

Annual Notification of Rights & Responsibilities 2018-2019

August, 2018

Dear Parents/Guardians,

Welcome to the new school year! We are here to provide the best educational programs for your child and we look forward to working with you and our Travis educational community.

We are required to notify you annually of your rights and responsibilities as well as options available if you wish to exclude your child from certain designated activities that may be offered during the year. Please review this *Annual Notification of Rights & Responsibilities* publication carefully so that you may be informed.

In addition to the Education Code and other codes that you will see referenced throughout this publication, we have policies adopted by the Travis USD Governing Board to guide the operation of our schools and district. Our Board Policies, many of which are directly related to your rights and your child's responsibilities, may be viewed on our district website at www.travisusd.org. You may also find other information on our website that may be of interest to you. We update the site regularly as we strive to provide a valuable resource for parents and community members.

After reviewing this publication, **please complete the consent and signature pages 31-32, plus an emergency card (one per child) through the Aeries Parent Portal website prior to the first day of school.** It is essential that we have a completed emergency card on-hand at the school for every student. Any time your information changes during the school year, please notify the school office staff. The health and safety of your child depends on the school having accurate and up-to-date information.

Thank you for partnering with us in the education of your child, and best wishes to you and your student for a successful school year!

Sincerely,


Superintendent

Pamela Conklin

Superintendent
2751 De Ronde Drive
Fairfield, CA 94533
(707) 437-4604
travisusd.org

Cambridge Elementary School

100 Cambridge Dr, Vacaville
(707) 446-9494

Center Elementary School

3101 Markeley Ln, Fairfield
(707) 437-4621

Foxboro Elementary School

600 Morning Glory Dr, Vacaville
(707) 447-7883

Golden West Middle School

2651 De Ronde Dr, Fairfield
(707) 437-8240

Scandia Elementary School

100 Broadway St, Travis AFB
(707) 437-4691

Travis Community Day School

2785 De Ronde Dr, Fairfield
(707) 437-8265

Travis Elementary School

100 Fairfield St, Travis AFB
(707) 437-2070

Travis Education Center

2775 De Ronde Dr, Fairfield
(707) 437-8265

Vanden High School

2951 Markeley Ln, Fairfield
(707) 437-7333

Governing Board

Riitta DeAnda
John Dickerson
Ivery Hood
Angela Weinzinger
Jamilah Whiteside

Please review the material in this booklet; then go to the Aeries Parent Portal online to sign acknowledgment and permission forms.

**TRAVIS UNIFIED
SCHOOL DISTRICT**



Travis Unified School District

STUDENT CALENDAR 2018-2019 180 Days • ALL SITES

◇ Non Instructional Staff Days

▭ Legal & District Holidays

⬡ Staff Development Day (no students)

★ First & Last Day of School

■ Student Days

• July 2018 •

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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• August 2018 • 8

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• September 2018 • 19

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• October 2018 • 22

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• November 2018 • 16

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• December 2018 • 15

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• January 2019 • 18

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• February 2019 • 18

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• March 2019 • 21

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• April 2019 • 16

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• May 2019 • 22

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• June 2019 • 5

S	M	T	W	T	F	S
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Table of Contents

PARENT INVOLVEMENT	4
ENROLLMENT AND ATTENDANCE	4
Attendance Options	4
General Absences	6
INSTRUCTION AND CURRICULUM	9
California State Academic Standards	9
Graduation Requirements	11
SCHOOL RECORDS AND STUDENT ACHIEVEMENT	11
STUDENT SERVICES	12
Student Meal Program	12
STUDENT USE OF TECHNOLOGY	13
BUS TRANSPORTATION	17
HEALTH SERVICES	18
Immunizations	18
STUDENT BEHAVIOR AND SAFETY	22
Safety Regulations	23
DISCIPLINE	23
Parent/Guardian Responsibility	23
Grounds for Suspension or Expulsion	24
DISCRIMINATION, PROTECTIONS, COMPLAINTS AND PROCEDURES	26
Nondiscrimination / Harassment	26
DISTRICT FACILITIES	30
SIGNATURE FORMS	31 & 32

Travis Unified School District

Student Calendar 2018-2019

	All School Sites
First Student Day	Wednesday, August 22, 2018
Labor Day	Monday, September 3, 2018
Staff Development Day - No Students	Monday, October 8, 2018
Veterans Day	Monday, November 12, 2018
Thanksgiving Break	Monday, November 19, 2018 – Friday, November 23, 2018
Winter Break	Monday, December 24, 2018 – Friday, January 4, 2019
Martin Luther King Jr Day	Monday, January 21, 2019
Local Holiday	Friday, February 15, 2019
Presidents Day	Monday, February 18, 2019
Spring Break	Friday, April 19, 2019 – Friday, April 26, 2019
Memorial Day	Monday, May 27, 2019
Last Student Day	Friday, June 7, 2019

PARENT INVOLVEMENT

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

● Title I Schools

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program.

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318.

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities.

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

● Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. [BP 6020 May 2007; EC 11503, 11504; 20 USC 6318]

ENROLLMENT AND ATTENDANCE

● Attendance Options

The governing board annually reviews attendance options including how students may attend a district school outside their attendance area (intra-district transfer). This district has non-arbitrary rules explaining how students may apply, be accepted or denied intra-district transfer. Many districts, by agreement, also allow the transfer of students from or to other districts (inter-district transfer). Victims of bullying or violence are given preference in inter-district transfers. In some cases, the district must provide transportation. Students attending "persistently dangerous" schools can transfer and enroll in a safe school. Districts cannot prevent children of active military from changing districts, as long as the district chosen agrees to accept them. Upon enrollment

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

BP . . . District Board Policy

AR . . . Administrative Regulation

EC . . . Education Code

HSC . . Health and Safety Code

PC . . . Penal Code

WIC . . Welfare and Institutions Code

CCR . . California Code of Regulations

CC . . . Civil Code

FC . . . Family Code

GC . . . Government Code

VC . . . Vehicle Code

BPC . . Business and Professions Code

FACFood and Agriculture Code

USCUnited States Code

CFRCode of Federal Regulations

ESEAElementary and Secondary Education Act [20 USC 7114(D)(7)]

PPRAPupil Privacy Rights Amendment [20 USC 1232(h)]

FERPA . . .Family Educational Rights and Privacy Act [20 USC 1232g and 34 CFR 99.1-99.67]

PPACA . . .Patient Protection and Affordable Care Act [PL 111-148]

Title VI . . .Title VI (or VII, IX) of the Civil Rights Act of 1964 [42 USC 1981]

IDEAIndividuals with Disabilities Education Act

§ 504Section 504 of the Rehabilitation Act of 1973 [29 USC 794(a)]

EOAEqual Opportunities Act [20 USC 1701]

or transfer, principals are urged to check missing children information. Further information about residency, attendance options, special program options, etc. will be provided by the California Department of Education. [EC 46600, 48204, 48206.3, 48300, 48301, 48306, 48980, 49068, 51101; 20 USC 7912]

1. Intradistrict Open Enrollment:

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

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

Enrollment Priorities

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

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

1. Any student enrolled in a district school that has been identified on the state's Open Enrollment Act list
2. Any student enrolled in a district school designated by the California Department of Education as "persistently dangerous"
3. Any student who is a victim of a violent crime while on school grounds
4. Upon a finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. Special circumstances include, but are not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either:
 - a. A written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, a law enforcement official, social worker, or a properly licensed or registered professional such as a psychiatrist, psychologist, or marriage and family therapist
 - b. A court order, including a temporary restraining order and injunction
5. Any sibling of a student already in attendance in that school
6. Any student whose parent/guardian is assigned to that school as his/her primary place of employment

Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between February 1 and no later than the third Tuesday of February of the school year preceding the school year for which the transfer is requested.

