

**PLUMAS LAKE ELEMENTARY**  
**SCHOOL DISTRICT**

**STUDENT POLICY / DISCIPLINE HANDBOOK**

**AND**

**LEGAL NOTIFICATIONS**

**FOR**

**2021-2022 SCHOOL YEAR**



***PLUMAS LAKE ELEMENTARY***

# ***SCHOOL DISTRICT***

***2021-2022***

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## **DISCIPLINE HANDBOOK AND LEGAL NOTIFICATIONS**

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## **PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT**

### **NOTICE TO PARENTS AND GUARDIANS**

TO: Parents and Guardians of Students attending public schools within the Plumas Lake Elementary School District

The principal of each school shall ensure that students and parents/guardians are notified in writing of all Board policies, administrative regulations and individual school rules related to discipline at the beginning of each school year. Transfer students and their parents/guardians shall be so advised upon enrollment.

The notice shall state that these rules and regulations are available on request at the principal's office in all district schools. This notice is to inform you of the legal notice requirements as outlined in the Education Code pertaining to students while in attendance in the Plumas Elementary School District. (cf. 5145.6 - Notifications Required by Law)

1. The District may provide or make available medical or health services, or both, through a non-profit corporation or insurance company. Students shall not be compelled to participate in or accept any service. The cost of insurance shall be borne by the parent or guardian.
2. The Plumas Elementary School District provides instruction in Family Life-Sex education. The parent or guardian must respond to a District questionnaire in writing indicating the parent's or guardian's consent for participation in this instruction.
3. Students may be exempt from courses or a part of any course which they are required to attend when designated as sex education or family life education or by some similar term in which human reproductive organs and their function and processes are described, illustrated or discussed.
4. A parent or guardian may file annually with the principal of the school a signed statement verifying the school does not have his/her consent to subject the student to any physical examination (this would include vision and hearing testing).
5. The Plumas Elementary School District does not discriminate on the basis of sex, race, religious convictions, handicap, national origin or language. The District has an adopted grievance procedure for alleged discrimination on the basis of sex. The Superintendent is the designated contact person for any questions relative to sex discrimination in the schools.
6. The Plumas Elementary School District has a policy prohibiting the use of corporal punishment in the schools. Other alternatives are to be utilized for changing the behavior of students.
7. Legislation passed in June of 1986, requires notification of pupils in Grades 7-12 and the parents or guardians of all pupils enrolled in the District that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.
8. Students who have needs that cannot be met with modification of the regular instructional program may be referred for assessment to determine eligibility for special education or related services. Parents of such children should consult with the principal about special education and the referral process. Before any action is taken with respect to the initial placement of a child in a special education program, an individual assessment of the child's educational needs will be conducted. Such an assessment will not be conducted until the child's parents give their written consent.
9. All schools have a closed campus.
10. Students with a temporary disability who are in a hospital or other health facility, excluding a state hospital, which is outside of the school district in which the parent/guardian resides shall have complied with the residence requirement for school attendance in the school district in which the hospital is located. It is the primary responsibility of the parent/guardian of the pupil with the temporary disability to notify the school district of the pupil's presence in a qualifying hospital.
11. School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the District or the school. The Board urges that discretion, good judgment and common sense be exercised in all cases of search and seizure.

12. The parent/guardian of a student subjected to an individualized search shall be notified by the District as soon after the search as possible.

13. Because lockers/desks are under the joint control of the student and the District, school officials shall have the right and ability to open and inspect any school locker or desk without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to student health, welfare, or safety emit from the locker.

14. The Plumas Lake Elementary School District has a policy permitting students to attend schools outside of their attendance area. Please contact the Director of Student Services of the Plumas Lake Elementary School District at 743-4428 for specific information.

15. Any parent wishing to volunteer as a driver for school-related activities must contact the site administrator for related criteria, and procedures to be followed.

16. In accordance with federal law, the Family Educational Rights and Privacy Act, parents, guardians or students 18 years of age or older shall be accorded the right under orderly procedures to inspect, contest and offer written statements in opposition to items included in the student's educational records. The school will not release information or records concerning students to non-educational organizations accepting state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974. There are, however, for purposes of this policy, items designated as "directory information" and this type of information will be furnished as listed below unless you specifically state in writing that you do not want the information given.

17. The District has the right to videotape students in relation to safety issues.

18. The District desires to serve students in their neighborhood school. Unfortunately, if the school that serves your attendance area is near or at capacity, we will register your child; however, student placement is determined by date of enrollment. You acknowledge that you have been advised of the possibility your child may be placed in another classroom at a different site after the school year begins in Plumas Lake Elementary School District.

19. To: All Parents, Administrators, Certificated and Classified Employees

This notice is to inform all parents and staff that at this time there is no known asbestos at Rio Del Oro School, Riverside Meadows School, Cobblestone School and the District Office. If any construction projects come up, all parents and staff will be notified with a letter.

- 1) There are no planned construction, remodeling or abatement projects scheduled during the CURRENT SCHOOL YEAR. If any construction projects become necessary, the proper procedures will be put into effect. These procedures include written specifications, air monitoring and clearance sampling done in accordance with EPA, AHERA regulations. All specification writing and clearance sampling will be done by a Certified Asbestos Consultant. Only asbestos licensed contractors with a current DOSH registration will be allowed to work at Plumas Lake Elementary School District.
- 2) The designated person for Plumas Lake Elementary School District is Terry Biladeau (Director of FMOT) Office number (530) 742-0981. If you have any questions about asbestos, you can call him directly. If it is an emergency and no one answers at the above number, you may call his cell number (530) 788-2673.
- 3) Terry Biladeau is required to be contacted if there is any disturbance to any of the structures at all of the school sites. It would be in the best interest of the school to contact him when any disturbance occurs.

**This notice is provided as required by AHERA. A copy of the management plan and this annual notice are available during business hours at the District Office.**

### **California State Academic Standards**

Each district in California decides **how they will teach and what resources they will use to reach** adopted common-core **academic standards. More information can be found at [www.cde.ca.gov/re/cc/](http://www.cde.ca.gov/re/cc/) or [www.corestandards.org](http://www.corestandards.org).** California launched a computer-based student testing system that ties to the standards for English language arts, mathematics, and science called the California Assessment of Student Performance and Progress (CAASPP). The new tests include the Smarter Balanced Assessment Consortium Assessments, California Science Tests (CAST), California Alternate Assessments (CAA), and Standards-based Tests in Spanish (STS) for Reading/

**Language Arts. 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/ta/ca](http://www.cde.ca.gov/ta/ta/ca). [EC 60119, 60604.5, 60615]**

## Emergency School Closure

Schools may close in the case of a natural disaster such as an earthquake, a fire, a flood, or an epidemic/pandemic like COVID-19. School officials rely on the expertise and advice of public health and safety officials in these decisions. Other means of delivering instruction will be used as possible.

## LCFF and LCAP

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

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

- Basic Services
- Implementation of State Standards
- Parental Involvement
- Pupil Achievement
- Pupil Engagement
- School Climate
- Course Access
- Other Pupil Outcomes

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

47607.3, 52060-52076, 5 CCR 4600, 4622)

### Language Acquisition Programs

Language acquisition programs are designed to ensure that English learners acquire English as rapidly and effectively as possible. They provide instruction based on the state-adopted academic content standards, including English language development (ELD) standards.

