Sections 51550 and 51820)

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 will (a) notify parents in advance in writing, (b) provide opportunity prior to class for the parents to inspect all written or audio-visual materials to be used, and (c) provide opportunity for each parent to request in writing that his/her child be excused from

the class. This section does not apply to descriptions or illustrations of human reproductive organs that may appear in any science, hygiene or health textbook. (Education Code 515550)

Parental rights for notice, materials inspection and opportunity to request pupil non-participation in units of instruction in venereal disease education is essentially the same as for sex education courses. Notice must be given 15 days prior to the commencement of instruction. (Education Code 51820)

EXCUSE FROM HEALTH INSTRUCTION AND FAMILY LIFE AND SEX

EDUCATION DUE TO RELIGIOUS BELIEF (Education Code, Section 51240, 48980)

Whenever any part of the instruction in Health, Family Life Education, and Sex Education conflicts with the religious training and beliefs of the parent/guardian of any pupil, the pupil on written request of the parent/guardian shall be excused from the part of the training which conflicts with such religious training and beliefs.

As used in this section, "religious training and beliefs" includes personal moral convictions.

STUDENT STUDY TEAM (SST) PROCESS

Purpose:

1. Act as a resource for teachers with special concerns about a student.
2. Determine needs of a student outside of special education and offer recommendations.

Members of the Team:

1. A Student Study Team may include the following members: speech and language specialist, regular teacher, psychologist, school nurse, resource specialist teacher, and administrator.
2. Optional members of the Team are the previous teacher, mentor teacher, parent, outside agency personnel, migrant or bilingual tutor.
3. The areas of concern and time constraints of personnel will determine participation at a particular meeting.

SST Case Manager:

1. One member of the Team at each site will be designated as the SST Case Manager. Preferably this person will be at the school on a daily basis.
2. The duties of the SST Case Manager (CM) are as follows:
 - a. Dispense Service Request Forms
 - b. Log Team Service Requests for statistical purposes for the Central Office.
 - c. Keep a check list for each Service Request for Team
 - d. Keep a Master Calendar for Team. Schedule a Team meeting within 21 days of receipt of Service Request for Team
 - e. Keep a file on each Team student that includes Service Request, Summaries, Parent Authorization for Guidance Services, and screening results.
 - f. Send out summary of each Team meeting to appropriate Team members.
 - g. Schedule follow-up meetings as needed.
 - h. Turn over file to appropriate person if student referred to special education; place in cum when student transfers or case resolved, or after end of year.

Prior to Referral to Team, the Regular Teacher will:

1. Talk with the parents
2. Talk with the administrator
3. Review current records
4. Try program modifications that the teacher thinks may help

Referral:

1. A Service Request is obtained from the SST Case Manager
2. Fill in the top half, Part A, and return it to the SST Case Manager. Prior to the initial Team meeting, the SST Case Manager will route the Service Request to School Nurse, Speech Therapist, Psychologist, Site Administrator, and where indicated, the Migrant or Bilingual Tutor. These people will:
 - 2.1. Read the Request and add any pertinent information from their files.
 - 2.2. Sign the form and pass it on to the next person listed.
 - 2.3. Consult with the regular teacher as needed.
3. At the initial Team meeting, the Team members will:
 - 3.1 Determine and prioritize the needs of the student
 - 3.2 Brainstorm possible ways to meet these needs
 - 3.3 Make recommendations. These recommendations may include but are not limited to:
 - a. further modification of the regular program
 - b. screening
 - c. referral to a program like Special Friends
 - d. referral to an outside agency like Mental Health
 - e. referral for Special Education
 - f. referral for Section 504 plan evaluation
4. One Team Member will take notes on the Team Summary Form.

If screening is recommended, parent or guardian must sign an appropriate permission slip. Follow-up meetings will be scheduled and appropriate personnel notified as needed by the Case Manager until the problem(s) are resolved.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities are “those basic activities that the average person in the general population can perform with little or no difficulty.” Such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, sitting, standing, lifting, reaching, thinking, concentrating, interacting with others, and reading.
2. has a record of such an impairment; or
3. is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Sanger Unified School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to request mediation or an impartial due hearing process.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) Inspect and review his/her child’s educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child’s rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the Associate Superintendent, 504 coordinator for the school district, at (559) 524-6521.

SPECIAL EDUCATION

Federal law requires a free and appropriate education in the least restrictive environment. Special education is specially designed instruction, support, and services provided to students with an identified disability requiring an individually designed instructional program to meet their unique learning needs.

SPECIAL EDUCATION OPPORTUNITIES (Education Code, Section 56040)

Every individual with exceptional needs who is eligible to receive special education instruction and related services under this part, shall receive that instruction and those services at no cost to his or her parents or, as appropriate, to him or her. A free appropriate public education shall be available to individuals with exceptional needs in accordance with Section 1412(a)(1) of Title 20 of the United States Code and Section 300.101 of title 34 of the Code of Federal Regulations.

STUDENTS WITH DISABILITIES

No pupil will be discriminated against on the basis of disability. Reasonable accommodation is available for students with a disability, if necessary. (Section 504 of the Rehabilitation Act of 1973)

CHILD FIND SYSTEM (Education Code, Section 56301)

Each special education local plan area shall establish written policies and procedures pursuant to Section 56205 for use by its constituent local agencies for a continuous child find system that 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.

DESTRUCTION OF SPECIAL EDUCATION RECORDS

Special education records are considered *mandatory interim records* and must be maintained until their usefulness ceases. SUSD has determined “usefulness” ceases three years after a Special Education student’s 22nd birthday. Special Education records will only be kept for a period of time equal to 25 years prior the current date. This statement serves as notification that records of any child in special education may be destroyed as per this definition.

DISCRIMINATION (42 USC 6000)

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

CHILD ABUSE PREVENTION TRAINING PROGRAM (Welfare & Institutions Code 18976.5)

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

UNIFORM COMPLAINT PROCEDURE ANNUAL NOTICE

For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials and other interested parties: Sanger Unified has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees. Sanger Unified shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our Board of Trustees. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including those with actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a

person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance. The UCP 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, Career Technical and Technical Education and Training Programs, Child Care and Development Programs, Child Nutrition Programs, Special Education Programs, Safety Planning Requirements. A complaint of non-compliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- 1) A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- 2) A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- 3) A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Associate Superintendent
1905 Seventh Street
Sanger, California 93657
(559) 524-6521

UNIFORM COMPLAINT PROCEDURES (Code of Regulations, Title 5, 4622) (Board Policy 1312.3)

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs.

The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures.

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, gender identity, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from 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 programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs.

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams uniform complaint procedure.

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

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 integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and 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.

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's 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 that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

The Governing Board designates the following compliance officers to receive and investigate complaints and ensure district compliance with law:

**Associate Superintendent
1905 Seventh Street
Sanger, California 93657
(559) 524-6521**

INSTRUCTIONAL MATERIALS COMPLAINTS

The Governing Board uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of parents/guardians and community members. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the administrative regulation.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school.

When deliberating upon challenged materials, the Superintendent and/or review committee shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.

Complainants are encouraged to accept the Superintendent's or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.

The district's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulations.

When any challenged instructional material is reviewed by the district, it shall not be subject to further reconsideration for 24 months, unless the Superintendent determines that reconsideration is warranted.

Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to the district's Williams uniform complaint procedure at AR 1312.4.

WILLIAMS ACT UNIFORM COMPLAINT PROCEDURES

Education Code 35186 mandates that the district establish policies and procedures regarding deficiencies related to textbooks and instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or misassignment.

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:

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

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.

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.

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.

3. Facilities

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.

Filing of Complaint:

A complaint alleging any condition(s) specified above should 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.

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.

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.

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.

For any complaint concerning a facility condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3 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 (SPI) within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632.

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

NOTIFICATIONS

The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies, and conditions, under which a complaint may be taken directly to the California Department of Education.

The following procedures shall be used to address all complaints that 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 the Code of Regulations, Title 5, Section 4632.

The district will use its uniform complaint procedures when addressing all complaints regarding gender equity.

Investigations of discrimination complaints shall be conducted in a manner that protects confidentiality of the parties and the facts. (Title 5, Section 4630)

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.

Should there be a need to file a complaint against the district as provided for in BP 1312.3, Community Relations, Uniform Complaint Procedures, the following regulations must be implemented:

- A signed complaint form must be received at the school site and/or district administration office specifying in detail the complaint and containing relevant facts. The complaint is sent to the Educational Services Office for entry into the logbook. The Assistant Superintendent-Educational Services informs the site principal or department head to respond to the complaint. The response must be made in the complainant's home language and must be submitted to Educational Services within ten (10) working days.
- Following the receipt of the requested response, a written report of findings is sent to the complainant by the Educational Services office. If the response is acceptable to the complainant, the process ends here. If the complainant finds it necessary to continue the process due to unresolved issues, he/she must proceed as follows:
- The complainant must send to the Assistant Superintendent of Educational Services a written appeal as soon as possible. An investigation is conducted by the respective administrator(s), utilizing any additional information shared by the complainant. A second written report of findings (in the complainant's home language) must be prepared within ten (10) working days and be sent to the Superintendent's Office with copies to the Board of Trustees. The Superintendent or designee reviews the written appeal and all reports of findings relative to the complaint. The Superintendent's office prepares a written report of findings (in the complainant's home language) within ten (10) working days and forwards it to the complainant. If this second investigation and report meets the needs of the complainant, this step is considered final.

This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any.
2. The rationale for the above disposition.
3. Notice of the complainant's right to appeal the decision within 15 days to the California Department of Education and procedures to be followed for initiating such an appeal.
4. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

- If the complaint is still considered unresolved, the complainant may ask to have it forwarded to the Board of Trustees for a final review. **Note:** Complaints related to compensatory education programs must be made to the California Department of Education, not the Board of Trustees.
- If Board review is requested by the complainant and considered appropriate by the Board President, the complaint will be scheduled for review at a future Board meeting (preferably during Closed Session). The Board of Trustees has thirty (30) working days to review the complaint. After reviewing the complaint, the Board of Trustees will instruct the Superintendent’s Office to prepare a final response for the complainant. The response will be sent during the thirty (30) day period referenced above and will be considered as the final step of the process.

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

**APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION
(For Compensatory Education Program Complaints Only)**

If dissatisfied with the district’s decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district’s decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals.

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district’s decision and must include a copy of the locally field complaint and the district’s decision. (Title 5, Section 4652)

PERSONS TO WHOM COMPLAINTS SHOULD BE DIRECTED:

Complaints should be resolved informally whenever possible. However, if they are not, they should be directed as follows:

<u>Concern</u>	<u>Contact Person</u>
Complaint concerning an alleged violation of Board Policy or state/federal statutes	Office of the Superintendent Sanger Unified School District 1905 7 th Street, Sanger, CA 93657 Phone: (559) 524-6521 (Reference: Board Policy 1312.3)
Complaint concerning discrimination	Associate Superintendent Sanger Unified School District 1905 7 th Street, Sanger, CA 93657 Phone: (559) 524-6521 (Reference: Board Policy 1312.3)
Complaint concerning SUSD employee	Employee’s immediate supervisor (Reference Board Policy 1312.3)
Complaint concerning Section 504 of the Rehabilitation Act of 1973	Director of Pupil Personnel Services Sanger Unified School District 1905 7 th Street, Sanger, CA 93657 Phone: (559) 524-6521 (Reference Board Policy 6164.6)
Complaint concerning Special Education Programs/Due Process	Director of Pupil Personnel Services Sanger Unified School District 1905 7 th Street, Sanger, CA 93657 Phone: (559) 524-6521

CATEGORICAL PROGRAM INFORMATION

Categorical Programs are federal and state authorized programs in which funds must be used for specific purposes and student population as established by legislation. Such funds must be used in a supplemental manner. All SUSD schools offer students with special needs the same kinds of high quality learning opportunities and access to the base curriculum in all curricular areas. Categorical funds support additional assistance to help special needs students succeed in the regular classroom program. The focus is on the effective utilization of supplementary materials, personnel, and staff development. Staff development activities are used to improve instructional practices and strategies to increase the ability of teachers and other staff to challenge and assist all students to reach their full potential.