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

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

Enrollment decisions shall not be based on a student's academic or athletic performance,

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

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

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except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students.

Transportation

Except as required for students who transferred out of a Title I program improvement school, the district shall not be obligated to provide transportation for students who attend school outside their attendance area. [BP 5116.1 November 2016; EC 200, 35160.5, 35291, 35351, 46600-46611, 48200, 48204, 48300-48316, 48350-48361, 48980; 5 CCR, 11992-11994; 20 USC 6311, 7912]

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

2. Interdistrict Attendance:

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

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

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

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement. [BP 5117 December 2017; EC 41020, 46600-46611, 48204, 48300-48317, 48350-48361, 48900, 48915, 48915.1, 48918, 48980, 52317; CA Constitution Article 1, Section 31]

3. Open Enrollment:

Due to the transition to the new California Assessment of Student Performance and Progress system, the open enrollment list for 2018-2019 cannot be calculated. The District had at least one school on the list of 1,000 low-achieving schools for the 2015-2016 school year, but many changes have occurred since the creation of this list. For information about transferring to a different school under this provision, please contact the District Office. [EC 48350-48361, 51101]

General Absences

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

It is also important that you know the state only awards funding to school districts for actual attendance. The state no longer funds districts for the excused absences listed below. Review the school calendar and plan appointments, activities, and vacations during days off. No pupil whose attendance is excused shall have grades or academic credit lost, based on absences, if assignments and tests can be reasonably completed.

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

1. Notwithstanding EC 48200, a pupil shall be excused from school when the absence is:
 - A. Due to his or her illness.
 - B. Due to quarantine under the direction of a county or city health officer.
 - C. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - D. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - E. For the purpose of jury duty in the manner provided for by law.
 - F. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - G. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - H. For the purpose of serving as a member of a precinct board

for an election pursuant to Section 12302 of the Elections Code.

- I. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 - J. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
 - K. Participation in religious instruction or exercises in accordance with district policy.
2. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
 3. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
 4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
 5. "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil." [EC 48205, 51101]

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

☰ Minimum Days/Pupil Free Staff Development Days

If your child will be affected by minimum days or staff development days, the school will provide at least one month's notice. At the beginning of year, schools will provide calendars which include minimum days and other special schedules. [EC 48980(c)]

☰ Leaving School at Lunch Time

In order to keep students in a supervised, safe and orderly environment, the Governing Board establishes a closed campus at all district schools.

Students shall not leave the school grounds at any time during the school day without written permission of their parents/guardians and school authorities. Students who

leave school without authorization shall be classified truant and subject to disciplinary action.

Student handbooks shall fully explain all rules and disciplinary procedures involved in the maintenance of the closed campus. [BP 5112.5 May 2007; EC 44808.5;ne]

☰ Attendance Where Caregiver Resides

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

☰ Attendance in District in Which Parent or Guardian is Employed

The district may, but is not required to accept a transfer student whose parent/guardian resides outside the boundaries of the school district but is employed and lives with the student at the place of his/her employment within the boundaries of the school district for a minimum of three days during the school week; or a student whose parent/guardian physically works within the boundaries of the school district for a minimum of 10 hours during the school week. If interested, call the district office for information. Travis Unified School District does not participate in this program. [EC 48204(a)(7), 48980(i); ne]

☰ Enrollment of Homeless or Foster Youth

Foster and homeless children living in the District shall be permitted to attend a school in the District unless they: 1) stay enrolled at their school of origin outside the District, 2) their IEP indicates attendance elsewhere, or 3) the parent or guardian, with knowledge of all options, declares in writing otherwise. They also have rights to immediate enrollment in school, site and program attendance, and free after school programs. EC 48204, 48850-48859, 48645.3, 51225.1, 56055; 5 CCR 4622; WIC 361, 726]

The Governing Board desires to ensure that foster and homeless students have access to the same free and appropriate public education provided to other students within the district. Students, parents, guardians, and foster parents are encouraged to contact Student Services for support with educational and related opportunities; transportation services, placement decisions and right to appeal.

☰ Home/Hospital Instruction

You must notify the school if your child has a temporary disability and cannot attend regular classrooms. The District will provide instruction in the home or in a hospital or other residential health facility if the student meets the District

residency requirement. If your temporarily disabled child is located outside your school district, notify both the district where you reside and where the child is located. [EC 48206.3, 48207, 48208, 48980(b)]

● **Truancy**

Travis Unified School District firmly believes that daily student attendance is essential to quality education and appreciates the efforts by parents, students, families, and staff that make this possible. The positive effects and results that take place when students are in school and on time each day leads to a successful educational experience and best prepares students for college and careers.

The state of California and California Education code defines three levels of student truancy with each level carrying consequences and possible penalties for students and/or their parents and guardians. The three levels are truant, habitual truant, and chronic truant. The category of chronic absenteeism also calls for attention and support to ensure students attend every day possible.

Truant: Education code 48260 defines a student as “truant” if they are absent from school without valid excuse three or more full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse, on three occasions in one school year or any combination thereof.

Habitual Truant: A student who has been reported as a truant three or more times within the same school year is determined to be a “habitual truant” provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian. [EC 48262, 48264.5]

Chronic Truant: A student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date is defined as a “chronic truant”. [EC 48260-48263, 48291]

Chronic Absentee: A “chronic absentee” is a student who is absent for any reason on 10% or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled.

Notifications and Interventions: Students who are truant, chronically absent, and/or disorderly will be notified by the school or school district in a variety of ways including personal or automated phone calls, e-mails, letters, and conferences with parents and guardians. Students may be referred to the school district’s Student Attendance Review Board (SARB), local law enforcement, the juvenile court system, or the County District Attorney’s office. The goals through all these referrals is to have students attend regularly and not be a disruption to the educational process and system, but also to provide interventions, supports, strategies, guidance, and constructive communication systems before a student falls too far behind academically, receives consequences through the educational or legal system, or considers not completing high school.

Student Penalties: First truancy notices may result in a one day Saturday School class, letters and communication home to parent/guardians. Second Truancy notices may again include a one day Saturday School assignment, formal letters and notices to parents requesting a conference, and warning that a third truancy may result in a referral to the Student Attendance Review Board (SARB). A third or fourth truancy notice may include Saturday School, referral to an attendance intervention conference or program, referral to SARB, a probation officer, referral to juvenile court or the D.A.’s office with consequences that may include community service and/or loss of work permit, loss of driving privileges, and a fine of \$100. A finding of truancy may be handled through available community services.