Parents/Guardians may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. Parents/Guardians may submit written or verbal requests for the establishment of a language acquisition program in addition to the program available. Schools in which the parents/guardians of 30 pupils or more per school or 20 pupils or more in any grade request a language acquisition program are required to offer such a program to the extent possible. Please contact the District office or your school principal for more information. [EC 306(e), 310; 5 CCR 11310]

Parents/Guardians have a right to opt their child(ren) out of the school district's language acquisition program or opt out of particular English learner service(s) within a language acquisition program. [20 USC 6312(e)(3)(A)(viii)]

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

Homeless, migratory, foster, military family, juvenile court youth, or youth participating in a newcomer program have special rights related to graduation and partial high school credits. They have the right to an adult to help make educational decisions. Foster and homeless youth also have special rights associated with college funding, and certain considerations in school discipline. The District Uniform Complaint Procedure may be used to file a complaint. [EC 48645.3, 48645.5, 51225.1-51225.3, 56055; 5 CCR 4622: WIC 361, 726]



## **School Safety Plan**

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

## **School Accountability Report Card**

The School Accountability Report Card is available on request, and is available annually by February 1st on the Internet at [www.plusd.org](http://www.plusd.org). 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]

## **School-Sponsored Athletics**

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

## **II Access to Mental Health Services**

School-based mental health services help address barriers to learning and provide appropriate student and family support in a safe and supportive environment. Reaching out for mental health services is simple; contact your school counselor, nurse, health aide, principal, or the district office. In the community a good place to start may be to dial 211 for referrals in your area of call Sutter-Yuba Mental Health Services at (530) 822-7200. If you are in crises contact this number or dial 911 immediately. [EC 49420]

## **Suicide Prevention**

Suicide is a leading cause of death among youth, and school personnel is often in a position to recognize warning signs. The District makes an effort to reduce suicidal behavior and its impact and has developed strategies to intervene. These may include staff development, student instruction in coping skills, informing parents/guardians, methods for promoting a positive school climate, crisis intervention, and counseling (including for bereavement). Information about district programs and services and links to community and statewide resources are available on the District's website at [www.plusd.org](http://www.plusd.org)

5,234.5, 234.6,

[EC 215, 234.5, 234.6, 49060-49079, 49602, 49604; GC 810-996.6; PC

11164-11174.3; WIC 5698, 5850-5883; BP 5141.52

April 2020]

**51225.3, 56055; 5 CCR 4622; WIC 361, 726]**

GENERAL NOTIFICATION REQUIREMENTS FOR CERTAIN EDUCATION CODES (48980 ET. SEQ.):

## **No Child Left Behind Act of 2001**

The purpose of this act is to assist underperforming schools and ensure that all children have the opportunity to receive a high-quality academic education. Schools that receive Title I funds are required to notify parents of children in schools that fail to meet requirements as specified in the Act. According to Federal law, parents have the right to request information regarding the professional qualifications of their child's teacher. Parents have the right to request a school transfer, with transportation, pending the school transfer policy.

### **§48980.3-Notification of Pesticides**

Pursuant to the requirements of Assembly Bill 2260, the Healthy Schools Act of 2000, we are providing this information regarding the Plumas Lake Elementary School District's pest control plan for school year 2006/ 07. The District has established an annual pest control services contract with a qualified, licensed pest control applicator company. This service will consist of regular inspections for typical household pests at our school campuses. If, during the course of the inspection, indications of activity are discovered, treatments may be applied to control the insects. Working with the applicator to develop strategies to reduce the need for treatments, we are committed to keeping such applications to a minimum, using only products approved for use on school campuses in all cases. The District supports the use of non-toxic products and uses non-toxic products in most cases.

We will inspect the exterior of all school buildings on a quarterly basis and inspect the food service areas (kitchens and storerooms) on a monthly basis. These inspections are for ants, silverfish, flies, and other typical household pests. If nontoxic products are not effective, actual pesticide treatment products approved for schools will be used.

If you have any questions or comments regarding pest control at California schools, please feel free to visit the California Department of Pesticide Regulation website at <http://www.cdpr.ca.gov>

### **§48981 -Time and means of notification**

The notice shall be sent at the time of registration for the first semester or quarter of the regular school term. The notice may be sent by regular mail or by any other method normally used to communicate with the parents or guardians in writing.

### **§48983 - Contents of notice**

If any activity covered by the sections set forth in Section 48980 will be undertaken by the school during the forth coming school term, the notice shall state that fact and shall also state the approximate date upon which any of such activities will occur.

### **§48985 - Notices to parents in language other than English**

When 15 percent or more of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 through 12 speak a single primary language other than English, as determined from the census data submitted to the Department of Education pursuant to Section 52164 in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in such primary language, and may be responded to either in English or in the primary language.

### **§58501 - 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 officer of this district, and the principal's office in each attendance unity have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

Further, a copy shall be posted in at least two places, normally visible to pupils, teachers, and visiting parents in each attendance unity, for the entire month of March in each year.

### **§58501 - Request by Parent or Guardian to Establish Program**

The parent or guardian of any pupil may request the governing board of a school district to establish an alternative school program or programs in the district pursuant to this chapter.

### **PROMOTION CEREMONIES AND ACTIVITIES**

Elementary\Middle School Promotion Exercises

The Board desires that each elementary and middle school provide age-appropriate promotion exercises to recognize students who have completed the school's course of study.

Prior to participating in the promotion ceremony and attendant activities and prior to receiving a Plumas Lake Elementary Eighth Grade Diploma, 8th grade students must meet the following criteria:

1. A student must pay all outstanding charges and return all school property.
2. A student on suspension at the time of the promotion ceremony shall not participate.
3. A student must meet all school and district attendance requirements.
4. An interdistrict student must have been enrolled and in attendance at a school site no later than the beginning of the last nine weeks of school attendance.
5. Students attending promotion ceremonies must attend rehearsals and must behave appropriately during the rehearsal and at the promotion ceremonies.

All students must meet the requirements below:

1. A cumulative semester grade point average of 2.0 is maintained during the eighth grade year.
2. A school attendance record of 85 percent (85%) of the days/periods in which a pupil is enrolled for the current school year. Both excused and unexcused absences will be counted. Absences due to school-sponsored trips and/or activities are not counted as absences toward the 85 percent attendance requirement. Students temporarily disabled by accident or by illness may receive individual Home/Hospital instruction when a student is expected to be out of school for two (2) weeks or longer. Independent Study programs may also be initiated to accommodate students with special circumstances.
3. Special Education students must meet requirements as set forth by the Individual Education Program (IEP). A district appeals process is provided to cover extenuating circumstances pertaining to student attendance/grade point average requirements. All appeals for failure to receive a diploma or participate in the promotion ceremony shall be submitted in writing no later than eight attendance days prior to the promotion ceremony; and sent to the attention of the Assistant Superintendent of Curriculum/Instruction. A copy should be sent to the school site principal.

## **Discipline**

The Governing Board desires to prepare youth for responsible citizenship by fostering self-discipline and personal responsibility. The Board perceives that good planning, a good understanding of each child, and parent involvement can minimize the need for discipline. Teachers shall use positive conflict resolution techniques and avoid unnecessary confrontations. When misconduct occurs, staff shall make every effort to identify and correct the causes of the student's behavior.

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules in accordance with law to meet the school's individual needs.

Staff shall enforce disciplinary rules fairly and consistently, without regard to race, creed, color or gender.

In order to maintain safe and orderly environments, the Board shall give employees all reasonable support with respect to student discipline. If a disciplinary strategy is ineffective, another strategy shall be employed. Continually disruptive students may be assigned to alternative programs or removed from school.