General district funds provide support for the district’s base curriculum program. Some students have special characteristics, not reflective of the general school population, that affect their success in the base programs. Some come from economically disadvantaged homes; some are educationally disadvantaged or lack English language proficiency because they have a primary language other than English. Students, such as those described above, require supplemental services and materials not generally provided through the base curriculum program. The students’ needs

are identified and supplemental services and materials are planned and targeted to meet their special needs. Categorical funds are to be used to provide the financial support to meet these special needs.

Categorical Programs

1. Title I, Part A – No Child Left Behind (Improving the Academic Achievement of the Disadvantaged) – A federally-funded program to provide high-quality opportunities for student in high-poverty schools to meet district and state content and performance standards.
2. Title I, Part C – Migrant Education – A federally-funded program focused on providing services to migratory children to overcome factors that hinder academic achievement.
3. Title II, Part A – Teacher Quality – A federally-funded program focused on enhancing the expertise of teachers and other school staff to enable them to teach all children in the core academic subjects. All SUSD schools benefit from these funds.
4. Title III – Language Instruction for Limited English Proficient students – A federally-funded program to focus on assisting school district in teaching English to limited English proficient students (English Learners) and helping these students meet the same challenging State standards required by all students.
5. Economic Impact Aid/Limited English Proficient (EIA/LEP) – A state-funded program to provide supplementary services to support programs and activities to assist English learners achieve proficiency in the English language as rapidly as practicable and to support programs and activities to improve the academic achievement of English learners.
6. Economic Impact Aid/State Compensatory Education (EIA/SCE) – A state-funded program to provide supplementary services to support programs and activities designed to assist educationally disadvantaged students achieve state standard proficiency.

The goal of the SUSD staff is to create and maintain the best educational environment possible. This can be accomplished with your support and input. If you have any questions, concerns, or would like to become more involved in the educational process at your school, please contact your school principal. To learn more about categorical programs you may want to become involved in your school's School Site Council (SSC), English Learner Advisory Committee (ELAC) and/or attend the Annual Title I Parent Meeting. Each school will send information about these activities home during the fall. We look forward to your involvement.

ABSENCES EXCUSED FOR JUSTIFIABLE 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 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 reasonable be provided and are satisfactorily completed within a reasonable period of time. (Ed. Code 48205)

ABSENCES FOR PERSONAL REASONS WITH PARENTAL CONSENT (Education Code, Section 48205)

A pupil shall be excused from school for justifiable personal reasons, as defined by Board Policy, such as an appearance in court, observance of a holiday or ceremony of his/her religion, religious retreats, or an employment conference when the pupil's absence has been requested in writing by the parent/guardian and approved by the principal or designated representative.

A student excused for personal reasons shall be allowed to complete all assignments and tests missed during the absence within a reasonable time as established by the teacher. Upon satisfactory completion of the assignment, full credit shall be issued.

ABSENCES FOR RELIGIOUS PURPOSES (Education Code, Section 48205)

Pupils, with written consent of their parents/guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at their respective places of worship or at other suitable places or places away from school property designated by the religious group, church, or denomination.

There are limitations to such authorized absences and further information can be obtained at the District Administration Office. Absences under this section may not exceed four (4) hours per semester.

MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS

Parent/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 may be obtained from your school site. If any more minimum days or pupil-free staff development days are scheduled following circulation of this calendar, parents/guardians will be notified as soon as possible.

PUPIL INTERNET ACCESS POLICY (Education Code 51870.5)

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 subdivision (a). This policy is attached to the annual notification as required by Education Code section 48980.

GRANT PROGRAM FOR PAYMENT OF ADVANCED PLACEMENT EXAMINATION FEES

The State has established a grant program for the purpose of awarding grants to cover the costs of advanced placement examination fees. The State Department of Education administers this program. Any economically disadvantaged pupil who is enrolled in an advanced placement course may apply to District staff for a grant pursuant to Education Code section 552244.

CONFIDENTIAL MEDICAL SERVICES (Education Code, Section 46010.1)

The governing board of each school district shall, each academic year, notify pupils in grades 7 to 12, inclusive, and the parents or guardians of all pupils enrolled in the district, that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

RESIDENCY REQUIREMENTS (Education Code, Section 48200)

To establish the right of attendance in a school district, a child of compulsory age (6 to 18) must be living with a parent, legal guardian or foster parent within the district boundaries, have an approved interdistrict transfer, have a parent or guardian employed within district boundaries, or have a caregiver affidavit on file at the school district office. If you have any questions regarding the residency of your child, contact your principal. Proof of residency is required.

INTERDISTRICT TRANSFERS (Education Code, Section 46600)

Parents or guardians residing in one school district may apply for their students to attend school in another school district pursuant to an interdistrict transfer. Students are not eligible for transfer during expulsions or disciplinary hearings.

EMPLOYMENT-BASED ATTENDANCE (Education Code, Section 48204)

Students who live outside district boundaries may apply for home-district status if a parent or guardian works within district boundaries.

ALTERNATIVE SCHOOLS

California state 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 value 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 continuously react to the changing world, including but not limited to the community in which the school is located.

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

OTHER ATTENDANCE/PROGRAM OPTIONS (Education Code, Section 48980(g))

The following are attendance and program options that are offered to students in the Sanger Unified School District:

- Interdistrict Transfers
- IntraDistrict Transfers
- Open Enrollment Transfers
- Naval Junior Reserve Officers Training Corps (NJROTC)
- Valley Regional Occupational Program (VROP)
- Kings River High School (Continuation High School)
- Taft High School (Independent Study)
- Opportunity Class (7th/8th grade) (not a voluntary option)
- Opportunity Class (9th/10th grade) (not a voluntary option)
- Community Day School

To receive more information on these options, please contact the principal of your school or the Associate Superintendent – Curriculum & Instruction at 1905 Seventh Street, Sanger, CA 93657, phone number 559-524-6521.

TRUANCY INTERVENTION PROGRAM (TIP)

Sanger Unified School District participates in a Truancy Intervention Program (TIP) that seeks to ensure regular attendance for all students as outlined in California Education Code Section 48200-48341 and California Penal Code Section 270.1. Sanger Unified places significant importance on attendance as it is directly related to students' high academic achievement, successful graduation, drop out reduction, and establishing appropriate behavioral patterns for future academic and work endeavors.

As part of this process, SUSD monitors daily attendance including but not limited to absences, tardies, and being removed from school early without a valid excuse. Parents who violate California's attendance policies will be notified via School Attendance Review Board (SARB) procedures, including SARB letters, conferences with school site personnel, SARB hearings and if need, citations to Fresno County Superior Court. For questions regarding the SARB process, please contact your child's principal or school. To obtain a copy of the aforementioned Education and Penal Codes, please contact the District Administration Office.

HOME/HOSPITAL INSTRUCTION (Education Code, Section 48206.3)

Home/Hospital Instruction is available for temporarily disabled students at home or in a hospital located within the District. Home or hospital instruction shall be provided only when a student is expected to be out of school for three (3) weeks or longer. It shall be the responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district of the pupil's presence in a qualifying hospital.

DIABETES, TYPE 2, INFORMATION (Education Code 49452.7)

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease since Type 2 Diabetes is the most common form of diabetes in adults. Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

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

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

- **Being overweight.** The single greatest risk factor for type 2 Diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- **Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- **Inactivity.** Being inactive further reduces the body's ability to respond to insulin.
- **Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 Diabetes.
- **Puberty.** Young people in puberty are more likely to develop type 2 Diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes

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

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

Type 2 Diabetes Prevention Methods and Treatments

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.
- Get more physical activity. Increase physical activity to at least 60 minutes every day.
- Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests That Are Available

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

- Random (non-fasting) blood sugar test. A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.
- Fasting blood sugar test. A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100–125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- Oral glucose tolerance test. A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

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

SAFE SCHOOL ENVIRONMENT

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others. (Board Policy 0450)

This includes, but is not necessarily limited to:

- Child abuse reporting procedures consistent with Penal Code 11164
- Routine and emergency disaster procedures.
- Suspension and expulsion procedures pursuant to Education Code 48915(d) for students who commit serious acts as defined by Education code 48915©
- Rules and procedures on school discipline pursuant to Education Code 35291 and 35291.5
- Procedures to notify teachers of dangerous students pursuant to Education Code 49079.
- Dress code prohibiting students from wearing "gang-related" apparel pursuant to Education Code 35183,
- Procedures prohibiting discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4.
- Procedures for safe ingress and egress of students, parents/guardians and employees to and from school.
- Hate crime reporting procedures.

Furthermore, a safe school environment is free of gang-related conduct or activity. This includes, but is not necessarily limited to, symbols, graffiti, apparel, colors, hazing/initiations, hand signals commonly associated with gangs, and inciting all other students to act with physical violence upon any other person. Students who engage in gang related activity shall be subject to suspension or expulsion. Each school site has a Safe School Plan which is readily available for inspection by the public.

SUBSTANCE ABUSE (Board Policy 5131.6(a))

The Governing Board of the Sanger Unified School District recognizes the serious nature of substance abuse by youth. They also recognize that, while the schools play a role in the prevention of substance abuse, the entire community must shoulder this immense responsibility.

Understanding the importance of the District's role in the prevention of substance abuse, the following policy is hereby set forth:

Drugs and Alcohol

It is the policy of the Sanger Unified School District to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior-affecting substances and drug paraphernalia. These substances shall include, but not be limited to marijuana, cocaine, LSD, glue, alcohol, and barbiturates.

Students involved in the possession, sale, and/or use of behavior-affecting substances as stated above shall be subject to disciplinary procedures, which may result in suspension or expulsion.

School properties may be inspected by school authorities in the interest of maintaining a healthy, safe school. Inspections for the locations of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel, so long as such inspections are conducted in accordance with constitutional requirements of applicable state law relating to searches and seizures.

Tobacco

The Board of Trustees recognizes that smoking presents a health hazard, which can have serious consequences, both for the smoker and the non-smoker and is therefore, of concern to the Board. Students shall not be allowed to smoke or possess tobacco on school property or during school hours within the immediate property of the school or during school sponsored activities. Students who violate this policy shall be subject to disciplinary procedures and may be subject to suspension.

As of December 27, 1994, the use of tobacco products at any time on District property and in district vehicles is prohibited. This includes any meeting on any property owned, leased or rented by or from the District. The prohibition applies to all employees, students, visitors and other persons at any school or school-sponsored activity or athletic event.

Student Sexual Harassment/Bullying (Protected Class)

The Governing Board prohibits the unlawful harassment of any student by any employee, student or other person in or from the District. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another District administrator.

Any student who feels that he/she is being harassed or bullied due to a protected class, should immediately contact the principal or designee at his/her school to report the allegations and to obtain a copy of the District's sexual harassment complaint procedures. Complaints of harassment can be filed pursuant to these procedures. Please contact your school site principal or the Child Welfare & Attendance Office to obtain a complaint form.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Sex-Segregated School Programs and Activities: Pupil Rights

Pupils shall be permitted to participate in sex-segregated school programs and activities including athletic teams and competitions, and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil's records, as specified in AB 1266 and Education Code Section 221.5.