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

● **Notice of Alternative Schools**

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

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal’s office in each attendance

unit have copies of the law available for your information. This law particularly authorizes interested persons to request the Governing Board of the district to establish alternative school programs in each district. [EC 58501; ne]

INSTRUCTION AND CURRICULUM

● District Courses

Annually the District prepares curriculum, course titles, aims, and descriptions in a prospectus. The prospectus is available at each school site and may be reproduced at cost. Parents/Guardians have the right to review all course material. [EC 49091.14, 51101; PPRA]

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

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

● California State Academic Standards

California along with most other States developed and adopted common academic standards in core curriculum areas. They are rigorous, internationally benchmarked, and research- and evidence-based. Each state, and each district in California decides how they will teach and what resources they will use. More information can be found at www.cde.ca.gov/re/cc/ or www.corestandards.org.

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

● LCFF and LCAP

The LCFF (Local Control Funding Formula) changes the

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

The LCAP (Local Control Accountability Plan) is a critical part of the LCFF. Each school district is required to engage parents, students, educators, employees, and the community to establish their plan. Anyone can comment to the school board regarding LCAP proposals or expenditures either by submitting comments in writing or at a public hearing held by the school board for that purpose. The plan must describe the overall vision for students, annual goals including language acquisition, and specific action to achieve these goals. The LCAP must focus on eight areas identified as State priorities. The plan will demonstrate how the district's budget will help achieve the goals, and annually assess how well the strategies improved outcomes. Complaints regarding LCAP may be filed anonymously. [EC 305, 52060, 52062, 52066]

Language Learning Programs

District language learning programs offered include:

1. English Language Mainstream
2. Structured English Immersion
3. An alternative program with an approved parental exception waiver
4. Other instructional setting based on an IEP

Placement is based on:

English Language Proficiency Level		Program
Advanced	Reasonable Fluency	1 or 3 above
Early Advanced		
Intermediate	Less than reasonable fluency	2 or 3 above
Early Intermediate		
Beginning		
		4 above

Parents or guardians of children enrolled in District schools may choose a language acquisition program that best suits their child. A parent or guardian may contact their child's school to request that the school establish a Language Acquisition Program other than, or in addition to, the programs listed above. [EC 306, 310(b) (2); 5 CCR 11310, 11311; ne]

Homeless, Foster, and Juvenile Court Youth

Foster, homeless, and juvenile court youth have special rights related to graduation and partial high school credits. They also have the right to an adult to help make educational decisions. More information can be found at the California

Foster Youth Education Task Force, www.cde.ca.gov/ls/pf/fy/fosteryouthedrights.asp. Foster and homeless youth also have special rights associated with college, and certain considerations in school discipline. The District Uniform Complaint Procedure may be used to file a complaint. [EC 48645.3, 48645.5, 51225.1, 56055; 5 CCR 4622; WIC 361, 726]

● Curriculum and Personal Beliefs

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

Family Life, Human Development, and Sexual Health Education

Your child will be taking classes in compliance with the California Healthy Youth Act. These will include instruction in comprehensive sexual health education, HIV prevention education, and research findings regarding pupil health behaviors and risks. Any written and audio-visual educational materials planned for use are available for inspection prior to the start of classes. You may have copies of non-copyrighted material that will be presented by a consultant or guest speaker for ten cents (10¢) per page. You will be notified before such instruction, and have a right to request, in writing, that your child not participate in any or all activities. You may withdraw this request at any time. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses. At the discretion of the District, staff (teachers) give such instruction. If taught by a consultant or guest speaker, or in an assembly, parents will receive notice of the dates, name of organizations, and affiliation of speakers by mail or other commonly used method of notification at least 14 days prior to the dates of the class or assembly. During this class, students in grades 7-12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, or questionnaires measuring student attitudes toward health, sex, and risk behaviors. Copies of Education Code Sections 51933, 51934, and 51938 can be requested from the District or can be obtained online at www.leginfo.legislature.ca.gov. [EC 51933, 51934, 51937-51939]

Dissection of Animals

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information

required by the class. The school will need a signed note from you indicating your child's objection. [EC 32255]

Tests/Surveys on Personal Beliefs

You and/or your children over 18 will be notified and will be asked for written permission before your child is given any test, questionnaire, survey, examination, or marketing material containing questions about your child's, or his/her parents' or guardians' personal beliefs or practices in politics, mental health, anti-social, illegal, self-incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may also opt out of their child supplying information to be used for marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to the surveys and personal information. The district expects to administer the California Healthy Kids Survey (CHKS) in October/November 2018. If you believe your rights have been violated, you may file a complaint with the Family Policy Compliance Office at U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920. [EC 51513, 60614, 51938; 60615; PPRA; 34 CFR 98; ESEA]

● Promotion/Acceleration/Retention

The Governing Board expects students to progress through each grade level within one school year. To accomplish this, instruction should accommodate the variety of ways that students learn and include strategies for addressing academic deficiencies when needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

When high academic achievement is evident, the Superintendent or designee may recommend a student for acceleration into a higher grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student.

As early as possible in the school year, the Superintendent or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, Board policy, administrative regulation, and the following criteria.

Students shall be identified on the basis of grades. The following other indicators of academic achievement shall also be used:

- Proficiency level in reading, language arts and mathematics
- CAASPP testing data

- Other district approved measures

When any student in grades 2-9 is retained or recommended for retention, the Superintendent or designee shall offer an appropriate program of remedial instruction to assist the student in meeting grade-level expectations. The Superintendent or designee also may offer supplemental instruction to a student in grades 2-6 who is identified as being at risk for retention. [BP 5123 June 2016; EC 37252-37253.5, 41505-41508, 46300, 48011, 48070-48070.5, 48431.6, 56345, 60641-60648, 60850-60859; 5 CCR 200-202]

● Graduation Requirements

	EC	UC/CSU	Travis (1=10 credits)
English (b)	3	4	40
Mathematics (c)	2	3	20 *
Science (d)	2	2	20
History/Social Studies (a) (<i>World History, US History, Government, Economics</i>)	3	2	35
Foreign Language (e)	1	2**	10
Visual/Performing Arts (f)			
Career Technical Education			10
Physical Education	2		20
Health			5
Elective (g)		1**	†

* At least one, or a combination of the two mathematics courses shall meet or exceed state academic content standards for Algebra I

** UC/CSU Requirements are for 2 years, with 3 years recommended, of foreign language plus 1 year of elective credit

† At Vanden High a total of 60 elective credits are required; 10 credit is required either in a second year career pathway course or in a third-year UC a-g approved math, science, or world language course. At Travis Education Center a total of 65 elective credits are required; 5 credits of Guidance are required.