## **Restriction of Recesses**

The Governing Board shall establish regulations in accordance with provisions of the Education Code setting forth the conditions whereby students' recesses may be restricted.

## **Conduct**

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. To maintain such an environment, students, parents/guardians, staff and the Board all must understand and fulfill their responsibilities related to student conduct.

## **Student Responsibilities**

The Board believes that it is important for students to understand that they have a choice to make regarding their actions and that appropriate conduct benefits both them and others. Students are encouraged to freely express their individuality as long as this expression does not infringe upon the rights of others or interfere with the instructional program. Behavior is considered appropriate when students are diligent in study, neat and clean, careful with school property, respectful towards their teachers, and courteous to other students, staff and volunteers. Students are expected to be punctual and regular in attendance and to remain on school premises in accordance with school rules. They are further expected to refrain from profane, vulgar or abusive language. Students shall receive regular instruction in district and school rules and regulations related to conduct. Students who violate these rules and regulations may be subject to discipline, suspension, exclusion, expulsion or transfer to alternative programs.

## **Parent/Guardian Responsibilities**

Parents/ guardians are expected to comply with laws governing the conduct and education of their children and to cooperate with school authorities regarding their children's behavior.

California law holds parents/guardians liable for any willful student misconduct which results in the death or injury of any student or persons employed by or volunteering for the district. Parents/guardians are also liable for any defacement, injury or loss of property belonging to the district or to a school employee. (Ed. Code 48904)

The Superintendent or designee shall ensure that parents/guardians are annually informed of their liability for death, personal injury or district property damage resulting from willful student misconduct.

Parents/guardians shall also be informed that the district will not be responsible for damage caused by any student to any item of personal property that another student brings to school.

The District encourages parents to communicate any concerns first with the classroom teacher and then the school administration if necessary. It further requests that students and parents always act responsibly and respectfully including when posting online and/or on social media about the school, teachers, staff and students. Students and parents should not post photos or information

that could identify others without their permission, as that could compromise another's safety. If a student or parent chooses to use a teacher's name or likeness to promote an event or fundraising opportunity, they will first communicate with the teacher or site administrator to gain permission. Photos of any school employee should not be used with their explicit permission. Parent conduct not only reflects on the school community, but will be a model for our students as well.

### **District Responsibilities**

The Board is responsible for prescribing behavioral and disciplinary guidelines for students. The Board shall give certificated staff all reasonable support with respect to student conduct and discipline.

The Superintendent or designee shall establish procedures necessary to enforce the Board's conduct and discipline policies and shall notify parents/guardians of the availability of these policies and procedures at the beginning of each school year.

The school principal shall establish and enforce school rules that conform to district procedures and that foster safe and good citizenship. He/she shall ensure that students are informed of these rules when they enroll and at the beginning of each school year.

Teachers shall establish and enforce classroom rules that facilitate safety and effective learning. They shall cooperate with other certificated staff in enforcing general school rules and helping students to understand the benefits of choosing behaviors that show respect for other people and property.

### **Classroom Behavior**

Classroom behavior is highly correlated to the organizational and management practices used by teachers. Those who are effective are able to direct students toward involvement in learning and away from disruptive behavior. This requires thoughtful effort to anticipate problems before they occur. It also requires use of appropriate techniques from the following classroom management areas:

- Room Arrangement
- Rules and Routines
- Supplemental Activities
- Giving Directions
- Monitoring of Seat Work
- Reinforcement Practices
- Establishing positive relationships with students
- Applying Principles of the Elements of Instruction

All District teachers will be provided an opportunity for inservice training in effective classroom management and discipline. This inservice is mandatory for first-time teachers and may be provided by:

1. *BTSA/*PAR teacher
2. principals
3. teacher consultants
4. colleagues
5. District staff

The classroom teacher has primary responsibility for dealing with inappropriate student behavior. Prior to referral to a site administrator, the teacher should confer with the student, contact a parent, and utilize any other appropriate strategy designed to correct the behavior.

In cases where student behavior is acutely disruptive or dangerous, the teacher should make immediate referral to an administrator.

## **Authority to Suspend**

### **1. Teacher's Right to Suspend Student from Class (Education Code 48910)**

(a) A teacher may suspend any pupil from the teacher's class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the principal's designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practical, a school counselor or a school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.

(b) A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.

(c) A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal or the principal's designee for consideration of a suspension from the school.

### **2. Principal or Designee**

The principal or his/her designee may suspend a student from class, classes, or the school campus for a period not to exceed five school days. (Education Code 48911)

### **3. Superintendent or Designee - Extend a Suspension**

The Superintendent or his/her designee may suspend a student or may extend a student's suspension pending final Board decision on a recommendation for expulsion, or may suspend a student for the balance of the semester from an alternative school program. An extension of suspension will only be granted if the Superintendent or his/her designee has determined, following a meeting in which the pupil and the pupil's parent/ guardian/caregiver are invited to participate, that the presence of the pupil at the school or in an alternative school placement would cause a danger to persons or property or a threat of disrupting the educational process. (Education Code 48911)

### **4. The Board of Education**

The Board may suspend a continuation school student for the balance of the semester. (Education Code 48912.5)

#### **Parent/Guardian/Caregiver's Right to Request a Meeting Regarding a Student's Suspension**

If a suspension is ordered by a principal pursuant to Education Code 48900, the parent/guardian/caregiver shall have the right to request a meeting with the Superintendent or Superintendent's designee, to discuss:

1. The cause of the suspension.
2. The duration of the suspension.
3. The school/district policy involved, and
4. Other matters pertinent to the suspension.

### **Out-of-Class Behavior**

Students exhibiting inappropriate behavior outside of the classroom should be referred by the teacher in the area to the site administrator in charge of discipline.

### **Student Rights**

Students have rights as do all citizens, under the Constitution, State law and District policy. Their rights include:

1. The right to be heard. Students are encouraged to voice constructive criticism through student government, student advisory committees, school newspapers, teachers, counselors, administrators, and any other channels of communication as long as that process does not substantially disrupt the orderly operation of the school. (cf. 5145.2 - Freedom of Speech/Expression/Assembly)

2. The right to an education in a safe, orderly, and clean environment.
3. The right to full use of class time for receiving instruction and for learning.
4. The right to fair, consistent, and respectful treatment by staff members and other students.
5. The right to a hearing before a penalty is imposed. When a student has been referred for some wrong-doing, that students should be afforded the opportunity to offer his/her version of the incident to school authorities.
6. The right to a hearing before a penalty is imposed. When a student has been referred for some wrong-doing, that results in an expulsion recommendation.

### **Expectations for Classroom Behavior**

From the beginning to the end of the class, teachers must be free to teach and students must be free to learn. Students are expected to show respect for the teacher and for other students in the classroom. Any behavior that disrupts instruction is inappropriate. Specifically, students are required to come to class on time prepared to work and to stay on task for the class period. Additionally, students must comply with the classroom rules as described by each teacher. When a student displays disruptive behavior in the classroom, the teacher will first work with the student to alter that behavior, notify parents, and attempt at least one other appropriate strategy. If that effort fails, the student who continues to disrupt the learning process will be referred to other school authorities--administrators or counselors. The school will notify parents, who will be expected to aid in correcting the behavior.

### **Standard Disciplinary Procedures**

In order to help students understand what is expected of them and what consequences follow from violation of the rules, the District has developed a code of behavior. Students are required to respond positively to staff requests to follow the District's code of behavior.