STUDENT DISCIPLINE

RIGHTS AND RESPONSIBILITIES OF STUDENTS

- To attend school regularly and on time unless removed under due process as specified in the Education Code.
- To attend school in a secure academic and social climate free of fear and violence while respecting the rights of school personnel, fellow students, and the public in general.
- To enjoy the full benefit of teachers' efforts, undiluted by disruptive students.
- To have ready access to a designated counselor.
- To examine personal records upon reaching the age of sixteen or completing the 10th grade.
- To be fully informed and obey school rules and regulations while demonstrating pride in the appearance of school buildings and grounds.
- To be prepared for class with the appropriate materials and work.

RIGHTS AND RESPONSIBILITIES OF PARENTS

- To expect a safe, wholesome, stimulating atmosphere for their children engaged in productive activity under the care and direction of a dedicated staff.
- To be informed of District policies and regulations and school rules.
- To review their child's record with a certificated staff member providing assistance.
- To periodically participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children.
- To provide support action by assuring children have enough sleep, adequate nutrition and appropriate clothing before coming to school.
- To maintain consistent and adequate control over their children and to approve of reasonable control measures as applied by school personnel.
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered students.
- To provide the school with current information regarding legal address, phone, medical data, and other facts, which may help the school to serve their children.

RIGHTS AND RESPONSIBILITIES OF TEACHERS

- To expect and receive student attention, effort, and participation.
- To have parental and administrative backing when enforcing rules designed to provide an optimum learning climate.
- To teach with minimal interruptions.
- To share mutual respect and courtesy with all members of the class.
- To attempt to equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To hold students accountable for their actions at all times.
- To keep parents and students informed with timely or periodic reports, including all pertinent data related to the student's school experience.
- To consistently critique their own performance with the objective of an every-growing professional stature.
- To initiate and enforce individual classroom rules consistent with school and District policies.

RIGHTS AND RESPONSIBILITIES OF ADMINISTRATORS

- To initiate such control measures as needed to establish and maintain an environment in which optimum learning and teaching conditions prevail.
- To make decisions on all issues confronting schools, primarily on the basis of what is best for the students.
- To hold students accountable for their conduct and to take prompt and appropriate action toward those guilty of violations.
- To expect that all school employees recognize and fulfill their role in terms of campus control.
- To provide leadership that will establish, encourage, and promote good teaching and effective learning.
- To establish, publicize, and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- To request assistance from the District's support services and community agencies and resources in all cases indicating such action.
- To make a determined effort to stay attuned to expressions of student/staff/parent/community concerns and to react with sensitivity toward them.

BEHAVIOR EXPECTATIONS AND CONSEQUENCES

The number of violations occurring in one school year determines consequences. **Exceptions:** The number of offenses and the consequences relating to extra-curricular activities eligibility for *substance abuse* violations carry over from year to year.

During Suspension:

1. Student shall not report to school during the period of suspension, except in the case of on campus suspension (OCS), or by appointment, arranged prior with a school administrator. Student is expected to be under the supervision of parent during school hours when serving suspension days at home (7:00 a.m. – 4:30 p.m.). Any violation will be treated as trespassing, which is an arrestable offense.
2. Student may not attend any school event during suspension. **Students may not participate in extra-curricular activities (including athletics) during a home or on campus suspension.**
3. The responsibility of obtaining and doing class work lies with the student. The teacher may require the student to complete any assignments and tests missed during the suspension (E.C. 48913).
4. For mandatory (Page 15), quasi mandatory (page 16) and drug and alcohol related offenses (page 18) extra curricular activities will be suspended for forty days or until the matter is resolved whichever is greater.
5. For student athletes, all CIF regulations are applicable.

IMPORTANT NOTICE:

1. (E.C. 48900) No pupil shall be suspended or expelled for any of the acts enumerated unless the act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

- a) While on school grounds
- b) While going to or coming from school

- c) During the lunch period whether on or off campus
 - d) During or while going to, or coming from, a school-sponsored activity
2. Students accumulating 20 days of on campus and/or home suspension are subject to involuntary transfer to an alternative program.
 3. Disciplinary action will be taken if a student's behavior is disruptive to the instructional process or causes a danger to persons or property even though the offense is not defined in the Student Conduct Code.
 4. (E.C. 48904) Parental liability for willful misconduct of a minor that results in injury or death to a pupil or school employee or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district or personal property of any school employee shall be liable for all damages so caused by the minor.
 5. Students and parents have a right to appeal disciplinary action taken against a student. Appeals must be based upon a procedural violation, and should follow the format of Danger Hearing Appeals (See Danger Hearing Appeals, Page 23.) The type of discipline or the consequences for specific violations (number of days suspended, etc.) may **not** be appealed.
 6. Sanger Unified School District is not liable for any lost, stolen, or damaged student personal property even if the property is under the control of District staff.
 7. **Vehicles subject to search on school property.** By entering school property, the person driving any vehicle is deemed to consent to a complete search of the vehicle (all its compartments and contents) by school officials or law enforcement personnel for any reason whatsoever. This notice applies to all vehicles of any type and is in force 24 hours a day. California Vehicle Code Section 21113(A).
 8. **It will be the school site's responsibility to provide referral options of appropriate services when needed.** It will NOT be the school site's responsibility or District's responsibility to pay for any referrals made or recommended to any outside agencies. The parents are encouraged to follow through with the referral as indicated.
 9. According to Welfare and Institution Code Section 5150, the District, mental health or police department do not need parental approval to conduct an assessment to determine if a student poses a potential danger to himself/herself, or others.
 10. The Child Welfare and Attendance Supervisor has been designated by the Superintendent to process all expulsions, danger hearings, discipline appeals, voluntary/involuntary transfers and other issues not directly stated that encompass student discipline, attendance and/or transfers.
 11. As the Sanger Unified School district is aware of the impact of removing students from instructional settings, alternatives to suspension may be used in lieu of off-campus suspensions or as a means to reduce the number of days of suspension. Alternatives to suspension include, but are not limited to, restorative justice practices, counseling, community service, peer mediation, writing apology letters, and participating in conflict resolution.

PROCEDURAL SAFEGUARDS AND DUE PROCESS
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1. All students, no matter the violation, have due process rights. If a student's due process rights are violated in any way, the recommendation for any disciplinary procedures may be come moot.
2. A thorough investigation is completed for all violations. This includes witness statements from the student in question and any other students involved. These must be signed under penalty of perjury. Adults involved also complete witness statements signed under penalty of perjury.
3. An initial suspension letter is completed and sent home following a verbal parent notification. An information conference with the student is held, unless the student is not available.
4. If the violation is an expellable offense or an offense, which may lead to an involuntary transfer, a Danger Hearing/Alternative Placement letter is sent home. The requirements for an involuntary transfer (E.C. 48432.5 and 48637.2) are met. Involuntary transfers do not proceed if the due process requirements are not met.
5. The Danger Hearing Panel then has the authority to extend the suspension and support the recommendation for expulsion.
6. A letter reviewing the results of the Danger Hearing/Alternative Placement meeting is sent to the parents upon completion of the meeting. The letter outlines the outcome of the meeting, the rationale for the outcome, E.C. citations supporting the outcome and any requirements the pupil must abide by. If the recommendation is expulsion, the re-entry criteria are specified.
7. The Child Welfare and Attendance Office sends a registered letter scheduling the Administrative Panel Hearing at least 10 days prior to the Panel Hearing.
8. An informational packet is compiled for an Administrative Hearing Panel. This packet includes all relevant background investigation information and witness statements (upon parental approval). If the parents fear for their child's safety, a request for anonymous witness form must be completed. If either of these forms is not completed, the documentation is not allowed as evidence. The school also has the option to call students who were involved as a witness; however, the district does not have the authority to mandate their participation.
9. All information is available to the Child Welfare and Attendance Supervisor prior to the Administrative Panel Hearing.

10. Although not stated on each offense, there are certain infractions specified in E.C. 48915 that the Principal or Principal's designee may outline as to why the recommendation for expulsion is not appropriate due to a particular circumstance. If this is the case, in any given expulsion recommendation, the school will submit a letter at the Danger Hearing/Alternative Placement meeting stating the particular circumstance. The Danger Hearing/Alternative Placement meeting representatives have the final authority to accept the recommendation.

11. If the policy outlined in this code is not followed, the increases in consequences may not be applicable. For example, if a student is caught using alcohol, a referral to appropriate services should be made. If that referral is not made, and followed through with to the best of the school's ability, the second infraction may again be treated as a first infraction. This is not to take away the parent's responsibility. If they refuse services or indicate they have their own help, the next offense will be treated as a next offense.

12. For the purposes of determining consequences for successive behavioral infractions, the District will review behavior for the past twenty-four (24) months. In the event of an expulsion hearing, SARB hearing or transfer off campus, a pupil's entire behavioral and academic history will be reviewed.

13. If there is a conflict between this policy and the California Education Code, the California Education Code will prevail.

14. The Sanger Police Department School Resource Officer (SRO) may arrest or cite any student for violation of certain Education and Penal Codes. Field tests and/or breath analyzers will be conducted on any students suspected of being under the influence of drugs or alcohol.

RULES AND REGULATIONS REGARDING INVOLUNTARY TRANSFERS

All E.C. requirements must be adhered to when considering the involuntary transfer of a student to an opportunity program for adjustment purposes or the involuntary transfer of a student to a continuation program.

Opportunity Programs (E.C. Series 48630): A committee formed for that purpose may assign students under 16 years of age to an opportunity program for adjustment purposes. The committee shall include, but need not be limited to, a representative of the school district who is familiar with the pupil's progress, a representative of the opportunity school, class, or program, and the parent or guardian of the pupil. The parent may designate a representative to attend the meeting. A review shall be held not less than 2 times per year to determine if the pupil would benefit by returning to regular school or classes.

Continuation Classes (E.C. Series 48430): Students over 16 years of age may be involuntarily transferred to a continuation school if the pupil: a) commits an act enumerated in Section 48900, or b) is habitually truant or irregular in attendance from instruction upon which he or she is lawfully required to attend. Involuntary transfers to a continuation school shall be imposed only when other means fail to bring about pupil improvement; provided that a pupil may be involuntarily transferred the first time he or she commits an act enumerated in Section 48900, if the principal determines that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

None of the persons involved in the final decision to make an involuntary transfer of a pupil to a continuation school shall be a member of the staff of the school in which the pupil is enrolled at the time the decision is made. No involuntary transfer to a continuation school shall extend beyond the end of the semester following the semester during which the act leading directly to the involuntary transfer occurred.

DISTRICT RULES REGARDING STUDENT DISCIPLINE (Education Code 35291)

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.

STUDENT CONDUCT (Board Policy 5131)

The governing board believes that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Behavior is considered appropriate when students are diligent in study, neat and clean, careful with school property, and courteous and respectful towards their teachers, other staff, other students and volunteers.

Prohibited student conduct includes but is not limited to:

1. Behavior that endangers other student and/or staff.
2. Behavior that disrupts the orderly classroom or school environment.
3. Harassment of students or staff, including bullying, intimidation, hazing or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering.
4. Damage to or theft of property belonging to the district, staff or other students
5. Possession, use or sale of alcohol, tobacco or other drugs.
6. Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose.
7. Profane, vulgar or abusive language
8. Plagiarism or dishonesty in school work or on tests
9. Inappropriate dress

10. Tardiness and unexcused absence from school

11. Failure to remain on school premises in accordance with school rules

DISCIPLINE (Education Code, Sections 48900-48926)

Sanger Unified School District utilizes all avenues provided by law to reduce the use of off-campus suspensions. These include, but are not limited to, advising and counseling students, conferencing with parents/guardians, detention, alternative educational environments, written behavioral contracts, referral to a community or law enforcement agency, if necessary. Suspensions and/or expulsions will be used as required by Education Code or when the alternatives to suspension are exhausted, ineffective or not appropriate due to the nature of the behavior.