Students in grades 7-12 periodically receive counseling from school personnel regarding alternatives for careers, courses of study and alternatives for graduation. Counselors explore with students the possibility of careers or courses leading to careers. They also discuss non-traditional careers for that student's gender. Parents are encouraged to participate in such counseling session and decisions. Contact the principal for details. [EC 221.5]

● University Admissions

University of California/California State University Admissions

Admission to the California State Universities requires a minimum 15-unit pattern of courses for admission as a

first-time freshman. Each unit is equal to a year of study in a subject area. A GPA of 2.0 (C) or higher is required for regular admission. Admittance is based on an eligibility index that combines multiple items. Transfer students are accepted.

Admission to the University of California requires completion of the 15 year-long high school course list. These courses are also known as the "a-g" subjects. At least seven of the 15 yearlong courses must be taken in the student's last two years of high school. A GPA of 3.0 (B) or higher is required for California residents. [EC 48980, 51229]

For information about college admissions, please visit www.travisusd.org/Domain/1285 to access information from the Vanden Counseling Department, the University of California, California State University, and the NCAA Clearinghouse.

Definition of Career Technical Education

A program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. More information is available about Career Technical Education at California Department of Education, www.cde.ca.gov/ci/ct. [EC 48980(l), 51229]

College or Career Counseling

High school counselors are trained to help students prepare for college or career planning. They take students through all the steps so nothing is missed including information about financial aid, requirements, and careers. Most counselors are available by appointment and will meet with students and their families. [EC 48980, 51229]

● English Learners

All students whose Home Language Survey indicates a language other than English must be assessed in English language skills within 30 calendar days of initial enrollment, and annually thereafter until reclassified as English proficient. Parents must be notified within 30 days of their child's assessment results. [EC 52173]

SCHOOL RECORDS AND STUDENT ACHIEVEMENT

● Pupil Records

Parents, guardians, foster parents, certain caregivers, and students over 18 have the right to review, get copies, and inspect school records within five business days of a written or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained. Student records are provided to schools where student

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

Students of Military Families

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

Student Data from Social Media Websites

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

Regulations Regarding Pupil Achievement

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

Teacher Qualifications

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

Release of Directory Information

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

School Safety Plan

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

STUDENT SERVICES

Student Meal Program

The District's Food Service Department serves breakfast and lunch daily, and seeks to ensure no child is denied

meals. The meal program is self-sufficient so that other student services are not impacted when meals are not paid for. Parents/Guardians may pay for meals in advance online at www.mySchoolBucks.com or by contacting SODEXO Consulting Director, Ana Martinez at (707) 437-4604 ext. 1217. The District will contact you if your account is ten (10) days behind. The District may be able to create a repayment plan or to explain the Free and Reduced meal plan; participation in the plan is confidential.

Many students may qualify for free or reduced price meals at school and we encourage families to apply and take advantage of this offer. Applications are available at all schools, the district office, on our district website www.travisusd.org, and staff are ready to help families obtain these applications as well help you to complete them. ***Please note that for a student to continue to qualify for free meals, the application must be renewed at the beginning of each school year. The district now pays the cost for any student who is eligible for reduced cost meals, so there is no out of pocket expense for a family who qualifies in either category.*** Families may, but are not required to, take advantage of these services. Please consider submitting an application to see if your family qualifies, as your child and our district greatly benefit when we are able to support students with meals at school.

Please remember that applications must be renewed annually. Any questions or to help with the application process, please call the Food Service Office at (707) 437-4604 ext. 1217 or amartinez@travisusd.org. [EC 49510-49520, 49558; 42 USC 1761(a); ne]

● School Accountability Report Card

A hard copy of the School Accountability Report Card is available on request, and is available annually by February 1st on the Internet at www.travisusd.org/domain/39. It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [EC 33126, 32286, 35256, 35258, 51101; ne]

● Services to Pupils with Disabilities

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

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools. The District has policies guiding procedures for identification and referral. Students identified with special needs will receive a Free Appropriate Public Education in the least restrictive environment. [EC 48853, 56020 et seq., 56040, 56301; 5

CCR 4622; 20 USC 1412, (10)(A)(ii), 1412(a)(6)(A); 34 CFR 300.121]

● Advanced Placement Examination Fees

State funding is available to qualified low-income students to assist in paying all or part of Advanced Placement exams. [EC 48980(j), 52240]

● Pupil Fees

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

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

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

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

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

STUDENT USE OF TECHNOLOGY

● Policy

The Governing Board intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

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

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

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances.

Use of District Computers for Online Services/Internet Access

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

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors

that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access. [BP 6163.4 April 2010; EC 51006, 51007, 51870-51874, 60044; PC 313, 502, 632, 653.2; 15 USC 6501-6506; 20 USC 6751-6777; 47 USC 254; 16 CFR 312.1-312.12; 47 CFR 54.52]

Definitions

"Internet" – An international network of interconnected computers. It can also mean one or more of the following on-line or telecommunications services: World Wide Web, email, chat rooms, bulletin boards, newsgroups.

"Email" – Allows an individual with an email address/account to send an electronic message containing text or images to another individual or group of individuals with email addresses/accounts.

"Computer Network" – A system of individual computers that are linked together in order to share information which otherwise would be unavailable.

"Social media networks" – includes the various online technology tools that enable people to communicate easily via the internet to share information and resources. Social media can include text, audio, video, images, podcasts, and other multimedia communications.

"Cyberbullying" – is the use of any electronic communication device to convey a message in any form that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity.

"Educational Purpose" – In support of education and research which is consistent with the guidelines and policies set forth by the district.

"Vandalism" – Any malicious attempt to harm or destroy data of another user, Internet, or any component of the school computer network. This includes, but is not limited to, the uploading or creation of computer viruses.

"Internet Service Provider" – These are service providers that a student can contact from the computer connection that will connect to the Internet. Most service providers charge fees. The Travis Unified School District is a "Service Provider" for its employees, students and organizations that work closely with the schools. Commercial service providers include: Comcast, AT&T, Verizon, and many more.

"Bulletin Boards and Newsgroups" – Both are places that people can place messages that others can read at

convenient times. People will reply to messages over a period of time.

“Chat Rooms” – These are forums where several people can post messages at the same time. People make statements or ask questions to which others respond within seconds. They can carry out conversations which others can read. Some chat rooms are moderated by a person that tries to keep people from engaging in inappropriate conversations.

“Instant Messaging” (“IM”) – Instant Messaging, also known as IM’s, is used much like Chat Rooms. However, IM’s allow two or more people to send instant messages to one another via the internet privately. Although others cannot access an existing IM conversation, IM users are allowed to send instant messages to unsuspecting Internet users. For example, a student while researching on the internet could find that a pop-up message box has appeared on his or her screen from another user. The message could be from a known sender or someone unknown. Some service providers, such as AOL, allow IM users access to internet User Profile information such as the age and gender of another user. Additionally, an IM user can receive an automatic prompt providing notice that a certain internet user has signed onto their own internet account allowing an IM to be sent to them. Some Service Providers allow the user to control who can send an incoming instant message. Travis Unified School District will not allow the use of IM’s or instant messages.