The behavior code has been established to guarantee the right of all students to an education in a positive environment. Schools have found that a positive school climate derives, in part, from an understanding among the total school community that statements and actions which degrade others will not be tolerated (Education Code Section 32051).

A standard procedure for dealing with violations of the District's code of behavior has been developed to insure fairness to students. For each offense there is a range of consequences. These may range from time out of class or a conference with a site administrator or designee for minor misbehavior to suspension for major offenses. For very serious offenses, the schools make an immediate recommendation for expulsion.

### **Examination of Misbehavior**

When a student is involved in some form of misbehavior, the school staff will be responsible for a careful review of the incident. The student's record is extremely important for school authorities to consider in dispensing discipline as a consequence of an incident of misbehavior. There are some offenses that are so severe, however, that a penalty is assigned, the student's past record notwithstanding. Generally speaking, when a student repeats a given misbehavior, the penalty increases. Also, if a student has problems that result in many days' suspension, he/she may be transferred to an alternative program.

### **Gangs**

Gang related conduct/activities are a threat to the safety of others and are strictly prohibited. Plumas Lake Elementary School District intends to maintain a campus which is safe, secure, and peaceful in accordance with California statutes. Gang related conduct/activities may include, but are not necessary limited to: graffiti, apparel, colors, hazing, initiations, signals, clothing arrangements, trade-marks, accessory items, or any other symbols or actions which would denote membership in such a group as identified by the administration or by law enforcement.

### **Dress Standards**

The primary responsibility for student dress and appearance rests with the parents. The primary purpose of school is education. Therefore, all aspects of school must be considered with that objective in mind. Wearing apparel shall be neat, clean, safe, and not disruptive to instructional activities. All students must wear some form of shoes or moccasins. Crude or vulgar commercial lettering or printing, and pictures depicting drugs, tobacco, alcoholic beverages racial/ ethnic slurs, gang affiliation or that are

sexually suggestive, on shirts, sweatshirts and other wearing apparel not acceptable. Such items as beach attire, short shorts, short skirts or unsafe accessories are not allowed. Any clothing/accessory that may be deemed dangerous, i.e., chains, studded collars, etc. are unacceptable. Inappropriately revealing clothing, including but not limited to, see-through and/or strapless tops are not allowed.

The wearing/displaying of gang-related apparel or apparel which is disruptive to the school environment such as caps, stocking caps, hairnets, bandanas, jackets, certain colors, etc. is absolutely forbidden. Students are not permitted to wear hats or other head coverings in class, assemblies, or at any indoor school function. Sunglasses are not to be worn in the classroom. Any student who deviates from the accepted standards set forth in this policy will be required to prepare properly for the classroom before being admitted. Refusal to cooperate will result in disciplinary action.

### **Homework**

The Board believes that homework serves many important purposes. The administration and certificated staff shall design homework plans and assignments so that through their homework, students can reinforce academic skills taught in school and learn how to conduct research effectively, develop ideas creatively and become life-long learners.

The Board believes that homework is the responsibility of the student. It is the student's job to develop regular study habits and to do most assignments independently. Homework should reinforce classroom learning objectives and be related to individual student needs and abilities.

### **Make-up Work**

Students shall be given the opportunity to make up school work missed because of an excused absence and shall receive full credit if the work is turned in according to a reasonable make-up schedule.

Teachers may require a suspended student to complete any assignments and tests missed during suspension. However, teachers are not obligated to allow students to make up work or tests when a student is suspended off-campus. (Education Code 48913)

Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such make-up work as necessary to ensure academic progress, not as a punitive measure.



## **SCHOOL ATTENDANCE**

### Student Attendance Pursuant Education Code Section 48205

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. 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.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

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 therefore. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

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

Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

"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." (Immediate family: parents, siblings, spouse, grandparents, children, in-laws, nieces/nephews, or any other relatives residing in the home.)

### **Truancy**

The State Education Code 48260.5 provides that legal action may be taken against a student/parent/guardian/caregiver when a student is declared a habitual truant.

1st Declaration as a Legal Truant: A student who is absent without valid excuse on 3 or more days or tardy in excess of 31 minutes on 3 or more days in a school year.

2nd Declaration as a Legal Truant: A student who was once reported in the school year as a legal truant and afterwards who is absent without valid excuse on 1 or more days or is tardy on 1 or more days in a school year.

Declaration as a Habitual Truant: A student who has been declared to be a truant on 3 or more occasions in a school year. When a student has been absent more than 4 days without a valid excuse, the PESD sends the parent/guardian/caregiver a letter informing them that the student has been classified as a truant. The Education Code states that the parent/guardian/caregiver is obligated to compel the attendance of the pupil at school. Parent/guardian/caregiver who fail to meet this obligation may be guilty of an infraction and subject to further action.

### **Attendance Where Caregiver Resides**

If your child lives in the home of a care-giving adult, as defined by law, your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the care-giving adult is required to determine that your child lives in the caregiver's home (Ed Code 48200). However, a child may be denied admittance to a particular school in the District if, in the determination of District staff, the child resides with the caregiver, rather than a parent or guardian, solely for the purpose of attending the school in question.

### **School Attendance Boundaries**

The Governing Board shall regularly review school attendance boundaries, taking into account school capacities and enrollment data, geographic features, student safety and transportation, racial and ethnic balance, educational programs such as magnet schools, and community input. The Superintendent or designee may place some students in a school outside of their attendance area in order to alleviate overcrowding. If available, transportation shall be provided for such students. Students residing in a community facilities district shall have priority, to the extent provided by law, for attendance at schools financed in whole or in part by the community facilities.

### **School Attendance Alternatives**

California law EEC §48980(j)] requires all school boards to inform each student's parent/guardian at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students that attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district which the parent/guardian live (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described below.

### **Choosing a School Within the District in Which Parent/Guardian Lives**

The law (EC § 35160.6(b)) requires the school board of each district to establish by July 1, 1994, a policy that allows parent/guardian to choose the schools their children will attend, regardless of where the parent/guardian live in the district. The law limits choice within a school district as follows:

Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in that school's attendance area.

In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means students must be selected through a lottery process rather than on a first-come, first served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.

Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.

A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions.

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

## **Choosing a School Outside the District in Which Parent/Guardian Lives**

Parent/guardian has three different options for choosing a school outside the district in which they live. The three options are as follows:

### **1. AB 19 Districts of Choice**

The law (EC §~48209 through 48209.16) allows, but does not require, each school district to become a "district of choice" that is, a district that accepts transfer students from outside the district under the terms of these Education Code Sections. The school board of a district that decides to become a "district of choice" must determine the number of students it is willing to accept in this category each year and make sure that the students are selected through a "random and unbiased" process, which generally means a lottery process. Students may transfer into a "district of choice" through this mechanism beginning with the 1995-96 school years. The last year current law will allow a student to transfer under these provisions is the 1999-2000 school year. A parent/guardian may request a transfer also under either the "Other Interdistrict Transfers" or the "Parental Employment In Lieu of Residency" options as described. Other provisions of AB 19 include:

Either the district a student would transfer to or the district a student would transfer from may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. The district a student would be leaving may also limit the number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.

No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.

Siblings of students already attending school in the "district of choice" must be given transfer priority.

A parent/guardian may request transportation assistance within the boundaries of the "district of choice." The district is required to provide transportation only to the extent it already does so.