The Governing Board recognizes that maintaining an educational environment, which promotes learning and protects the health, safety, and welfare of all students, may require the suspension or expulsion of a student from regular classroom instruction for a period of time deemed necessary to correct the behavior of that student.

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

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

Grounds for Disciplinary Action as defined by Education Code, Section 48900:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person
- a.2 Willfully used force or violence upon the person of another, except in self-defense. The term "use of violence" upon another includes "offensive touching", such as spitting on another person. The contact does not have to involve physical injury.
- b. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered or arranged or negotiated to sell any controlled substance, (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant
- e. Committed or attempted to commit robbery or extortion
- f. Caused or attempted to cause damage to school property or private property
- g. Stolen or attempted to steal school property or private property
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use of possession by a pupil of his or her own prescription products
- i. Committed an obscene act or engaged in habitual profanity or vulgarity
- j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. Off-campus suspensions are prohibited for willful defiance/disruptions for grades K-3, and expulsion based solely on willful defiance/disruptions are prohibited for all grades.
- l. Knowingly received stolen school property or private property
- m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica

- is a firearm
- n. Committed or attempted to commit a sexual assault as defined in Section 261, 266, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- r. Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) "Electronic act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (i) A message, text, sound, or image.
 - (ii) A post on a social network Internet Web site, including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, age with his or her exceptional needs.
- s. A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school-sponsored activity.
- t. A pupil who aid or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision(a).
- 48900.2 Committed sexual harassment as defined in Section 212.5. (Grades 4-12)

- The conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.
 - Section 212.5, defines “sexual harassment” as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.
- 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision 9e) of Section 233. (Grades 4-12)
- As used in this section, “hate violence” means any act punishable under Section 422.6, 422.7, or 422.75 of the Penal Code. (Education Code Section 233)
 - This section applies to pupils enrolled in grades 4 to 12, inclusive.
 - Hate violence is the commission of any crime, which is accompanied by an expression of hostility against a person or property or institution because of the victim’s real or perceived race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. Specifically prohibited is the use of force or the threatened use of force to willfully injure, intimidate, interfere with, or oppress any person in the free exercise of enjoyment of any right or privilege secured to him or her by the Constitution or laws of this state and this nation.
- 48900.4 (Grades 4-12) Intentionally engaged in harassment, threats, or intimidation directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
- This section applies to pupils enrolled in grades 4 to 12, inclusive.
- 48900.7 (a) A pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determined that the pupil has made terroristic threats against school officials or school property, or both. (b) For the purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Required Parental Attendance (Education Code, Section 48900.1)

Whenever a student is suspended from class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise defied valid staff authority, the teacher of the class from which the student was suspended may require the student’s parent/guardian to attend a portion of a school day in that class. (Current law enables parents/guardians to be absent from work without endangering their employment status in order to attend a portion of their child’s school day at a teacher’s request.)

Use of Trained Canines (Board Policy 5145.13)

The District will utilize the services of non-aggressive trained detection canines to sniff out and alert to the presence of those substances prohibited by law or District policy. The dogs may sniff the air around student lockers, desks, bags, items or vehicles that are on District property as long as they are not allowed to sniff any person. Items shall not be sniffed if a person is close by. These inspections shall be unannounced and will be made at the discretion of the principal, Superintendent and/or designee of the District.

In the event the canine alerts on a locked vehicle, the student bringing it onto District property shall be asked to open the vehicle for inspection to be conducted by the canine handler. Refusal to open the item for inspection may result in referring the matter to law enforcement officials or disciplinary action according to District policies. Discovery of a prohibited substance or item may result in referral to law enforcement officials or disciplinary action according to District policies.

Expulsion

Expulsion is the removal of a pupil from enrollment in a school or the District as ordered by the Governing Board. Expulsion is required under certain circumstances, and/or may be ordered by the Board when other means of corrections have repeatedly failed to result in acceptable conduct or if the continued presence of the student causes danger to the safety of others. Pupils may be expelled only for those reasons for which they also may be suspended. State law provides for full due process, including an evidentiary hearing, and rights to appeal any order of expulsion. This process is outlined in further detail in Board Policy.

Mandatory Expulsion

The Principal or Superintendent of Schools shall recommend a pupil's expulsion for any of the following acts:

POSSESSING, SELLING, OR OTHERWISE FURNISHING A FIREARM: This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district (E.C. 48915).

1st Offense: Five (5) day suspension, recommendation for expulsion and notification of appropriate law enforcement agency. Threat evaluation should be conducted.

Note: Administrative Panel Hearing must recommend the expulsion. School Board must enforce the expulsion (E.C. 48915). Expulsion is required for one (1) calendar year unless the Governing Board sets an earlier review date on a case-by-case basis.

BRANDISHING A KNIFE AT ANOTHER PERSON (E.C. 48915):

1st Offense: Five (5) day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency. Referral to appropriate counseling services. Assessment for potential or continued violence must be conducted.

Note: Administrative Panel Hearing must recommend the expulsion. School Board must enforce the expulsion. (E.C. 48915)

Note: Referrals to appropriate counseling services should also be made for the victim.

FURNISHED OR SOLD ANY CONTROLLED SUBSTANCE (as defined in Section 11053 of the Health and Safety Code), an alcoholic beverage, or an intoxicant of any kind. (E.C. 48915 and E.C. 48900(c).

1st Offense: Five (5) day suspension, recommendation for expulsion, and notification of law enforcement agency.

Note: Administrative Panel Hearing may alter recommendation for student who furnished but did not sell based on evidence and procedural requirements (E.C. 48915). School Board may alter recommendations for students who furnished but did not sell based on evidence and procedural requirements (E.C. 48915)

Note: Administrative Panel Hearing must recommend the expulsion for any student who sold a controlled substance. School Board must enforce the expulsion (E.C. 48915).

Note: Furnishing, or possessing an imitation controlled substance (look-a-likes) with the intent to distribute will result in a recommendation for expulsion. Imitation controlled substances are considered "dangerous objects". This offense is also a violation of Health and Safety Code 11680.

COMMITTED OR ATTEMPTED TO COMMIT A SEXUAL ASSAULT OR SEXUAL BATTERY (as defined in Sections 243-244, 261, 266c, 286, 288, 288a, or 289 of the Penal Code. (E.C. 48915 and E.C. 48900(n))

1st Offense: Five (5) day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency. Assessment for potential or continued violence must be completed.

Note: Administrative Panel Hearing must recommend the expulsion. School Board must enforce the expulsion (E.C. 48915)

Note: Referrals to appropriate counseling services should also be made for the victim.

POSSESSION OF AN EXPLOSIVE (E.C. 48915):

An explosive is defined as: A chemical substance that undergoes a rapid chemical change (with the production of gas) on being heated or struck, tending or serving to explode or characterized by explosion or sudden outburst.

1st Offense: Five (5) day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency. Assessment for potential or continued violence must be completed.

Note: Administrative Panel Hearing must recommend the expulsion. School Board must enforce the expulsion (E.C. 48915)

QUASI MANDATORY RECOMMENDATION FOR EXPULSION

E.C. 48915: The Principal or Superintendent shall recommend expulsion unless the principal or superintendent finds that due to a particular circumstance that the expulsion in appropriate. If this exclusion is being considered it must be considered at the Danger Hearing, unless otherwise directed. In a particular circumstance a 5-day suspension may be inappropriate. If the suspension is reduced due to a particular circumstance, the reason for the reduction and alternative consequences being used must be outlined in a letter. A copy of the letter should be sent to Child Welfare and Attendance.

Restorative Justice practices may be utilized to reduce the number of days of suspension or stay the expulsion recommendation. This must be approved by the Supervisor of Child Welfare and Attendance and a Restorative Justice Form (Meaningful Discipline Plan) must be completed.

CAUSED SERIOUS PHYSICAL INJURY to another person except in self-defense (E.C. 48915 and 48900(a).

1st Offense: Five (5) day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency. Referral to appropriate counseling should be made. Threat evaluation should be conducted.

Serious physical injury is defined as a:

- 1) Loss of consciousness
- 2) Concussion
- 3) Bone fracture
- 4) Wound requiring any sutures or hospitalization
- 5) Disfigurement

Note: Principal or Superintendent may not recommend expulsion due to a particular circumstance. This determination must be made at the Danger Hearing unless otherwise directed.

Note: Administrative Panel Hearing may alter recommendation based on evidence and procedural requirements (E.C. 48915). School Board may alter recommendations based on evidence and procedural requirements (E.C. 48915).

Note: Referrals to appropriate counseling services should also be made for the victim.

POSSESSION OF ANY KNIFE OR OTHER DANGEROUS OBJECT OF NO REASONABLE USE TO THE PUPIL unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. (E.C. 48915 and 48900(b))

1st Offense: Five (5) day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency. Threat evaluation should be conducted.

Note: Look-a-like (imitation) toy guns are considered objects of a dangerous nature. (E.C. 48900(m))

Note: Possession of tear gas/tear gas weapon/pepper spray is considered a dangerous object. (Penal Code Section 12401, 12402) (E.C. 49330)

Note: Principal or Superintendent may not recommend expulsion due to a particular circumstance. This determination must be made at the Danger Hearing unless otherwise directed.

Note: Administrative Panel Hearing may alter recommendation based on evidence and procedural requirements (E.C. 48915). School Board may alter recommendations based on evidence and procedural requirements (E.C. 48915).

Note: According to E.C. 48915(g), as used in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3.5 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

Note: Students who voluntarily turn in items covered in this section shall not be subject to punitive measures. A student who turns in a weapon in order to avoid possible expulsion or transfer to an alternative site will not be allowed. The assistance being sought must be legitimate as determined by a site administrator, by a Danger Hearing Panel, or Administrative Hearing Panel.

POSSESSED ANY CONTROLLED SUBSTANCE (as defined in Section 11053 of the Health and Safety Code), except for the first offense of possession of not more than one ounce of marijuana, other than concentrated cannabis. (E.C. 48915 and E.C. 48900(c))

1st Offense: Five (5) day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency. Appropriate counseling referrals should be made.

Note: Principal or Superintendent may not recommend expulsion due to a particular circumstance. This determination must be made at the Danger Hearing unless otherwise directed.

Note: Administrative Panel Hearing may alter recommendation based on evidence and procedural requirements (E.C. 48915). School Board may alter recommendations based on evidence and procedural requirements (E.C. 48915).

POSSESSED WITH INTENT TO SELL ANY CONTROLLED SUBSTANCE (as defined in section 11053 of the Health and Safety Code), an alcoholic beverage, or an intoxicant of any kind (E.C. 48900(c)).

1st Offense: Five (5) day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency. Referral to appropriate counseling services should be made.

Note: Principal or Superintendent may not recommend expulsion due to a particular circumstance. This determination must be made at the Danger Hearing unless otherwise directed.

Note: Administrative Panel Hearing may alter recommendation based on evidence and procedural requirements (E.C. 48915). School Board may alter recommendations based on evidence and procedural requirements (E.C. 48915).

OFFERED, ARRANGED, OR NEGOTIATED TO SELL ANY CONTROLLED SUBSTANCE (as defined in Section 11053 of the Health and Safety Code) alcoholic beverage, or intoxicant and then sold delivered, or furnished look-a-likes or in lieu substances (E.C. 48900(d)).

1st Offense: Five (5) day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency. Appropriate counseling referral should be made.