Scope of Agreement

This agreement shall apply to all students who access the internet, send/receive email, or otherwise use the school computer network via equipment and access lines, or who otherwise obtain access privileges through association with this school. The use of the school computer network is a privilege and not a right. Inappropriate use will result in the cancellation of those privileges and/or possible discipline. Moreover, the district will conduct periodic and ongoing monitoring of all internet use to assure educationally appropriate use and use that is not inconsistent with state and federal prohibitions on discrimination, obscenity, harassment, defamation, violence or other violations. There is, thus, no expectation of privacy in information obtained, or communication sent through, the district’s systems.

In the event that the district finds it necessary to limit the amount of student use, access may be limited to location, time, and duration.

Acceptable Uses

All use of the school computer network, specifically access to the Internet, email, or other associated use, must be in support of education and research which is consistent with the guidelines and policies set forth by Travis Unified School District. On a periodic basis, the district shall re-evaluate

and determine whether specific uses of the school computer network are consistent with the acceptable use practice.

Unacceptable Uses

The district is authorized to make a final determination as to whether a use is appropriate. Furthermore, the district may close a student account, or terminate a student’s access to the district’s computer system, at any time as required. The administration, faculty, and staff of the school district may request the system administrator to deny, revoke, or suspend specific user account(s). Transmission (sending, forwarding, posting, downloading) over the school computer network of any material in violation of any U.S. or California regulation is prohibited. This includes, but is not limited to the following:

1. Any use of the network for commercial or for-profit purposes is prohibited.
2. Any use of the network for product advertisement or political lobbying is prohibited.
3. Material that is hostile based on gender, race or ethnicity, violent, demeaning, discriminatory, harassing, obscene, sexually explicit, pornographic, profane or threatening, including messages, jokes, and images, may not be transmitted over the school computer network system or downloaded from the Internet. All messages must comply with all school rules. This includes, for example, downloading of erotic, defamatory or derogatory materials.
4. Accessing or transmitting copyrighted or trademarked information in a way that violates the copyright or trademark of the owner is prohibited. All students are cautioned that copying material from an Internet source or re-transmitting it thereafter might be considered making a copy of it under the copyright laws, unless permission is given by the owner to make copies; therefore, if the material is copyrighted, such copying and transmission may constitute infringement. All students should be made sensitive to this issue by their teachers, and if there is any doubt as to whether or not any material or information can be copied or re-transmitted, the student must consult his or her teacher in advance.
5. Any use of electronic social media networks, chat rooms, bulletin boards, or instant messaging is prohibited unless part of a class project supervised by a credentialed employee.
6. Student Publication of Web pages is permitted but must conform to existing policies for school publications. All Web sites must conform to educational appropriateness and not violate privacy or other rights of third parties. Where photographs of any school student or school employee have been approved for use on any school Web page, all names shall be omitted. Written consent or prior notification with an offer to decline identification

is required prior to the use of a photograph or likeness of any employee or student on a school Web site or page. The written consent shall be signed by the employee, student or parent/guardian of any student under the age of 18. Where a name is to be used (i.e. Governing Board recognition, honors, and scholarships) prior permission will be granted in writing.

7. Revealing personal information of either students or employees over the Internet including, but not limited to, personal contact information in the form of names, home/school/work addresses, phone numbers, social security numbers, credit card numbers or passwords is prohibited.
8. Any activity that is harmful to the School's computers, computer systems, or networks including, but not limited to, creating or propagating computer viruses, overloading the school's computer network, engaging in "spamming" (intentionally sending an unnecessary or annoying message to a large number of people), engaging in "hacking" (intentionally breaking into unauthorized areas of computer networks), is prohibited.
9. Cyberbullying: The Travis USD Board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as cyberbullying, by staff or students is prohibited and will not be tolerated in the district. Cyberbullying is the use of any electronic communication device to convey a message in any form that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Staff and students will refrain from using personal communication devices or district property to harass or stalk another.

The district will take any report of cyberbullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher or principal. Students who make a report are requested to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate. Staff will take appropriate action and will bring it to the attention of the principal when students report an incident of cyberbullying. Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the principal.

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline,

up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline. The district may also report individuals to law enforcement if necessary.

Rules for Use of Email and Internet (as per AR 6163.4)

1. The student in whose name an on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. The district's system shall be used only for purposes related to education. Commercial, political and/or personal use unrelated to an educational purpose is strictly prohibited.
3. The district reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials.
4. The use of the district's system is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges.
5. Students are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct.
6. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
7. Copyrighted material may not be placed on the system without the author's permission or permission of the copyright owner. Users may download copyrighted material for their own use only.
8. Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
9. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send

or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.

10. Users shall report any security problem or misuse of the services to the teacher or principal.

Waiver of Warranties

Travis Unified School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages which might arise from an individual's use of the school computer system. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions, regardless of the cause thereof. Use of any information obtained via the Internet is at the user's own risk. The district specifically disclaims any responsibility for the accuracy or quality of information obtained through its services.

Violations/Sanctions

These guidelines are provided so that students are aware of their responsibilities regarding the school computer network/Internet. Security on the school computer network is a high priority, especially because the system involves many users. If a student identifies a security problem on the school computer network, he or she must immediately notify the teacher, principal of the school, or Director of Technology Services.

Violations of this agreement should be reported to the Director of Technology Services. If a student violates any of these provisions, his or her account will be terminated and future access could be denied. Any student who attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any student who vandalizes the school computer system will have his or her user privilege canceled. Any student who is identified as a security risk or as having a history of problems with other computer systems may be denied user privileges. Nothing in this agreement shall limit the applicability of the school's general student disciplinary code for violations. Any student found to have violated any section of this agreement will, in addition to losing their account privilege, face disciplinary action, up to and including suspension and expulsion as permitted. [EC 48900]

Notice on Filters to All Users and Disclaimer

Internet filters are used at Travis Unified School District pursuant to this agreement. However, the district shall be held harmless, and will not assume any liability, for the content of any public/private online Web site, information, link and or resource, and assumes no responsibility for any violation of the district's usage agreement by any of its users.

Modification

The law relating to the Internet and its use by schools and students is evolving rapidly. Consequently, the district

reserves the right to update or modify this agreement at any time. [E 6163.4 May 2012]

BUS TRANSPORTATION

Fee Based Bus Transportation Program

The Travis Unified School District runs a 'fee-based' school bus transportation service for students from home to school of residence. All students who require bus transportation will need to fill out a bus pass application.

Possession of a valid bus pass for the current school year entitles students to ride to and/or from their designated school and bus stop on an assigned bus. Each bus pass will be issued to a specific student and is non-transferable. Every student boarding a school bus must present their bus pass to the bus driver, every time they board a school bus.

The following categories of students are ineligible for bus transportation in the Travis Unified School District according to Board Policy and Administrative Regulation 3250:

1. Any student who resides within the 'walking boundaries' of their school.
2. Any student on an Interdistrict Agreement.
3. Any student on an Intradistrict Agreement.