### **2. Other Interdistrict Transfers**

The law (EC §46600 through §46221) allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. There are no statutory limitations on the kinds of terms and conditions districts are allowed to place on transfers. The law on interdistrict transfers also provides for the following:

Both the school district a parent/guardian is requesting a transfer to and the one a parent/guardian is transferring from must take into consideration the child care needs of the student. If the transfer is approved based on child care needs, the student may be allowed to stay in the new district or the high school district to which it feeds through the 12th grade, subject to certain conditions.

If either district denies a transfer request, a parent/guardian may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.

No district is required to provide transportation to a student who transfers into the district.

### **3. Parental Employment In Lieu of Residence Transfers ("Allen Bill Transfer")**

The law (EC §48204(f) provides that *if* one or both parents/guardians of an elementary school student are employed in the boundaries of a school district other than the one in which they live, the student may be considered a resident of the school district in which his/her parents or guardians work. This code section does not require that a school district automatically accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other "arbitrary" consideration. Other provisions of the EC §48204(f) include:

Either the district in which the parent/guardian lives or the district in which the parent/guardian works may prohibit the transfer if it is determined that there would be a negative impact on it.

The district in which the parent/guardian works may reject a transfer if it determines that the cost of educating the student would be more than the amount of government funds the district would receive for educating the student. This limitation might particularly apply to any special needs student that would require extra services from the district for which the district believes the state aid it would receive would not fully pay.

- There are set limits (based on total enrollment) one the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent/guardian the specific reasons for denying the transfer.

### **Enrollment Verification and Immunization Prior to Enrollment**

1. Home Address Verification: At the time of registration, the parent/guardian/caregiver must submit a government issued documentation or other verifiable document as a home address verification. No homeless child will be denied admission into school.
2. Immunization (AR 5141.31): Upon enrollment, students must present evidence of full immunization against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps and rubella as documented by a physician, nurse or clinic in the manner prescribed by the State Department of Health Services. Students seven years old or older shall not be required to be immunized against pertussis or mumps. (Health and Safety Code 120335). Upon enrollment after August 1, 1997, children entering school or a child care and development program at the kindergarten level or below shall also present evidence of immunization against hepatitis B. Children who have not reached the age of four years, six months shall also present evidence of immunization against haemophilus influenza type b. (Health and Safety Code 120335)

Any student without the required evidence of immunization shall be excluded from school until the immunization is obtained or until the student presents a letter or affidavit of exemption from his/her parent/guardian or physician. (Health and Safety Codes 3385, 3386, and 3389) Exemption is allowed to the extent indicated by a physician's written statement describing the medical condition of the child and the probable duration of the medical condition or circumstances that contraindicate immunization. (Health and Safety Code 120365, 120370, 120375)

The district may conditionally admit a child with documentation from a physician that: (Code of Regulations, Title 17 Section 6000)

1. He/she has received some but not all required immunizations and is not due for any vaccine dose at the time of admission, or
2. He/she has a temporary exemption from immunization for medical reasons.

Continued attendance after conditional admission shall depend upon the student's receiving the remaining required immunizations according to schedule or when his/her temporary exemption ends. (17 CCR 6000, 6020, 6035)

### **Notifications Regarding Immunizations**

In accordance with law, the Superintendent or designee shall notify parents/guardians of the rights of students and parents/guardians relating to immunizations. (Education Code 46010.5, 48980) When admission has been denied because of lack of immunization, the Superintendent or designee shall notify the parent/guardian that he/she has two weeks in which to supply evidence of proper immunization or an appropriate letter of exemption. This notice shall refer the parent/guardian to the child's usual source of medical care. (Education Code 46010.5)

If no usual source of medical care exists, the parent/guardian shall be referred to the County Health Department. (Education Code 46010.5)

If no usual source of medical care exists, the parent/guardian shall be notified that the immunizations will be administered at school. (Education Code 46010.5) Immunizations shall not be given without parental consent. (Education Code 49403)

### **Home & Hospital/Independent Study**

Students temporarily disabled by accident or illness may receive individual Home/Hospital instruction when a student is expected to be out of school for two (2) weeks or longer. Independent Study programs may also be initiated to accommodate students with special circumstances.

### **Instruction for Temporarily Disabled Students (Ed Code Section 48206.3)**

Except for those pupils receiving individual instruction provided pursuant to Section 48206.5, a pupil with a temporary disability which makes attendance in the regular day classes or alternative education program in which the pupil is enrolled

impossible or inadvisable shall receive individual instruction provided by the district in which the pupil is deemed to reside.

### **Minimum Days (Ed Code Section 48980)**

At the beginning of the first semester or quarter of the regular school term, the governing board of each school district shall provide notifications to the parent or guardian of a minor pupil. Pursuant Ed Code Section 48980(c), the notification shall also advise the parents and guardians of all pupils attending a school within the district of the schedule of minimum days and pupil free staff development days, and if any minimum or pupil-free staff development days are scheduled thereafter, the governing board shall notify parents and guardians of the affected pupils as early as possible, but not later than one month before the scheduled minimum or pupil-free day.

## **GENERAL INFORMATION**

### **Law Enforcement - Removing a Student from School**

Upon presentation of proper identification to the principal or designee, police officers have the authority to remove students from school premises. Principals shall take immediate steps to notify the parent/guardian/caregiver or relative of the minor regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse. In those cases, the school official shall provide the police officer with the address and telephone number of the minor's parent/guardian/caregiver. (Education Code 48906)

### **Searches (BP 5145.12)**

As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. The Governing Board requires that discretion, good judgment and common sense be exercised in all cases of search and seizure.

#### **Individual Searches**

School officials may search individual students, their property and district property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050) Searches of individual students shall be conducted in the presence of at least two district employees. The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search. (Board Policy 5145.11 - Questioning and Apprehension)

#### **Student Lockers/Desks**

The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

Because lockers and desks are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker or desk without student permission or prior notice when they have reasonable suspicion that the search will uncover evidence of illegal possessions or activities or when odors, smoke, fire and/or other threats to health, welfare or safety emanate from the locker or desk.

#### **Visitors/Outsiders**

The Superintendent or designee shall post at every entrance to each school and school grounds a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take that location, and the penalties for violation of registration requirements. (Penal Code 627.6) Unless otherwise directed, the principal or designee, a staff member shall accompany visitors while they are on school grounds.

#### **Visitor Registration**

Any person other than the following is considered an outsider; however, all visitors are required to report to the school office to register as a visitor upon entering school premises during school hours: (P.C. 627.1, 627.2, Evidence Code 1070)

1. A parent/guardian of a student of the school
2. A Governing Board member or district employee
3. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request
4. A representative of a school employee organization who is engaged in activities related to the representation of school employees
5. An elected public official

The school office staff will log all visitors and provide them with a visitor's pass. School staff should advise all visitors who do not have a visitor's pass to report to the office to register. Any visitor who refuses to register at the office should be reported to the office immediately.

### **Registration Procedure**

In order to register, outsiders shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

### **Denial of Registration**

The following provisions of law shall apply to outsiders. Outsiders do not include students, parents/guardians, district employees, elected public officials, or other persons listed in Penal Code 627 .1.