Note: Principal or Superintendent may not recommend expulsion due to a particular circumstance. This determination must be made at the Danger Hearing unless otherwise directed.

Note: Administrative Panel Hearing may alter recommendation based on evidence and procedural requirements (E.C. 48915). School Board may alter recommendations based on evidence and procedural requirements (E.C. 48915).

COMMITTED OR ATTEMPTED TO COMMIT ROBBERY OR EXTORTION (Penal Code 211, 510, E.C. 48915 and 48900(e))

1st Offense: Five (5) day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency. Threat evaluation should be conducted.

Note: Principal or Superintendent may not recommend expulsion due to a particular circumstance. This determination must be made at the Danger Hearing unless otherwise directed.

Note: Administrative Panel Hearing may alter recommendation based on evidence and procedural requirements (E.C. 48915). School Board may alter recommendations based on evidence and procedural requirements (E.C. 48915).

Note: Referrals to appropriate counseling services should also be made for the victim.

THREATENED, ATTACKED, OR COMMITTED ASSAULT OR BATTERY ON SCHOOL PERSONNEL (Penal Code Section 240, 242) (E.C. 48915 and E.C. 48900(a), E.C. 44014)

1st Offense: Five (5) day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency. Threat evaluation should be conducted.

Note: Principal or Superintendent may not recommend expulsion due to a particular circumstance. This determination must be made at the Danger Hearing unless otherwise directed.

Note: Administrative Panel Hearing may alter recommendation based on evidence and procedural requirements. (E.C. 48915) School Board may alter recommendations based on evidence and procedural requirements (E.C. 48915).

Note: Referrals to appropriate counseling services should also be made for the victim.

COMMITTED A TERRORIST OR TERRORISTIC THREAT including, but not limited to, a bomb threat. (E.C. 48900.7)

1st Offense: Five (5) day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency. Referral to appropriate counseling services. Threat evaluation should be conducted.

Note: Principal or Superintendent may not recommend expulsion due to a particular circumstance. This determination must be made at the Danger Hearing unless otherwise directed.

Note: Administrative Panel Hearing may alter recommendation based on evidence and procedural requirements (E.C. 48915). School Board may alter recommendations based on evidence and procedural requirements (E.C. 48915).

MAKING FALSE ACCUSATIONS AGAINST SCHOOL EMPLOYEES (E.C. 48900(a))

1st Offense: Five (5) day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency. Threat evaluation should be conducted.

Note: Principal or Superintendent may not recommend expulsion due to a particular circumstance. This determination must be made at the Danger Hearing unless otherwise directed.

Note: Administrative Panel Hearing may alter recommendation based on evidence and procedural requirements (E.C. 48915). School Board may alter recommendations based on evidence and procedural requirements (E.C. 48915).

Suspension (Education code, Section 48925)

Suspension is the temporary removal of the pupil from ongoing instruction for adjustment purposes.

Students may be suspended for violation of school or district rules. Where possible, an informal conference will be held with the student prior to the suspension in order to allow the student the opportunity to present his/her version of the incident and evidence in his/her defense and advise the student of the reason for disciplinary action. Such a conference may be held within 2 school days following the incident, giving rise to the suspension where emergency circumstances warrant.

Parents shall be given written notice of a suspension within 24 hours. A reasonable attempt will be made to reach parents by telephone on the date of suspension.

A student may be suspended for up to 5 consecutive school days, unless such suspension is extended pending an expulsion. Suspensions shall not exceed 20 school days in one school year, unless otherwise permitted by law. Suspended students are not to be on any school campus or attend school activities for the duration of the suspension.

When "suspension" is indicated, the site administrator will determine whether the consequence should include, but not be limited to, home suspension/on campus suspension/Saturday School/intervention group/detention/community service. Community service may include, but is not limited to, work performed on school grounds during non-school hours in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs (E.C. 48900.6) Law enforcement agencies may be notified at the discretion of the administration.

A suspension may be appealed to the Supervisor of Child Welfare and Attendance in accordance with Board Policy.

CAUSES FOR MANDATORY HOME SUSPENSION ON FIRST OFFENSE

DEPENDING ON THE SERIOUSNESS OF THE ACT AND THE STUDENT'S EDUCATIONAL HISTORY, THE STUDENT MAY BE RECOMMENDED FOR AN ALTERNATIVE EDUCATION PLACEMENT OR EXPELLED ON THE FIRST OR SUCCEEDING OFFENSES.

Alternatives to suspension may be utilized in lieu of off-campus suspension and/or may be utilized to reduce the number of days of required off-campus suspension on the first or subsequent offenses.

K-6 elementary principals may alter first or following consequences due to the age or grade of the students involved.

POSSESSING, USING, OR BEING UNDER THE INFLUENCE OF AN ALCOHOLIC BEVERAGE OR INTOXICANT OF ANY KIND. Possessing not more than one ounce of marijuana. Using or being under the influence of marijuana or any controlled substance (as defined in Section 11053 of the Health and Safety Code) (E.C. 48915 and E.C. 48900(c)) Alternatives to suspension may be utilized in lieu of off-campus suspension and/or may be utilized to reduce the number of days of required off-campus suspension on the first or subsequent offenses.

1st Offense (marijuana/alcohol): Five (5) day suspension and notification of appropriate law enforcement agency Pupil may be assigned to substance abuse counseling program. Expulsion/Danger Hearing may be required, if program is violated or student will be referred to 2nd offense step.

2nd Offense (marijuana/alcohol): Five (5) day suspension, transfer to an alternative education program. Mandatory enrollment in substance abuse program.

3rd Offense (marijuana/alcohol): Five (5) day suspension and mandatory recommendation for expulsion. Appropriate referral to counseling.

Note: Student will be excluded from extra-curricular activities for forty school days.

Note: Students appearing at school functions and having consumed or having in their possession alcoholic beverages or drugs may be handled by police action (Penal Code Section 647) (Health and Safety Code Section 11550)

Note: Students who voluntarily seek assistance for substance abuse will not suffer academic consequences; however, extra-curricular activity eligibility will follow CIF regulations. A student who asks for help in order to avoid possible expulsion or transfer to an alternative site will not be allowed. The assistance being sought must be legitimate as determined by a site administrator, by a Danger Hearing Panel, or administrative Hearing Panel.

Note: Administrative Panel Hearing may alter recommendation based on evidence and procedural requirements (E.C. 48915). School Board may alter recommendations based on evidence and procedural requirements (E.C. 48915).

UNLAWFULLY POSSESSING OR UNLAWFULLY OFFERING, ARRANGING, OR NEGOTIATING TO SELL ANY DRUG PARAPHERNALIA, as defined in Section 11014.5 of the Health and Safety Code (E.C. 48900(j))

1st Offense: Five (5) day suspension and notification of appropriate law enforcement agency. Referral to appropriate counseling services. CIF sanctions will be applicable.

Note: If the student completes district-approved intervention program ineligibility for extra-curricular activities would then be reduced to ten (10) school weeks to five (5) school weeks.

2nd Offense: Five (5) day suspension, transfer to alternative education site, notification of appropriate law enforcement agency. Referral to appropriate counseling.

3rd Offense: Five (5) day suspension, recommendation for expulsion and notification of law enforcement agency.

Note: Student will be excluded from extra-curricular activities for forty school days.

Note: Administrative Panel Hearing may alter recommendation based on evidence and procedural requirements (E.C. 48915). School Board may alter recommendations based on evidence and procedural requirements (E.C. 48915).

Note: Students who voluntarily seek assistance for any substance abuse problem will not suffer academic consequences; however, extra-curricular activity eligibility will follow CIF regulations. A student who asks for help in order to avoid possible expulsion or transfer to an alternative site will not be granted this exemption. The assistance being sought must be legitimate as determined by a site administrator, by a Danger Hearing Panel, Administrative Hearing Panel, District Level Administrator, or Board of Education.

FIRE-SETTING OR ATTEMPTED FIRE SETTING including the activation of false alarms or tampering with emergency equipment. (Penal Code Section 447, 455 and 148.4) (E.C. 48900(k))

1st Offense: Three (3) day suspension and referral to counseling services.

2nd Offense: Five (5) day suspension, transfer to alternative education. Threat evaluation should be conducted.

3rd Offense: Five (5) day suspension, recommendation for expulsion. Threat evaluation should be conducted.

Note: Fire-setting of any nature may lead to recommendation for alternative education program or expulsion on the first offense. Fire-setting is never considered to be a prank. The burning of trash cans can lead to immediate and serious consequences. Assessment for the potential of continued violence should be conducted.

HARASSED, THREATENED, OR INTIMIDATED A PUPIL WHO IS A COMPLAINING WITNESS OR WITNESS IN A SCHOOL DISCIPLINARY PROCEEDING for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. (E.C. 48900(o))

1st Offense: Five (5) day suspension and possible recommendation for expulsion. Referral to appropriate counseling services. Threat evaluation should be conducted.

Note: Referrals to appropriate counseling services should also be made for the victim.

When "suspension" is indicated, the site administrator will determine whether the consequence should include, **but not be limited to**, home suspension/in-school suspension/Saturday School/intervention group/detention/community service. Community service may include, but is not limited to, work performed on school grounds during non-school hours in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. (E.C. 48900.6)

Law enforcement agencies may be notified at the discretion of the administration.

If the nature of the offense makes an alternative education placement or expulsion recommendation appropriate, the student will be suspended five days for the infraction. A Danger Hearing will then be scheduled.

Students may be suspended on the first offense if it is determined that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process. (E.C. 48900.5)

GANG RELATED OFFENSES – A student may be suspended for five (5) days on the first offense and recommended for an alternative educational placement or expulsion.

CAUSING, ATTEMPTING, OR THREATENING TO CAUSE PHYSICAL INJURY OR WILLFULLY USING FORCE OR VIOLENCE UPON ANOTHER PERSON, except in self-defense. (E.C. 48900(a)(1) and 48900(a)(2))

Verbal - 1st Offense: Three (3) day suspension. Referral to appropriate counseling services.

Physical – 1st Offense: Five (5) day suspension. Referral to appropriate counseling services.

2nd Offense: Five (5) day suspension and recommendation for alternative education program. Referral to appropriate counseling services. Threat evaluation should be conducted.

3rd Offense: Five (5) day suspension, recommendation for expulsion. Threat evaluation should be conducted.

Note: If a student caused serious physical injury (as defined in Penal Code Section 243) to another person, except in self-defense, the principal must recommend expulsion or report in writing to the superintendent who will advise the governing board that expulsion is inappropriate due to the nature of the particular circumstances which shall be indicated in the report of the incident. (E.C. 48915)

Note: Referrals to appropriate counseling services should also be made for the victim.

CAUSING OR ATTEMPTING TO CAUSE DAMAGE TO PROPERTY: Cutting defacing, or otherwise injuring any school district property, or the malicious injury or destruction of any other person's real or personal property. (Penal Code Section 594) (E.C. 48900(f))

1st Offense: Three (3) day suspension. Referral to appropriate counseling services. Referral to SIYAB may be done as an alternative. **Damages in excess of \$500 will result in enforcement of Step #4 immediately.**

2nd Offense: Five (5) day suspension. Referral to appropriate counseling services. Threat evaluation should be conducted.

3rd Offense: Five (5) day suspension and transfer to alternative education. Referral to appropriate counseling services. Threat evaluation should be conducted.

4th Offense: Five (5) day suspension, recommendation for expulsion. Threat evaluation should be conducted.