Bus Transportation Rates

Begin Riding in	Regular Round Trip				
	1st Student	2nd Student	2 Students Total	3rd Student	3 or More Students Total
August - September - October	\$275.00	\$165.00	\$440.00	\$55.00	\$495.00
November - December - January	\$192.50	\$115.50	\$308.00	\$38.50	\$346.50
February - March - April	\$110.00	\$66.00	\$176.00	\$22.00	\$198.00
May - June	\$27.50	\$16.50	\$44.00	\$5.50	\$49.50

Begin Riding in	Regular One Way				
	1st Student	2nd Student	2 Students Total	3rd Student	3 or More Students Total
August - September - October	\$137.50	\$82.50	\$220.00	\$27.50	\$247.50
November - December - January	\$96.25	\$57.75	\$154.00	\$19.25	\$173.25
February - March - April	\$55.00	\$33.00	\$88.00	\$11.00	\$99.00
May - June	\$13.75	\$8.25	\$22.00	\$2.75	\$24.75

Students may qualify for free/reduced bus fees. If you feel you qualify for reduced bus fees, please contact the Transportation Department at (707) 437-4604 ext. 1232 for more information. Bus schedules and prorated fee schedules are available on the district website.

How to Obtain a Bus Pass

Complete and mail the Application for School Bus pass with a check, cashier's check, or money order (DO NOT send cash) for the required amount to:

Travis Unified School District
 Attn: TRANSPORTATION DEPARTMENT
 2751 De Ronde Drive, Fairfield, CA 94533-9710

Credit card payments are accepted via online at www.myschoolbucks.com.

The Transportation Department will accept applications or payments in person. Bus passes are processed by the Transportation Department and will be mailed to the address listed on the application. Passes are issued annually for regular or reduced round trip, one way A.M., or one way P.M. You are advised to submit your application early and to allow several weeks for processing due to the high volume of applications during the first month prior to the new school year. Additional applications are available at every school office and on the district's website at www.travisusd.org.

Family Discount

Discounts are available when purchasing bus passes for more than one (1) student in the same family at the same time. First student is full fare; for second and third student fares, please refer to the pricing chart, the fourth and any additional students are free.

Free or Reduced Bus Transportation

Your child(ren) may be eligible for free or reduced bus transportation. Please complete an Income Disclosure Form, located on the district website www.travisusd.org and return it to the Transportation Department with the completed bus pass application. If your income meets the threshold for free transportation, a bus pass will be mailed to the address on the application. If your income meets the threshold for reduced transportation, the parent/guardian will be notified by mail or by phone in order to initiate payment of reduced fees. We encourage you to complete and submit an Application for Free or Reduced Price Meals.

Returned Checks

A \$25 dollar charge will be imposed for checks returned from any bank for insufficient funds. The district will contact the parent/guardian for financial restitution by money order or cashier's check ONLY. If a settlement is not made, the affected student(s) will be denied transportation after proper notification.

Refunds

Refunds for bus passes will be made only to parents/guardians when a student is **disenrolled** from the Travis Unified School District. Any refund amount will be prorated based upon the number of remaining school days from the date of the request. This refund request must be submitted in writing to the Transportation Department and must detail the reason for the refund, the names of the affected students, and an updated mailing address to which the refund will be sent. Refunds will not be made in cash, but submitted to the district's accounts payable system and may take up to 45 days to process.

Any student whose bus riding privileges are suspended

temporarily or permanently, because of behavior problems, will not receive a refund for the time suspended.

Replacement Bus Pass

The loss of a bus pass must be reported to the Transportation Department immediately. A lost, stolen, or mutilated bus pass must be replaced and a processing fee of \$10 for each replacement pass must be paid. While waiting for a requested replacement pass the student **MUST** present any photo ID with their name on it that matches the bus driver's roster.

Bus Conduct

Student safety is our number one priority. In order to ensure safe transportation, we expect students to follow the bus rules and to comply immediately with instructions from the bus driver. Students need to ride their assigned bus to and from school. They are expected to remain in their seats and to demonstrate **safe**, **respectful**, and **responsible** behavior during the bus ride and at bus stops.

Students who ride the bus and fail to follow bus rules or other rules that compromise safety or violate general school and district rules and behavioral expectations may receive consequences which may include removal from the bus, suspension from the bus, loss of bus riding privileges, and/or other associated school consequences.

Bus Pass Violations

Procedures for all students who show up at the bus stop without a bus pass are as follows:

1st Offense: The student will be given a verbal and written warning that a valid bus pass must be presented upon boarding. A notice will be filed in the Transportation Department and the parent/guardian will be notified by phone. The student will be allowed to ride the bus for that day.

2nd Offense: The student will be given a verbal and written warning that a valid bus pass must be presented upon boarding. A notice will be filed in the Transportation Department and parent/guardian will be notified by phone. Additionally, a letter will be sent to the parent/ guardian regarding the offense. The student will be allowed to ride the bus for that day.

3rd Offense: The student will receive a final written notice. Transportation will be denied to the student and the student will not be allowed to board the bus. Permission to ride the bus will be reinstated when the student obtains a replacement pass.

HEALTH SERVICES

● Immunizations

Students may not be admitted to a classroom setting in school unless he/she has been fully immunized against diphtheria, hepatitis b, haemophilus influenza type b,

measles, mumps, pertussis (whooping cough), poliomyelitis, rubella, tetanus, and varicella (chickenpox). Students must be immunized for varicella or provide proof from a doctor stating child has had the disease. All advancing students, new students, or transferring students in grades 7 through 12 must be fully immunized, including a required booster against pertussis (Tdap). They shall not be admitted without the Tdap booster.

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

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

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

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

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

☞ Physical Examinations

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

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

Solano County Family Health Clinic
2102 Courage Drive
Fairfield, CA 94533 (707) 435-2010
or

David Grant Medical Center
Travis AFB, CA (707) 423-3000

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

☞ Kindergarten and/or First Grade Oral Health Assessment

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

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

☞ Vision, Hearing, and Scoliosis Screening

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

☞ Medication

Children may take medication, which is prescribed by a physician, received in its original container, and can get help from school personnel during the school day if:

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian, or caregiver annually submits a written statement asking the school district to assist their child in taking the medication or allow the student to self-administer certain medications. This includes allowing a school staff member to volunteer to identify the need for, and administer glucagon, epinephrine, and epilepsy seizure medication to a student. The letter gives permission to a district representative

to communicate with the health care provider, pharmacist and acknowledge understanding of how the medication will be administered. Each school determines if it will have staff trained in the use and storage of auto-injectable epinephrine. The District will have a supply of epi-pens at each school site. [EC 49414(d), 49414.7, 49423, 49480]

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

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

☰ Sun Protection

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

☰ Medical and Hospital Insurance for Students

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

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. [EC 49471]

The provider of this insurance is Pacific Educators, Inc. The purpose of this plan is to provide assistance at a minimum cost to meet some of the expenses for accidental injury. The plan does not provide unlimited coverage, but does offer substantial assistance in the event of injury. There are two levels of benefits available. The "High Option" level of benefits is recommended if your child has no family

coverage or if your private coverage has a high deductible. All plans are available on a "School Time" or "24-Hour" (all day, everyday) basis and can cost as little as \$10 (one time annual payment). If you are interested in purchasing this coverage, Please visit your Childs' School Office to obtain a detailed brochure/application, or you may obtain one online at www.peinsurance.com (click on Products, the Student Insurance). Please read the Student Benefits Plan Brochure to select the plan that best meets your needs.