1. The principal or designee may refuse to register any outsider if he/she reasonably concludes that the outsider's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke an outsider's registration if he/she has a reasonable basis for concluding that the outsider's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff. (Penal Code 627.4) (cf. 3515.2 - Disruptions)
2. The principal or designee may request that an outsider who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When an outsider is directed to leave, the Principal or designee shall inform the outsider that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

### **Appeal Procedure**

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. (Penal Code 627 .5)

The Education Empowerment Act of 1998; Parental Review (Availability of Course Prospectus)

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

### **Resources**

The Governing Board has assigned consequences for actions that have been named by the District as inappropriate. School officials shall seek solutions to the underlying problem through any of the following resources:

counseling  
parent conference  
testing for appropriate placement

contract--agreements among student, parent, and school stipulating conditions for continued status as a regular student and consequences for violation of the agreement  
transfer to an alternative program  
referral to district counseling services  
referral to county agencies and community service programs referral to law enforcement -

referral to SARB (School Attendance Review Board)

## **UNIFORM COMPLAINT PROCEDURES**

The Governing Board recognizes that the district is responsible for ensuring that it complies with state and federal laws and Regulations governing educational programs. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The district shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

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

Upon receipt of a written complaint from an individual, public agency or organization, uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures.

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

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

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

### **Uniform Complaint Procedures**

The Governing Board designates the following compliance officer to receive and investigate complaints and ensure district compliance with law: Jeff Roberts, Superintendent, and 2743 Plumas School Road, Plumas Lake, CA 95961 (530)743-4428

### **Education codes 49452, 49452.5 and 49455**

**Sight, Hearing and Scoliosis Testing** – The school district shall provide for the testing of sight, color vision, hearing and the screening of scoliosis. Girls shall be screened for scoliosis in grade 7 and boys in grade 8. Color vision shall be appraised once only on male students either in Kindergarten or 1<sup>st</sup> grade. During the year, these screenings shall be provided to the mandated grade level. The parent/guardian shall be notified when a child requires further evaluation.

### **Notifications**

The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies

and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies.

The above notification shall state that complainants may seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education. Local resources include:

California Rural Legal Association  
Yuba County Superintendent of  
Schools



RELEASE OF STUDENT DIRECTORY INFORMATION

Category	Released To
Names, addresses and ages of students participating in athletics and other school activities and students receiving scholastic or other honors and awards. Height and weight of athletes.	Press, television, radio, and other news organizations, and California Interscholastic Federation .
Names, address, and telephone numbers of students.	School-affiliated organizations such as PTA, PTSA, Parent Club, Boosters clubs and Law Enforcement.
Name, address, birth place, age, and date of attendance.	Employers or potential employers (primarily high school students)
Names and addresses of graduating high school seniors or students who have terminated enrollment prior to graduation.	Colleges, universities, private business or professional schools or colleges approved by California State Superintendent of Public Instruction. Elected Officials. Approved vendors who offer services to graduates.
Career guidance information, including names, phone numbers, and addresses of graduating high school seniors, descriptions of their certificates, diplomas, or degrees awarded or expected to be awarded by the Plumas Elementary School District	Official employment or recruitment representatives of private industry, federal, state, and local government agencies, and the military forces of the United States.
Names and addresses of graduating students	Vendors associated with graduation, promotion, pictures, yearbooks, etc;

(*cf.* 5145.6 - Notifications Required by Law)

Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing that such information may not be disclosed. (Education Code 49073)

Based on its determination of the best interest of the student, the district may limit or deny the release of specific directory information to any public or private nonprofit organization. (Education Code 49073)

Under no circumstances shall directory information be disclosed to a private profit-making entity other than employers, prospective employers, representatives of the news media, and vendors contracting with the district for graduation, promotion, pictures, yearbooks, etc. Private schools and colleges may be given the names and addresses of 12th grade students and students who are no longer enrolled provided they use this information only for purposes directly related to their institution's academic or professional goals. (Education Code 49073)

Other provisions of the law permit access to non-directory information in student records without parent consent to the following:

- Information to any public or private nonprofit organization. (Education Code 49073)
- Out-of-district schools to which student is transferring
- Specified federal and state educational administrators
- School and District personnel with legitimate educational interests as defined in District policy

--Appropriate persons concerned with the health and safety of students or others in cases of emergency

--School attendance review boards

As specified by law, a record is maintained in the file of all persons or agencies requesting or reviewing information from the student record.

All other requests for student information by individuals, agencies, or organizations will NOT be honored without a written statement, signed by the parent or guardian, authorizing its release. Parents, guardians or students over eighteen years of age may obtain copies of student records for a fee of ten cents (\$.10) per page.

Plumas Elementary School District is not responsible for what students or parents say to the media.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law endorsement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.) Plumas Elementary School District discloses student records when specifically requested by the school in which the student enrolls.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **NOTIFICATION OF MILITARY RECRUITER INFORMATION**

The No Child Left Behind Act of 2001 requires that school districts disclose the names, addresses, and telephone numbers of

high school students to military recruiters upon request, unless parents request that this information not be released without prior written consent. Parents have the option of making such a request. If you do not wish this information to be provided to military recruiters, you are to notify your child's school of this fact in writing. The writing should be directed as follows: Plumas Lake Elementary School District, Attn. Jeff Roberts, Superintendent, 2743 Plumas School Road, Plumas Lake, CA 95961.

## **NOTIFICATIONS REQUIRED BY LAW**

As required by law, the District shall notify students and parents/guardians of certain rights granted to them by provisions of the California Constitution, state and federal education law, and state and federal regulations. The District shall also send out all other notifications required by law. Notifications which must be sent at the beginning of each academic year shall include a request that the parent/guardian sign the notice and return it to the school.

The Superintendent shall develop procedures which will ensure proper compliance by the District.

The Governing Board recognizes that notifications required by law are a part of the communication essential between the school and the home. The Superintendent or designee shall send students and parents/guardians all notifications required by law, including notifications about their legal rights.

(cf. 6174 - Education for Students of Limited English Proficiency)

Whenever a teacher learns that a student's parent/guardian is for any reason unable to understand the district's printed notifications, the principal or designee shall, when required by law, assist the parent/guardian in establishing other appropriate means of communication.

This exhibit relates to notices which must be provided to parent/guardian. Pursuant to Education Code 48982, notifications which must be sent at the beginning of each academic year must include a request that the parent/guardian sign the notice and return it to the school.

## **INTERNET**

### **Internet Acceptable Use Agreement**

Plumas Lake Elementary School District offers an Internet network accessible by students, teachers, and staff. The Internet, an electronic highway, connects thousands of computers, computer networks and individual subscribers around the world. PLESD Internet users will sign an "Internet Acceptable Use Agreement" prior to being given access to PLESD Internet. This agreement will define the educational objectives and guidelines for use as well as unacceptable uses which will lead to revocation of access and possible legal action.

PLESD will install centralized software to control, monitor, and filter inappropriate material. Students under age 18 must have written parental permission before being given access to PLESD Internet.

### **Internal Policy**

Internet provides access to computer systems located all over the world. Users (and parents of users, if the user is younger than age 18) must understand that PLESD cannot control the content of the information available. Some of the information is controversial and, sometimes, offensive. However, the valuable information and interaction accessible on this worldwide network outweigh the possibility that users may find inappropriate material. The PLESD does not condone the use of such materials and takes all reasonable precautions to filter access to these materials; however, it cannot be guaranteed that the user will not access inappropriate material. The responsibilities accompanying freedom of speech and access to information will be taught. School employees, students, and parents must be aware that access to the Internet will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the PLESD. Following is a listing of PLESD goals and the types of information students will be able to access:

#### **PLESD Internet Goals**

1. To support implementation of PLESD's instructional program
2. To enhance student learning opportunities by focusing on the application of skills in information retrieval, searching strategies, research skills, and critical thinking.