Note: Parent/guardian will be held responsible for damage to school district property. When the minor and parent are unable to pay for the damages, the school district shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Parents or guardians of the student are also liable for the amount of a reward paid for information leading to the apprehension of person(s) causing damage. (E.C. 48904)

THREATENING, INTIMIDATING, MENACING OR HARASSING (INCLUDING SEXUAL HARASSMENT, BULLYING, BULLYING OF PROTECTED CLASS AND CYBER BULLYING) ANY OTHER PERSON (E.C. 48900(a) and/or 48900(k)) (E.C./ 48900 (r) (E.C. 48900.2) (E.C. 48900.4) Possible removal from campus or separation of student.

1st Offense: Warning to student and/or other alternative consequences Referral to appropriate counseling services. Threat evaluation should be conducted.

2nd Offense: Three (3) day suspension. Referral to appropriate counseling services. Threat evaluation should be conducted.

3rd Offense: Five (5) day suspension. Transfer to alternative education. Referral to appropriate counseling services. Threat evaluation should be conducted.

4th Offense: Five (5) day suspension, recommendation for expulsion. Threat evaluation should be conducted.

Note: School sites are required to inform all complainants that they may choose to access the District's complaint form. Complainants or family have options of an informal or formal process. (AR 5145.7)

Note: Referrals to appropriate counseling services should also be made for the victim.

ENGAGING IN, OR HAVING ANY PART IN HAZING or committing any act that injures, degrades, or disgraces any other person attending school. Causing, attempting to cause, threatening to cause or participating in an act of hate violence. (E.C. Section 32050-52) (E.C. Section 33032.5) (E.C. 48900(a) and/or 48900(k)) (E.C. 48900.3)

1st Offense: Three (3) day suspension. Referral to appropriate counseling services. Assessment for potential or continued violence should be conducted.

2nd Offense: Five (5) day suspension. Referral to appropriate counseling services. Assessment for potential or continued violence should be conducted.

3rd Offense: Five (5) day suspension. Transfer to alternative education. Threat evaluation should be conducted.

4th Offense: Five (5) day suspension, recommendation for expulsion. Threat evaluation should be conducted.

Note: Referrals to appropriate counseling services should also be made for the victim.

STEALING OR ATTEMPTING TO STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY (E.C. 48900(g) **Theft of property valued in excess of \$500 will result in automatic enforcement of Step 4.**

1st Offense: Three (3) day suspension. Referral to appropriate counseling.

2nd Offense: Five (5) day suspension. Referral to appropriate counseling.

3rd Offense: Five (5) day suspension. Transfer to alternative education program.

4th Offense: Five (5) day suspension, recommendation for expulsion. Threat evaluation should be conducted.

KNOWINGLY RECEIVING STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY (E.C. 48900(l))

Receiving stolen property valued in excess of \$500 will result in automatic enforcement of Step 4.

1st Offense: Three (3) day suspension

2nd Offense: Five (5) day suspension

3rd Offense: Five (5) day suspension and recommendation for expulsion

COMMITTING AN OBSCENE ACT OR ENGAGING IN HABITUAL PROFANITY OR VULGARITY, INCLUDING RACIAL/ETHNIC SLURS either verbally or in writing. (E.C. 48900(i))

1st Offense: Warning to student and/or alternative consequences. Referral to appropriate counseling services.

2nd Offense: Three (3) day suspension. Referral to appropriate counseling services.

3rd Offense: Five (5) day suspension. Referral to appropriate counseling services.

Note: Any act committed against school staff would warrant consequences starting at Step 2.

A student will be suspended on the first offense for five (5) days if such behavior disrupts school activities; (E.C. 48900(k) threatens to disrupt the instructional process, or causes a danger to persons or property (E.C. 48900.5))

POSSESSING ANY OBJECTS ON CAMPUS WHICH COULD BE CONSIDERED DANGEROUS OBJECTS (unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal) if the principal deems expulsion inappropriate. (E.C. 48900(b))

Note: Toy guns (imitation) are considered objects of a dangerous nature.

Note: Laser pointers are considered a dangerous object.

Note: Principal must report in writing to the superintendent who will advise the governing board that expulsion is inappropriate due to the nature of the particular circumstances which shall be indicated in the report of the incident. (E.C. 48915)

1st Offense: Warning to student. Notification of parent and/or other alternative consequences.

2nd Offense: Three (3) day suspension. Referral to appropriate counseling services.

3rd Offense: Five (5) day suspension. Referral to appropriate counseling services.

FORGING, FALSIFYING, ALTERING, OR USING FORGED SCHOOL CORRESPONDENCE, PASSES OR RE-ADMIT SLIPS (E.C. 48900(k))

1st Offense: Warning to student and/or other alternative consequences.

2nd Offense: Three (3) day suspension. Referral to appropriate counseling services.

3rd Offense: Five (5) day suspension and recommendation for alternative education program.

VIOLATING THE COMPUTER AND NETWORK ELECTRONIC INFORMATION POLICY (E.C. 48900(k)) (BP 0440)

1st Offense: Warning to student and/or loss of network and computer use.

2nd Offense: Three (3) day suspension and loss of network and computer use. Referral to appropriate counseling services.

3rd Offense: Five (5) day suspension and/or possible recommendation for expulsion or alternative education program.

POSSESSING OR USING TOBACCO (or any products containing tobacco or nicotine products) in grades 7-12. E-cigarettes or vapor pens are considered tobacco or tobacco-type products as they may be used for nicotine or illegal drugs and they promote the act of smoking and drug use. (E.C. 48900(h)) Tobacco and nicotine products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco snuff, chew packets, and betel. (E.C. 48011(h))

1st Offense: Warning given. Parental notification.

2nd Offense: One (1) day on-campus suspension. Referral to appropriate counseling services.

3rd Offense: Three (3) day suspension and possible recommendation for alternative education program.

Note: No school shall permit the smoking or use of tobacco, or any product containing tobacco, or nicotine products, by pupils of the school while pupils are on campus, or while attending school-sponsored activities or while under the supervision and control of school district employees. (E.C. 48901)

Confiscated materials will be returned to parents upon request. Confiscated materials will not be returned to students.

FAILING TO IDENTIFY ONESELF or giving false information to school personnel. (E.C. 48900(k))

1st Offense: Warning to student and/or alternative consequences.

2nd Offense: Three (3) day suspension. Referral to appropriate counseling services.

3rd Offense: Five (5) day suspension and possible recommendation for alternative education program. Referral to appropriate counseling services.

TAMPERING WITH PROPERTY OF THE SCHOOL DISTRICT or belongings of any other person. (E.C. 48900(k))

1st Offense: Warning to student and/or alternative consequences.

2nd Offense: One (1) – three (3) day suspension. Referral to appropriate counseling services.

3rd Offense: Five (5) day suspension and possible recommendation for alternative education program. Referral to appropriate counseling services.

CHEATING (E.C. 48900(k))

1st Offense: Warning to student. “F” on assignment/test.

2nd Offense: Three (3) day suspension. “F” on assignment/test. Referral to appropriate counseling services.

3rd Offense: Five (5) day suspension. “F” on assignment/test. Referral to appropriate counseling services.

BEING IN A PARKING LOT OR OUT OF BOUNDS without proper authorization. (E.C. 48900(k))

1st Offense: Warning to student and/or alternative consequences.

2nd Offense: Two (2) day suspension. Referral to appropriate counseling services.

3rd Offense: Three (3) day suspension and possible recommendation for alternative education program. Referral to appropriate counseling services.

GAMBLING AND WAGERING or habitually being present where gambling and wagering are taking place. (E.C. 48900(k))

1st Offense: Warning to student and/or alternative consequences.

2nd Offense: Two (2) day suspension and possible recommendation for alternative education program. Referral to appropriate counseling services.

3rd Offense: Five (5) day suspension and possible recommendation for alternative education program. Referral to appropriate counseling services.

INTERFERING WITH THE PEACEFUL CONDUCT OF THE CAMPUS OR CLASSROOM causing class or campus disruption of a minor but annoying nature. (E.C. 48900(k))

1st Offense: Warning to student and/or alternative consequences. Depending on the incident a police report may be made.

2nd Offense: Three (3) day suspension.

3rd Offense: Five (5) day suspension and possible recommendation for alternative education program. Referral to appropriate counseling services. Threat evaluation should be conducted.

LOITERING ON OR ABOUT ANY CAMPUS without apparent lawful purpose. (E.C. 48900(k)) (Penal Code 653G and 627)

Note: A student may be subject to arrest according to Penal Code 653G if he/she loiters at or near any school or public place at or near where students attend or normally congregate, or re-enters or comes upon such school or place after being asked to leave by a school official. According to P.C. 653G, punishment for loitering includes a fine not to exceed \$1,000 and/or imprisonment in the county jail not to exceed six months.

1st Offense: Warning to student and/or alternative consequences.

2nd Offense: Three (3) day suspension. Referral to appropriate counseling services.

3rd Offense: Five (5) day suspension and possible recommendation for alternative education program. Referral to appropriate counseling services.

BEHAVIOR ON BUS

1st Offense: Warning to student and/or alternative consequences.

2nd Offense: Not allowed to ride the bus for five (5) days.

3rd Offense: Not allowed to ride the bus for ten (10) days,

4th Offense: Not allowed to ride the bus for twenty (20) days.

5th Offense: Not allowed to ride the bus for the remainder of the school year.

Note: Depending on the seriousness of the act, the student may lose bus privileges for the remainder of the school year on the first or succeeding offenses.

SUPERINTENDENT'S DESIGNEE FOR DISCIPLINARY HEARINGS

The Superintendent has designated the Supervisor of Child Welfare and Attendance as the administrator in charge of danger hearings, expulsions, SARB and other disciplinary hearings, appeals, etc.

DANGER HEARING APPEALS PROCESS

The Sanger Unified School District, along with the Child Welfare and Attendance Office, realize the need for an appeal process for the parents and the referring school. While the Education Code does not require this process be in place for Danger Hearings, it is believed that the ability for both entities to appeal the Danger Hearing decision is vitally important. The following are the guidelines for requesting an appeal in regards to the results of a Danger Hearing proceeding.

A school or parent/guardian may appeal the final determination of the Danger Hearing if the recommendation is less than a recommendation for expulsion (involuntary transfer). The request for an appeal must be a formal request presented in writing to the Child Welfare and Attendance Office within five (5) days of the decision. Each request must outline the specific reason(s) why the appeal is being requested and must be based on facts. The Child Welfare and Attendance Office will then schedule an impartial panel consisting of at least two principals and a psychologist. The requesting party will present its case and the reasons for the appeal. The panel will review all relevant information, interview witnesses, and then formulate a response. A written response will be provided within 30 working days from the date the appeal letter is received by the Child Welfare and Attendance Office.

In the case of an expulsion, the parents may appeal to the Fresno County Board of Education within thirty days of the schools board's final decision.

VANDALISM, THEFT AND GRAFFITI (Education Code 48904)

The Governing Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti. Any district student who commits an act of vandalism shall be subject to disciplinary action by the district and also may be prosecuted through other legal means.

Notwithstanding Section 1714.1 of the Civil Code, the parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by, or performing volunteer services for, a school district or private school or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district or private school, or personal property of any school employee, shall be liable for all damages so caused by the minor. The liability of the parent or guardian shall not exceed ten thousand dollars (\$10,000). The parent or guardian shall also be liable for the amount of any reward not exceeding ten thousand dollars (\$10,000) paid pursuant to Section 53069.5 of the Government Code. The parent or guardian of a minor shall be liable to a school district or private school for all property belonging to the school district or private school loaned to the minor and not returned upon demand of an employee of the district or private school authorized to make the demand.

If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts in accordance with law.

UNAUTHORIZED RECORDINGS

Penal Code Section 632 prohibits the recordings of others without the consent of all parties. Violation is punishable by a fine of \$2,500.00, imprisonment in the county jail not exceeding one year, or in the state prison or by both fine and imprisonment. This can also result in a recommendation for suspension or expulsion depending upon the seriousness

of the violation. Any unauthorized recordings must be deleted and/or removed from any public or private social media or electronic posting.