Since the district does NOT provide medical/dental accident insurance, we urge that serious consideration be given to the program outlined in the application. To purchase the plan, fill in the application, enclose payment, and follow the instructions on the brochure.

If you have further questions, please call Pacific Educators, Inc., Student Accident Department at (800) 722-3365 or (714) 639-0962.

Enrollment in a Health Care Plan

All children enrolling in kindergarten, first grade, or transferring into the district and their families must be enrolled in a health care plan. There are several options for getting a health plan; through an insurance agent, or low cost provider such as Medi-Cal and Covered California at (800) 300-1506 or online at www.coveredca.com. [EC 49452.9; PPACA]

School-Sponsored Athletics

If student participates in school-sponsored athletics other than physical education or an athletic event during the school day, parents/guardians and the student athlete are required to annually; (1) complete a concussion awareness form, and (2) complete a sudden cardiac arrest awareness form. [EC 33479, 49475]

☰ Drug, Alcohol and Tobacco Use Prevention

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises or as a part of any District activity is strictly prohibited. "Tobacco product" is defined as (i) any product made or derived from tobacco or nicotine that is intended for human consumption, regardless of how consumed; (ii) an electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device (commonly known as "e-cigarettes"); or (iii) any component, part or accessory of a tobacco product. Except for members of the military, possession of tobacco by those under 21 is illegal and can lead to a \$75 fine or 30 hours of community service. It is illegal to possess synthetic marijuana. The District has adopted no smoking policies that are not part of the TUPE program. The District has adopted a policy banning electronic-cigarettes (e-cigarettes) and other vapor delivery devices. [EC 48900, 48901; HSC 11357.5, 11375.5; BPC 22950.5(c); PC 308 BP 3513.3 November 2016]

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

Marijuana (Cannabis)

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

Steroids

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

● Type-2 Diabetes Information

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

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy. The body turns the carbohydrates in food into glucose, the basic fuel for the body’s cells. The pancreas makes insulin, a hormone that moves glucose from the blood to the cells. In type 2 diabetes, the body’s cells resist the effects of insulin, and blood glucose levels rise. Over time,

glucose reaches dangerously high levels in the blood, which is called hyperglycemia. Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes:

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

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:

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 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- Oral glucose tolerance test. A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

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

☰ Meningitis

Meningococcal disease or Meningitis can be a life

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

☰ Fluoride Treatments

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

☰ Confidential Medical Services

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

STUDENT BEHAVIOR AND SAFETY

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

☰ Safe Place to Learn

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

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer below for assistance. [EC 200, 220, 234, 234.1, 234.5, 51101; PC 422, 422.55; 5 CCR 4900; BP 5131, 5145.3]

● School Rules

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

● Safety Regulations

For your safety please observe the following regulations:

Prohibited on School Campus

1. Use of any area without permit.
2. Using intoxicating beverages, tobacco, or drugs.
3. Rollerskating, rollerblading, riding bicycles, skateboarding, autos or motorcycles on lawns, playing fields, paved areas or grounds.
4. Horseback riding or walking of horses or dogs.
5. Use of bows and arrows or other weapons.
6. Flying model airplanes or playing golf.
7. Using profane, loud or abusive language.
8. Littering.

Surveillance Systems

In recognition and promotion of the safety of students, employees, and visitors as well as in protecting district property, facilities, and equipment from vandalism and theft, the use of surveillance cameras may occur on district campuses and facilities, on buses and at bus stops and school events. The district's surveillance system recordings may be used in disciplinary proceedings and matters captured by cameras may be referred to local law enforcement, as appropriate. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy.

Notice to Outsiders

To enter or remain on the school grounds during school hours, all outsiders must register with the principal or designee, in the administration office located near the flagpole near the front of the campus. School hours are 7:30 AM to 4:00 PM.

These notices are pursuant to Penal Code 627.2. Maximum penalty for violation is six months in jail and a \$500 fine.

● Cell phones, Pagers, Electronic Signaling Devices

Districts may regulate the possession or use of any cellphone, pager or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. Use is allowed if essential to student's health as determined by a licensed physician or surgeon. [EC 48901.5]

(a) The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees.

(b) No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil. [BP 5131; EC 48901.5]

DISCIPLINE

● Parent/Guardian Responsibility

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

Vandalism

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

● Impersonation on the Internet

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

● Grounds for Suspension or Expulsion

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

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
 2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) 1. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 2. Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial

interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

- (i) A message, text, sound, video, or image
- (ii) A post on a social network Internet Web site, including, but not limited to: (I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1); (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated; (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (iii) An act of cyber sexual bullying. (I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. (II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

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

(3) “Reasonable pupil” means a pupil, including, but not

limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

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

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities. [EC 35291, 48900, 48910]

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

Additional grounds for suspension or expulsion for pupils in grades 4-12 are:

- a. Committed sexual harassment.
- b. Has caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- c. Has 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.

● **Mandatory Suspension / Expulsion**

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

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

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

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

● **Student Search**

The school principal or designee may search the person of a student, the student’s locker, backpack or purse if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband.

[U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S. 325]

● **Release of Student to Peace Officer**

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

DISCRIMINATION, PROTECTIONS, COMPLAINTS AND PROCEDURES

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

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

● **Nondiscrimination / Harassment**

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

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-

related or school-sponsored activities but which may have an impact or create a hostile environment at school.

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

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

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

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

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

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate

consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools. [BP 5145.3 November 2016; EC 200-262.4, 48900.3, 48900.4, 48904, 48907, 48950, 48985, 49020-49023, 51500, 51501, 60044; CC 1714.1; PC 422.55, 422.6; 5CCR, 432, 4600-4687, 4900-4965; 20 USC 1681-1688, 12101-12213; §504; Title VI; Title VII; Title IX; 42 USC 6101-6107; 28 CFR 35.107; 34 CFR 99.31, 100.3, 104.7, 106.8, 106.9]

☰ Sexual Harassment

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

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

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

Instruction/Information

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

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

2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

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

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

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

Record-Keeping

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

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

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

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

Clay McAllester, Director, Human Resources, ext. 1102
 Vincent Ruiz, Director, Student Services, ext. 1114
 2751 De Ronde Drive
 Fairfield, CA 94533-9710
 (707) 437-4604

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs as identified by the District's Board Policies: adult education, career/technical education, ROP programs and centers, Agricultural Vocational Education, career technical and technical education, career technical, technical training, State Preschool, child development, Early Childhood Education Program Assessments, Consolidated Categorical Aid, Economic Impact Aid, LCAP, State Compensatory Education, State Program for Students of Limited English Proficiency, school improvement, tobacco-use prevention education, Peer Assistance and Review,