#### **I. MANDATORY ANNUAL NOTIFICATION**

SUBJECT	LEGAL RESOURCE
Absence for justifiable personal reasons	Ed Code: 48205,48980
Absence for Religious Purposes - Refers parents to mandated district regulations regarding religious education release-time and limitations. Authorizes district to adopt resolution and regulations to allow pupil, with written consent of parent, to be excused from school in order to participate in religious exercises or to receive moral or religious instruction.	Ed Code: 46014, 48980
Access to Internet and On-line Sites - Annual notification shall include a copy of the school district's written policy adopted pursuant to Ed Code 51870.5 regarding access by pupils to Internet and on-line sites.	Ed Code: 48980(i)
Access to Student Records, Types of Records, Where Kept, Persons Responsible, Location of Log, Criteria for Persons with Access, Cost of Copies - Requires school districts to notify parents, in writing, of their rights regarding pupil records upon enrollment in the school and annually thereafter. Notice to include access rules, types of records, where maintained, persons responsible, location of log, criteria for persons with access, cost of copies, challenge, review, and expunging regulations.	Ed Code: 49063, 49068,49069, 49076 and (FERP A) Family Education Rights and Privacy Act of 1974 20 USC 1232g; 34 CFR 99.7
Administration of Prescribed Medication - Describes for parents the conditions under which school personnel may assist students taking medication at school. The required information shall include the medication, the current dosage, and the supervising physician.	Ed Code: 48980, 49423,49480
Advanced Placement Examination Fees - Requires annual notification to parent/ guardian about the availability of state funds to cover costs of - advanced placement examination fees pursuant to Ed Code 52244. State funding is available to all students to cover the costs of advanced placement exam fees.	Ed Code: 48980(m), 52244,
Alternative Schools - Requires notice of alternative programs to be sent with EC §48980 notices. Specifies content of notice and requires such notice to be posted in each school of district during the month of March.	Ed Code: 58501
Annual Notification Requirements - Specifies selected sections of the Education Code that require annual parent notification.	Ed Code: 48980(a)
Asbestos Management Plan - Requires annual notification to parent, teacher, and employee organizations of the availability of complete, updated management plan for asbestos-containing material in school buildings.	Code of Federal Regulations, Title 40 (40CFR) § 763.93
Attendance Options - All statutory attendance options and available local attendance options	Ed Code: 48980
Attendance of Suspended Child's Parent or Guardian for Part of School Day - mandates board policy authorizing teachers to require parents or guardians of pupils suspended by a teacher for violating EC § 48900(i) or (k) to attend a portion of a school day in his or her child's classroom. Requires a one time only notification prior to implementation.	Ed Code: 48900.1 35291,48900.1,48980
Attendance Options - Requires districts to annually notify parents of all current statutory attendance options and available local attendance options.	Ed Code: 489800)
Availability of Individualized Instruction - Requires that parents be advised of the availability of individualized instruction as prescribed by Sections 48206.3 et. Seq.	Ed Code: 48980(b)

SUBJECT	LEGAL RESOURCE
Challenge, review and expunging of records-Following an inspection and review of a pupil's records, the parent or guardian of a pupil or former pupil of a school district may challenge the content of any pupil record .	Ed Code: 49063, 49070
Career Planning - Requires notification to parents about sex equity related to career counseling and course selection opportunities commencing with course selections for grade 7. Also informs parents of right to participate in counseling sessions and decisions.	Ed Code: 221.5
Child Health and Disabilities Prevention Program; Health Screening - Requires notice to parents of kindergarten and first grade children of the requirement for physical examination for first grade enrollment and availability of free health screening through their local health department. Requires up to five day's exclusion from school for failure to comply or sign a waiver.	Health & Safety Code Sections 124100, 124105, 124085, 120475
Complaint Alleging Discrimination - Civil law remedies available to complainants.	Ed Code: 262.3
Confidential Medical Service - Requires pupils in grades 7 through 12 and all parents to be notified that law permits school authorities to excuse pupils in grades 7 through 12 to obtain confidential medical services without consent of parent Ed Code §, .01 is a mandated notification requirement; however, district/ governing board implementation is permissive. For clarification, districts choosing not to release pupils to obtain confidential medical services may wish to include such a statement with the notification.	Ed Code: 46010.0,46010.1
Continuing Medication Regimen - Requires district to inform parents of requirement to notify school staff when student requires daily medication including medication being taken, current dosage, and name of supervising physician.	Ed Code: 49480
Course Prospectus- Availability of course prospectus	Ed Code: 49063, 49091.14
Directory Information - Requires districts to adopt policy identifying directory that may be released and who may receive such information.	Ed Code: 49063,49073
Discrimination - Requires implementation of specific and continuing steps to notify students and parents that the school district does not discriminate on the basis of race, color, national origin, sex, or handicap. Requires notification in native language if service area contains a community of minority persons with limited English language skills. Notification must state the district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs.	Code: Section 504, Rehabilitation Act of 1973; Title VI Civil Rights Act of 1964; Title IX Education Amendments of 1972; CFR 106.9

SUBJECT	LEGAL RESOURCE
<p>District and Site Discipline Rules - School sites may adopt rules and procedures on school discipline. Each school district may prescribe procedures to provide written notice to pupils and parents regarding school discipline rules and procedures. The school discipline rules and procedures shall be consistent with any applicable policies adopted by the Governing Board. The site discipline rules are to be developed through school committees with specific membership and filed with the governing board. Requires the governing board to prescribe rules for the government and discipline of schools under its jurisdiction. The district may notify parents of the availability of rules of the district pertaining to discipline.</p>	<p>Ed Code: 35291, 35291.5, 35291.7, 48980</p>
<p>Dress Code and School Uniforms, Gang-Related Apparel, Sun-protective clothing- authorizes school districts to adopt a dress code that would prohibit the wearing of "gang-related clothing." Further authorizes school districts to adopt a dress code policy that would require pupils to wear a school-wide uniform. Notification pursuant Ed Code 35291.5 is required if district policy is adopted. Sun-protective Clothing - EC § 35183.5 requires school sites to allow for outdoor use during school day articles of sun-protective clothing. Authorizes sites to set policy regarding type of clothing to be allowed.</p>	<p>Ed Code: 35183, 35183.5</p>
<p>Driver Training - Requires districts maintaining courses in Driver's Training to advise parents of potential civil liability and mandated insurance coverage.</p>	<p>Ed Code: 35211</p>
<p>Duty Concerning Conduct of Pupil - Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. Requires pupils to conform to school regulations; obey all directions be diligent in study and respectful to teachers</p> <p>regulations; obey all directions be diligent in study and respectful to teachers and others in authority; and refrain from the use of profane and vulgar language.</p>	<p>Ed Code: 44807 California Code of Regulations Title 5  (5CCR) § 300</p>
<p>Excused Absences - Annual notice to parents must include the complete text of Ed Code 48205. Provides that pupil with excused absence, as specified, shall receive full credit for all assignments and tests missed, that can be reasonably provided and completed.</p>	<p>Ed Code: 48205</p>
<p>Free and Reduced Price Meals - Requires districts to inform parents of needy children of provisions for nutritionally adequate, free, or reduced priced meals.</p>	<p>Ed Code: 48980(b), 49510-49520, 48980</p>
<p>Grade Reduction &amp; Loss of Academic Credit - Districts shall annually notify parent(s) that no student shall have his/her grade reduced or lose academic credit for any absence(s) excused pursuant to §48205; for missed assignments/ tests that can be reasonably provided/completed. The full text of §48205 shall be included with notification.</p>	<p>Ed Code: 48980(1)</p>
<p>Handicapped Pupils - Requires notice of nondiscrimination on basis of sex, handicap, race, color, national origin, or lack of English skills. Notice must include availability of reasonable accommodation for handicapped pupils. Requires districts to annually notify handicapped pupils and their parents of district's duty under § 504. Further requires district to establish procedural safeguards to include notice of opportunity for parent of pupil to examine relevant records, to participate in an impartial hearing including opportunity for representation by counsel, and a review procedure.</p>	<p>Rehabilitation Act of 1973, § 504</p>