POSSESSION OR USE OF CELLULAR PHONES AND OTHER ELECTRONIC SIGNALING DEVICES

(B. P. 5131)

Students may possess or use electronic signaling devices, including but not limited to pagers, beepers, cellular/digital telephones, and cellular/digital telephones with cameras provided that such devices do not disrupt the educational program or school activity. Electronic signaling devices will be turned off during class time and at any other time directed by a district employee. If disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the class period, school day or activity.

WITHHOLDING OF GRADES, DIPLOMA OR TRANSCRIPTS (Education Code 48904)

Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in subdivision(a) of Education Code 48904.

The school district or private school shall notify the parent or guardian of the pupil in writing of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcripts pursuant to this subdivision. When the minor and parent are unable to pay for the damages, or to return the property, the school district or private school shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the pupil shall be released.

COOPERATION IN CONTROL OF COMMUNICABLE DISEASE AND

IMMUNIZATION OF PUPILS (Education Code 49403)

The governing board of any school district shall cooperate with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children. For that purpose, the board may use any funds, property, and personnel of the District and may permit any person licensed as a physician and surgeon to administer an immunizing agent to any pupil whose parents have consented in writing to the administration of such immunizing agent.

Health and Safety Code section 120325, et. seq. requires that every child entering a California school be immunized against diphtheria, tetanus, pertussis, polio, rubella, mumps, measles, hepatitis B, varicella, and for those children under the age of 4 years and 6 months, haemophilus influenza type B. Effective July 1, 2011, all students entering or advancing into grades 7-12 shall also submit proof of immunization with a Tdap booster on or after their 7th birthday (AB354). A written immunization record of each required vaccine, including the date and provider, must be presented at school entry. 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.

COMMUNICABLE DISEASE CONTROL

Guidelines for keeping your child home when symptoms of illness are present:

- (a) Children should remain at home until free from fever, without the use of fever reducing medication, for at least 24 hours.
- (b) Children who vomit or have diarrhea at home, or are sent home from school because of these, should stay home until symptom free for 24 hours.

These guidelines are for the protection of your children and all other children at school.

HIV/AIDS PREVENTION INSTRUCTION (Education Code, Section 51201.5)

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 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. A parent/guardian must provide "active consent" in writing that his/her children participate in HIV/AIDS prevention or sexual health educational activity. (Education Code 51240, 51939)

The State of California requires districts to administer the California Healthy Kids Survey (CHKS) every two years to 5th, 7th, 9th and 11th graders. The District will use active consent for students in grade 5 and passive consent for 7th, 9th and 11th graders. A CHKS Notification and Withdrawal form will be sent to parents of 7th graders and above. If parents do not want children to participate in the CHKS, a parent/guardian must provide consent by signing the Parent Consent form. Students who have been excused will be given an alternative educational activity. (Education Code 51240, 51939) 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.

MEDICAL AND HOSPITAL SERVICES FOR PUPILS (Education Code 49472)

The Governing Board has authorized the District to make available, medical or hospital services, or both, through non-profit membership corporations defraying the cost of medical service or hospital service, or both, or through group, blanket or individual policies of accident insurance or through policies of liability insurance from authorized insurers, for injuries to pupils 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 there by reason of their attendance 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, from and between such places.

No pupil shall be compelled to accept such service without his consent, or if a minor without the consent of his parent or guardian. The cost of the insurance or membership may be paid from the funds of the district, or by the insured pupil, his parent or guardian.

SCOLIOSIS SCREENING

School districts may screen female pupils in grade 7 and male pupils in grade 8 for scoliosis, unless the parent or guardian refuses to consent to such screening. Parent/guardians must be notified in writing of any pupil suspected of having scoliosis and referred to appropriate community resources.

VISION SCREENING (Education Code 49455-56)

School Districts shall screen all students during Kindergarten year and in grades 2, 5 and 8. Tenth (10th) grade students may also be screened. The appraisal shall include tests for visual acuity and near vision. Color vision shall be appraised once and only in male students in 2nd grade. Parents/guardians shall be notified in writing if a defect in vision is suspected, asking the parent/guardian to take such action as will correct the defect(s) when possible.

HEARING SCREENING (Education Code 49452)

School districts may test the hearing of pupils through the use of an audiometer for the purpose of detecting pupils with impaired hearing. SUSD will screen students in grades Kindergarten, 2, 5, 8 and 10. Parents/guardians shall be notified in writing if an impairment in hearing is suspected.

EXEMPTION FROM PHYSICAL EXAMINATIONS (Education Code 49451)

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.

ADMINISTRATION OF PRESCRIBED MEDICATION FOR PUPIL (Education Code 49423)

Any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent/guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement per AMA/BRN guidelines.

MEDICINE FOR A CHRONIC CONDITION (Education Code, Section 49480)

The parent or guardian of any public school pupil on continuing medication for a chronic (long duration) condition shall inform the school of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior.

PUPILS WITH TEMPORARY DISABILITIES – RESIDENCY REQUIREMENTS (Education Code 48207, 48208)

A pupil with a temporary disability, who is in a hospital or other health facility, excluding a state hospital, which is outside of 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.

LEAVING SCHOOL GROUNDS (Education Code, Section 44808.5)

Note: Sanger High School was opened on January 2000 as a closed-campus facility (Board approved). Contact your site administration regarding the new policy on "leaving school grounds".

EMERGENCY NOTIFICATION

The emergency procedure card is one of the most important forms we have at the school. Not only does it provide a quick reference for phone numbers for minor illnesses, it also gives important health information that might be vital during an emergency. Most importantly, your signature would allow the school and your doctor to provide emergency care during a time when you were unavailable. Without this card and your signature, the school would be virtually helpless to do anything until you could be contacted. Please try to provide at least one phone number of a friend or relative in this area who can assume responsibility for your child.

GROUP ACCIDENT INSURANCE

The Sanger Unified School District does not provide medical or dental expense insurance for students injured while at school or while participating in school activities. Parents who do not have insurance programs are encouraged to subscribe to a group insurance plan for their children enrolled in the schools of this district.

The district is providing the opportunity to parents wishing to take advantage of group accident insurance for their children. Information regarding the coverage will be sent home by the school of attendance. ***All students in grades K-12 participating in sports must have insurance coverage.***

AFTER SCHOOL L.E.A.P (K-8 AFTER SCHOOL EDUCATION AND SAFETY PROGRAMS)

The LEAP (Learning Enrichment Activities Program) K-8 after-school programs are free programs made possible through After School Education and Safety (ASES) grants, 21st Century Community Learning Center grants and Sanger Unified School District. LEAP operates every single school day, from the time school lets out until 6:00 p.m., including minimum days. LEAP is not a daycare program, but an enrichment program designed to keep students safe, offer literacy and homework assistance, and increase student achievement through alignment with the regular school day. Therefore, at the K-8 levels, students are required to attend the full program every day with few exceptions, or risk losing their opportunity to participate. LEAP does, however, maintain a reasonable early release policy consistent with the intent of the legislation and the school district's early release policy (Education Code 8483). If a student requires early release, an "Early Release" form must be filled out by the parent/guardian on each occasion.

Every student attending a school that operates an after school program is eligible to participate, subject to program capacity. LEAP enrollment is first come first serves (BP 5148.2), with the following exception: AB 1567 established that priority enrolment shall be first given to homeless/foster youth, and then to students who attend the full program daily. After programs are fully enrolled, foster/homeless youth will be placed at the top of the waiting list.

LEAP is staffed by highly qualified college students, who meet the health and screening clearance requirements in law and board policy. LEAP maintains a school-wide student-to-staff ratio of no more than 20:1. The program provides staff training, and may provide a maximum of three staff development days a year during regular program hours, as long as parents are informed in advance that the program will be closed those days.

As the LEAP program is part of the Sanger Unified School District, all SUSD rules and regulations apply during the LEAP program, including but not limited to imposing discipline consequences for behaviors as outlined in the Parent Student Handbook. Additionally, students who are under a suspension and/or expulsion from their school will not be allowed to attend the LEAP program until he/she returns to school from the suspension and/or expulsion.

SANGER HIGH SCHOOL LEARNING ENRICHMENT AFTER-SCHOOL PROGRAM (LEAP)

Sanger High LEAP is a drop-in program, available after school every day until 6:00 p.m. Students may attend the whole 3-hour program, or any portion thereof. Students are required to sign in and out of each class/club offering, but are NOT required to stay for the whole time or attend for any minimum number of days. The program is open to all Sanger High School students every day when school lets out, including minimum days. There is no charge to attend, and a free snack is provided. All regular district and school rules apply during the after school program. For more information regarding the LEAP program, contact the program director at 524-6563, or go online to: <http://www.sanger.k12.ca.us/Educational-Services/After-School-Programs/>

PUPIL TRANSPORTATION (Section IX, State Board of Education Regulations Governing Pupil Transportation)

The following points summarize the necessary regulations, and we solicit your help in maintaining these standards: Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation to any pupil, and for such other punishment as the law may provide. The driver of any school bus shall be held responsible for the orderly conduct of pupils transported.

Requirements for riding the school bus:

1. Follow the instructions of the bus driver
2. Board your bus in an orderly manner and take your seat immediately. Remain in your seat while your bus is in motion.
3. Students must face forward with both feet on or toward the floor.
4. State law on school buses and student activity buses forbids alcoholic beverages.
5. A student may board or leave his/her assigned school bus only at his/her authorized bus stop. Exceptions to this regulation will be permitted only when the student has a written statement bearing the parent's signature or the school site administrator.

Below are bus rules with which your child should become familiar. These rules are necessary for the safety of all the children and will be enforced.

1. Students must remain seated, with proper use of seat restraints, at all times while the bus is in motion.
2. Smoking is prohibited at all times. Eating and drinking is prohibited when the bus is in operation. No gum chewing is allowed on the bus.
3. Fighting and scuffling are forbidden.
4. No part of the body (hand, arm, head, etc.) may be extended outside the bus at any time.
5. Profanity or indecent language will not be permitted in or near the bus.
6. Loud and boisterous noises will not be permitted.
7. Pupils wearing athletic footwear with metal cleats or spikes will not be permitted to enter the bus.
8. Animals are not permitted on the bus (dead or alive).

9. Nothing will be transported inside the bus that could be hazardous or dangerous to the students or staff of Sanger Unified School District. No items will be transported that could obstruct the driver's view. This includes, but is not limited to balloons, skateboards, band instruments, athletic equipment, etc. Oversized band instruments and athletic equipment may be carried in the luggage section of the bus.
10. No glass in any shape or form will be permitted on the bus.
11. Students should be at the bus stop five (5) minutes before the scheduled arrival time of the bus. One student delay may cause two students to be late to school.
12. Each person will be held financially responsible for any property, which he/she defaces or damages. Students who violate these rules will be issued a "Notice of Unsatisfactory Conduct on Bus" citation and disciplinary action will be taken.

SCHOOL BUS AND SCHOOL PUPIL ACTIVITY BUS (SPAB) PASSENGER RESTRAINT SYSTEM USE – CCR 5 14105

All passengers in a school bus and school pupil activity bus (SPAB) that is equipped with passenger restraints shall use the passenger restraint at all times when the bus is in motion.

SEATBELTS IN SCHOOL BUSES (Vehicle Code 27316.e)

All school buses manufactured on or after July 1, 2005 (Type I: larger buses) or on or after July 1, 2004, (Type II: smaller buses), will be equipped with a three point restraint system (seatbelt). Although students and other passengers are directed to utilize the restraint system when riding in district buses so equipped, no district personnel will be held legally liable for a passenger who fails to utilize the restraint systems.