Migrant and Indian Education, American Indian Education Centers, Bilingual Education, nutrition services, special education, after school education and safety, homeless or foster youth education options, course content, physical education (including instructional minutes grades 1-6), discrimination, harassment, intimidation, bullying, pupil lactation accommodations, pupil fees, Civil Rights Guarantees that receive state or federal financial assistance, Every Student Succeeds Act / No Child Left Behind (Titles I-VII), Williams Settlement issues, school safety plan, safe place to learn, School Safety and Violence Prevention Act, and other areas designated by the District. [EC 200, 201, 220, 234, 260 et seq., 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51210, 51223, 51225.2, 51228.3, 52075, 52334.7, 56500.2, 56501; PC 422.55; 5 CCR 4600- 4687; CC 51-53; GC 11135, 12900; 20 USC 1400 et seq.; EOA; Title VI, Title IX; § 504; IDEA; 42 USC 2000d, 2000e, 2000h; 34 CFR 106.9; ne]

District's Uniform Complaint Process

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

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

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint. The Superintendent and complainant may agree in writing to extend the timeline.
2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.

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

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

- American Civil Liberties Act 504** – Office of Civil Rights
- Child Abuse** – Department of Social Services, Protective Services Division, or law enforcement
- Discrimination/Nutritional Services** – U.S. Secretary of Agriculture
- Employment Discrimination** – Department of Fair Employment and Housing, Equal Employment Opportunity Commission.
- General Education** – Travis Unified School District
- Health and Safety/Child Development** – Department of Social Services
- Student Records** – Family Policy Compliance Office (FPCO), U.S. Department of Education

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

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

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

Williams Settlement complaint process

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

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

☰ Further Information is Available

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

DISTRICT FACILITIES

☰ Management Plan for Asbestos-Containing Material

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

☰ Pesticide Use

The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year. The identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds. The school's Integrated Pest Management Plan (IPM) is updated by July 1 each year. The IPM, pesticide names and active ingredients, and application

dates are posted on the school and/or district website at www.travisusd.org/Domain/1218.

<u>Pesticide Product Name</u>	<u>Active Ingredient(s)</u>
Alpine WSG	Dinotefuran
Bio Gel	Bacterial Suspension
Tempo Ultra WP	Beta-Cyfluthrin
EcoPCO AR-X	2-Phenethyl Propionate, Pyrethrin
Dimension 270G	Dithiopyr
Eco Exempt	Eugenol, Thyme Oil
Gopher Getter Bait	Diphacinone
Maxforce Ant Bait Station	Fipronil
Maxforce Roach Bait Station	Fipronil
Maxforce Ant Bait Gel	Fipronil
Maxforce Roach Bait Gel	Fipronil
Spectracide Wasp & Hornet	Prallethrin, Lambda- Cyhalothrin
Mother Earth G	Boric Acid
Niban FG	Orthoboric Acid
Quick Pro Herbicide	Glyphosate, Diquat Dibromide
Promax Herbicide	Glyphosate
Aquacap Herbicide	Pendimethalin
<u>Fertilizer Product</u>	<u>Active Ingredient</u>
Turf Gro 15-3-5 with Dimension	Nitrogen 15%, Available Potash 3%, soluble Potash 5%, Sulfur 202%, Dithiopyr 013%
Turf Gro 24-5-11	Nitrogen 2410%, Available Phosphate 53%, Soluble Potash 11%, Magnesium 007%, Iron 389%, Sulphur 390%, Calcium 025%

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

If you have any questions, please contact Ms. Kelly L. Hatcher, Director Food Service, Transportation, Maintenance, and Operations; at (707) 437-4604 ext. 1229.

~ Electronic signature to be completed through Online Portal ~

REQUEST TO WITHHOLD DIRECTORY INFORMATION

As provided by Board Policy 5125.1, do not release directory information regarding:

Student's Name *(please print)*

Requested by: Parent/Guardian of Student, age 17 or younger
 Student, age 18 or older

Signature of Parent / Guardian

Date

Signature of Student, age 18 or older

Date

(Student's signature necessary only when he or she requests that directory information is withheld.)

**PUBLICATIONS, VIDEOS, INTERNET
CONSENT AND RELEASE AGREEMENT**

I, as parent/guardian of the student named below, agree that his/her name, picture, art, written work, voice, verbal statements, portraits (video or still) shall only be used for public relations, public information, school or district promotion, publicity, and instruction.

Student's Name *(please print)*

Signature of Parent / Guardian

Date

**STUDENT / PARENT AGREEMENT FOR
USE OF TECHNOLOGY AND INTERNET ACCESS**

I have read, understand and agree to abide by the above Students' Acceptable Use Agreement for Internet Access. I further understand that any violation of the regulations pursuant to this agreement pursuant to Education Code 51870.5 is a basis for disciplinary action and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked, that school disciplinary action may be taken, and that appropriate legal action may be instigated.

Signature of Student

Date

As a parent or guardian of this student, I have read and understand this Students' Acceptable Use Agreement for Internet Access. I understand that access is designated for educational purposes exclusively. Although Travis Unified School District, has taken the required legal precautions to eliminate controversial material, I recognize that it is impossible for the district to restrict access to all controversial materials, and I will not hold the district or its employees, or agents, responsible for the materials acquired on the network. Further, I accept full responsibility if and when my child's use of the Internet does not conform to educational purposes. I understand that my child's access privileges may be revoked, school disciplinary action may be taken, and that appropriate legal action may be initiated if any provision of the above agreement pursuant to Education Code 51870.5 is violated.

Signature of Parent / Guardian

Date

(If a student is under the age of 18, a parent or guardian must also read and sign this agreement)

~ *Electronic signature to be completed through Online Portal* ~

PARENT/GUARDIAN ACKNOWLEDGEMENT

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

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

- Acknowledgement of Receipt of Parent/Guardian Rights
- Acknowledgement of Receipt of Policy on Student Discipline & Uniform Complaint Procedures
- Acknowledgement of Receipt of Policy on Promotion / Acceleration / Retention
- Acknowledgement of Receipt of Policy on Release of Directory Information
- Acknowledgement of Receipt of Policy on Acceptable Use of Electronic Information Resources
- Acknowledgement that the Travis Unified School District does not provide medical, dental or accident insurance for students

Student's Name *(please print)*

Parent / Guardian Name *(please print)*

Signature of Parent / Guardian

Date

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

As the parent / guardian of _____
(please print full name of student)

a minor, I hereby authorize and consent to any x-ray, examination, anesthetic, medical or surgical diagnosis, treatment, and/or hospital care which may be rendered to the above-named student in an emergency. This authorization shall remain in effect for the 2018-2019 school year unless revoked in writing and delivered to the principal of the school my student attends.

I understand the school district does not provide medical or accident insurance for my student. I understand that all costs of paramedic transportation, hospitalization, medical examination, x-rays, or treatment provided will be the responsibility of the parent/legal guardian.

Signature of Parent / Guardian

Date