STUDENT USE OF BICYCLES (Board Policy 5142.3, Vehicle Code 21212)

The California Bicycle Helmet Law requires all minors to wear a properly fitted and fastened bicycle helmet when riding a bicycle on streets and public bicycle paths. The District expects that 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.

DUFFY-MOSCONE FAMILY NUTRITION EDUCATION AND SERVICES ACT (Education Code 49510 et. seq.)

Eligible students may receive meal supplementation while attending school.

FOOD SERVICES MEAL CHARGE

For information regarding the cost of school lunch and breakfast, please contact the Food Services Director at 524-6521. Information is also available on the District's website: www.sanger.k12.ca.us

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Sanger Unified School District to amend a record that they believe is inaccurate record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.

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

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

Upon request, the District discloses educational records without consent to officials

- of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures of the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202-4605.

STUDENTS DRESS AND GROOMING (K-12) (Board Policy 5132)

The Governing Board expects all students Grades K-12 to attend school attired and groomed in a manner that is conducive to a safe, secure and positive learning environment. Therefore, the Board prohibits dress and grooming of students, which obstructs, inhibits or detracts from the instructional program or creates safety concerns.

Nothing stated in the following regulation is to be interpreted to limit the responsibility and obligation of all staff to make and enforce regulations in the interests of safety demonstrably involved in any specific teaching situation. The following regulations will be enforced at all school sites for K-12 students. Students whose parent/guardian file an "Application for Exemption from School Uniform Policy, Grades K-8" exempting students in grades K-8 from the school uniform policy, must comply with AR 5132 C-E.

DRESS CODE K-12

1. **GENERAL STATEMENT:** The guidance of students in many areas is a shared responsibility between the home and school. The following dress code regulations are to:
 - A. Set limits within the guiding principle of "moderation in all things".
 - B. Encourage that mode of dress and grooming which is conducive to establishing a climate for teaching and learning.
 - C. Promote a safe and secure educational environment.
2. **BASIC PHILOSOPHY:** All students are to attend school in a manner which is clean and not hazardous to the health and safety of themselves and of others and does not detract from the educational process.
3. **PERSONAL DRESS:** Modesty and the avoidance of distracting influences are keys to an appropriate appearance. Any apparel, hairstyle, cosmetic or jewelry, even if not specifically mentioned below, which creates a safety concern, draws undue attention to the wearer or tends to detract from the educational process is prohibited.
 - A. Dresses, skirts, slits in skirts, split skirts or like garments should be no shorter than 6" (six inches) above the knee.
 - B. Pants and shorts are to be worn at the natural waistline and conform to acceptable standards of appearance (no more than one size too large or too small.) If a belt is worn, it must not overlap the first belt loop by more than 2" (two inches). Belts must not be more than one size too large or one size too small. Pants with an extra long crotch, extending beyond mid-thigh, are not permitted. The bottom of the pant leg may not be intentionally frayed or drag on the ground. Pants must be hemmed and not stapled, pinned, or taped.
 - C. All students can wear shorts year-round. They must fit and be worn at or above the natural waistline (no more than one size too large or too small.) Shorts should be no shorter than 6" (six inches) above the knee. Shorts must be hemmed not frayed. Lycra/Spandex shorts are not acceptable.
 - D. Crude or vulgar printing, slander, slogans, symbols, designs, jewelry or pictures depicting tobacco, drugs, alcoholic beverages, illegal activities, or sexual suggestions are specifically prohibited. Any clothing reflecting gang affiliation is prohibited.
 - E. Underwear-type sleeveless shirts (tank tops for boys), tube tops, halter tops, bare midriff or radically altered clothing is not acceptable. Straps on dresses and tops must be a minimum of 2" (two inches) in width. Any see-through clothing or clothes that expose the body in a sexually suggestive manner are not acceptable. Clothing that is ripped and shows skin through any part is not acceptable. Jeans that are ripped, but have a backing not of a skin tone are permitted.
 - F. Jackets or other apparel of professional teams with or without logos are unacceptable. (Note: Apparel with Bulldog insignia of any kind is not acceptable with the exception of the Wilson Elementary School Mascot.)
 - G. All students must wear shoes at all times. No hard-toed or steel-toed shoes/boots will be allowed. No high top, laced up, combat, or military style boots will be allowed. Shoes must be laced and tied or strapped at all times. Thongs, shoes or sandals without heel straps are inappropriate at elementary school sites due to safety concerns.
 - H. Sunglasses are not to be worn in classroom or office.
 - I. Headwear (hats, caps, bandannas, hairnets, etc.) **will not** be allowed during school hours. The only **exceptions** are:
 - 1) For documented medical or religious reasons
 - 2) Articles of sun protective clothing,

- 3) Baseball caps, visors, or full-brim caps will be permitted only if they have a school logo, school sports team lettering, or school spirit insignia. All baseball caps and visors must be worn facing completely forward. Hats must be removed anytime a pupil is indoors. Failure to abide by this policy will result in the pupil being prohibited from wearing heard wear,
 - 4) During the period of November 1st through April 1st, students are allowed to wear knitted caps, also referred to as beanies, outside of the classroom only. All “beanies” are acceptable, except those that are deemed “gang affiliated” or have inappropriate symbols and/or wording as determined by site administration.
- J. Confederate flags and swastikas: Confederate flags, stickers, or clothing of any kind and swastikas of any kind are prohibited.
4. **GROOMING:** It is expected that personal cleanliness will be observed and that hairstyles, beards, and mustaches will be neatly maintained. Moderation in make-up and hairstyles is required. Hair features that cause undue attention or are gang-related are not acceptable. This includes, but is not limited to: unusual designs, unnatural colors, symbols, razor cuts in hair and eyebrows, messages, and **Mohawks. Faux-Hawks** of extreme nature are not permitted. This include faux-hawks where the pupil’s head is shaved on the side and the scalp is visible and any faux-hawk that rises above the pupil’s scalp by more than 2 inches. Grooming aids, such as brushes, combs, and make-up are not to be used in the classroom. Nail polish and polish remover is not allowed. Piercing is acceptable in the ears only. Piercings that are intended to alter the natural shape of the ear are prohibited. Wearing excessive amounts of cologne, perfume, or other fragrances is not allowed.
 5. **RELIGIOUS/CULTURAL DRESS CODE WAIVER**
Religious or culturally-based dress code waivers will be given consideration by the Supervisor of Child Welfare & Attendance. If a student/parent is a member of a religious faith (internationally recognized), or a cultural order, which compels student attire to be in opposition to the District’s Dress Code, the parent/student shall request a meeting with the Supervisor of Child Welfare & Attendance. Formal documentation which supports the religious/cultural position must be presented. Absent any documentation to support the beliefs, a waiver will not be issued or approved. Some examples of valid dress code waivers are beards for Sikh males, hair length for Native American students or nose rings for Hindu/Muslim females. Rules will still apply for approved waivers, i.e., Sikh males may not trim or style the beard, the beard must have natural growth; Native American males must still adhere to hair length by using artificial means (hair pins, tucked under or tucking a braid under the collar); Hindu/Muslim females must use the tiniest nose ring they can find. Waivers may be rescinded if these rules are not followed.
 6. **SAFETY:** Nothing stated here is to be interpreted to limit the responsibility and obligation of certificated staff to make and enforce regulations concerning control of hair, clothing, or jewelry in the interest of safety demonstrably involved in any specific teaching situation.
All of the above must conform to acceptable standards of appearance.
 7. **ENFORCEMENT:** Enforcement is the responsibility of all staff. The dress code will be distributed to parents in writing through either first day packets or school student handbooks. Whenever a student attends school with inappropriate dress, the classroom teacher will explain the violation and refer the student to the site administration.
 - A. First Referral – The student will receive a documented warning. Student will not be allowed to return to class until he/she is in compliance with the dress code policy. The parents will be notified, and the dress code will be reviewed with the student.
 - B. Second Referral – In addition to the above, the student will also receive one (1) lunch detention.
 - C. Third Referral – In addition to A, the student will receive three (3) five-day (5) lunch detentions, and both parent/guardian and student will sign a contract.
 - D. Fourth Referral – In addition to A, the student will receive three (3) five-day (5) lunch detentions, and one (1) day of on-campus suspension.
 - E. Fifth Referral – The student will receive a one (1) three day (3) off-campus suspension and will be referred to the discipline panel.

TRANSFER OF PUPILS FOR OVERCROWDING Board Policy 5122

In principle, the Board of Trustees feel that every effort should be made to keep transfers to a minimum regardless of grade level and that all Sanger Schools are basically neighborhood oriented.

When transfer of pupils is necessary, parents of transferees would be notified in person and in writing before transfers are completed.

The procedures for selecting transferees to relieve overcrowding shall be based on a combination of the following criteria:

1. The Administration shall explore the possibility of volunteers in securing transferees first.
2. Inter-district transfers to be considered next.
3. Intra-district transfers to be considered next.
4. Students who enrolled late shall be considered next.
 - a) A student is not considered enrolled unless he/she is in attendance.

- b) Parents must notify school administrator if their child will not be in attendance on the first day.
 - 5. Students may be transferred according to geographic location so that pick-up and delivery will provide for a minimal amount of time and distance.
 - 6. As it relates to kindergarten transfers, a basis of priority shall be established, base on the spring pre-registration of incoming kindergarten pupils. The priority basis of registration will be continued through the fall registration.
- When transfers are necessary students affected in a specific year may, through parental request, seek exemption in transfers for subsequent years.

PESTICIDE NOTIFICATION (Education Code 17612 Article 4 – Healthy Schools Act)

The name and active ingredients of all pesticide products expected to be applied at District schools during the upcoming year are listed below:

<u>Name of Pesticide (Common Name)</u>	<u>Active Ingredient(s)</u>
Fusilade II Ornamental Herbicide	Fluazifop
SpeedZone Southern Broadleaf Herbicide	Carfentrazone-Ethyl, 2-4-D 2-Ethylhexyl Ester, Mecoprop-p Acid, Dicamba Acid
Roundup Pro Max Herbicide	Glyphosate
Pendulum Pre-Emergent Herbicide	Pendimethalin
Surflan Pre-Emergent Herbicide	Oryzalin
Barricade Pre-Emergent Herbicide	Prodiamine
Sedgehammer Herbicide	Halosulfuron-methyl
Dismiss Herbicide	Sulfentrazone
Deimension Herbicide	Dithiopyr
Answer Pesticide	Diphacinone
ZP Rodent Bait Ag	Zinc Phosphide
ZP Rodent Oat Bait Ag	Zinc Phosphide
Ditrac Pesticide	Diphacinone

Parents may register with the District if they wish to receive notification of individual pesticide applications at their school facility. Please see the Integrated Pest Management section of our website and www.cdpr.ca.gov for more information. If you have any questions or concerns, please contact the IPM Coordinator at 559-524-7600.

THE SANGER UNIFIED MISSION STATEMENT
 The mission of Sanger Unified School District, the cornerstone of educational choice, is to guarantee that each student attains his or her personal and academic goals through a dynamic and positive learning community characterized by intimate, challenging environments that celebrate creativity and diversity.

**SANGER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES**

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Board of Trustees Meeting Dates

The Board meets the **second** and **fourth Tuesday** of each month in the Board Room of the Administration Building, 1905 Seventh Street, Sanger, CA at 7:00 P.M.

ADMINISTRATION

Matthew J. Navo, Superintendent

Eduardo Martinez, Associate Superintendent – Administrative Services

Adela Jones, Associate Superintendent – Curriculum & Instruction