SUBJECT	LEGAL RESOURCE
<p>Handicapped Pupils - Requires notice of nondiscrimination on basis of sex, handicap, race, color, national origin, or lack of English skills. Notice must include availability of reasonable accommodation for handicapped pupils. Requires districts to annually notify handicapped pupils and their parents of district's duty under § 504. Further requires district to establish procedural safeguards to include notice of opportunity for parent of pupil to examine relevant records, to participate in an impartial hearing including opportunity for representation by counsel, and a review procedure .</p> <p>... .</p>	<p>Rehabilitation Act of 1973, § 504</p>
<p>Hazing - No student, or other person in attendance, at any public or private educational institution shall conspire to engage in hazing.</p>	<p>Ed Code: 32051</p>
<p>Health Education, Family Life, and Sex Education: Excuse from Instruction, Conflict with Religious Beliefs - Districts are required to inform parents that they must be notified in writing prior to any instruction or class in which human reproduced organs and their functions or processes are described, illustrated, or discussed.</p>	<p>Ed Code: 51240, 49800</p>
<p>High School Exit Exam - Beginning with the 2000-01 school year, and each year thereafter, school districts shall annually advise parents that beginning with the 2005-06 school year, each pupil completing the 12<sup>th</sup> grade will be required to successfully complete the high school exit exam. The notification shall include, at a minimum, the date of the examination, the requirements for passing the examination, and shall inform the parent/guardian/ caregiver regarding the consequences of not passing the examination. Prohibits district from administering exit examination to pupil who did not receive adequate notice of test. Adequate notice defined to mean pupil received written notice at commencement of 9<sup>th</sup> grade, and each year thereafter pursuant to § 48980, or if transfer pupil, at time pupil transfers. Requires district to maintain documentation that parent received written notification.</p>	<p>Ed Code: 48980(e), 60850</p>
<p>HIV / AIDS Prevention Instruction - California Comprehensive Sexual Health and HIV / AIDS prevention Education Act; Notice and Parental Excuse. Each parent shall be notified of the purpose of AIDS prevention instruction. The notice shall further specify that any parent or guardian has the right to excuse their child from all or part of comprehensive sexual health education, HIV / AIDS prevention education, and assessments related to that education .</p>	<p>Ed Code: 51938</p>
<p>Home/Hospital: Availability of home/hospital instruction for students with temporary disabilities. Requires district to notify parents of the availability of individualized instruction for pupils with temporary disabilities that are not covered under special education provisions.</p>	<p>Ed Code: 48206.3, 48207, 48208, 48980</p>
<p>Hospital-Presence of Pupil with Temporary Disability in Hospital; Notice by Parent - Requires district to inform parent of responsibility to notify district where hospital located of presence of pupil with temporary disability. Requires district to act, as specified, upon notification.</p>	<p>Ed Code: 48208</p>
<p>Immunization Information - When sharing the student immunization information with an immunization system, notify the name and address of the agency; acceptable use of the information; right to examine; and right to share.</p>	<p>Health &amp; Safety Code 1204 40</p>
<p>Immunizations for Communicable Diseases - Permits, with parental consent in writing, districts to administer immunizing agents to pupils to prevent or control communicable diseases.</p>	<p>Ed Code: 49403, 48980, 48216</p>

<b>SUBJECT</b>	<b>LEGAL RESOURCE</b>
Instruction on Sexually Transmitted Diseases, AIDS, Human Sexuality or Family Life; Kindergarten, Grades 1-6, inclusive - Requires written notification to parents regarding instruction on human sexuality, AIDS, etc. including the right to request copies of §51201.5 and 51553, related to AIDS prevention instruction. Applies to kindergarten and grades 1-6 inclusive. Explanation of the instruction; right to request specific Education Code Sections.	Ed Code: 51555; 51201.5
Insurance - Availability of insurance	Ed Code: 49472, 48980
Investing for Future Education - Annual notice may advise parents of the importance of investing for future college or university education for their children.	Ed Code: 48980(d)
Licensed Child Care or Development Program - notify the parent of right to enter the facility. Policies regarding unexcused absences.	Health 7 Safety 1596.857 5 CCR 18066
Minimum Days - Schedule of minimum days. Requires annual notification to advise parents of the schedule of minimum days and pupil-free staff development days. If scheduled thereafter, district shall notify parents of affected pupils as early as possible, but no later than one month prior.	Ed Code: 48980(c)
Nondiscrimination - Nondiscrimination on basis of sex, disability, ethnicity or lack of English Skills	20 USC 1681-1688; 42 USC 2001d-2001d; 34 CFR 106.9
Pesticide Products - Use of pesticide product, active ingredients, Internet address to access information. Notify intended use of pesticide product at least 72 hours before use of pesticide product not included in annual list.	Ed Code: 17612,48980.3
Physical Examination -Refusal to consent to physical examination. Authorizes parent to annual file written statement requesting exemption from physical examination. Further authorizes district to exclude child if there is good reason to believe child suffering from recognized contagious or infectious disease.	Ed Code: 49451, 48980
School Safety Plan: Annual Report -Requires school site each July to report on status of its school safety plan, including description of its key elements, in the annual school accountability report card prepared pursuant to §§33126 and 35256.	Ed Code: 35294.6
School Safety Plan: Notice of Non-compliance - Requires each school district to annually notify the State Department of Education by October 15, of any school that has not complied with Ed Code35294.1.	Ed Code: 35294.8
School Safety Plan: Notice to Specified Persons and Entities - Requires each school site councilor school safety planning committee to notify, in writing, specified persons and entities about the required public meeting to allow members of the public an opportunity to express an opinion about the school plan. Specified persons or entities shall include: the mayor; representative of the local school employee organization; representative of parent organizations including the parent teacher organization at the school site; a representative of the student body government; and all other persons that indicate they want to be notified .	Ed Code: 35294.8
Sexual harassment policy as related to students - Requires annual notification	



to include a copy of the district's written policy on sexual harassment as it relates to pupils.	Ed Code: 48980 (h), 231.5
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SUBJECT	LEGAL RESOURCE
Sexual Harassment - Required written policy. Policy to be part of any student orientation for new students, to be included with mandated parental notifications, to be posted, and to be distributed to all employees.	Ed Code: 231.5, 48980(g)
Special Education - Requires districts to inform parents of Federal law which requires that a free and appropriate education (FAPE) in the least restrictive environment be offered to qualified students with disabilities ages three through age 21 years; and early intervention services for " at-risk infants and toddlers" under three years of age. See also Ed Code §§5301 and 56246.	Individuals with Disabilities Education Act ()
Sun-protective Clothing and Sunscreen Use- EC § 35183.5 requires school sites to allow for outdoor use during school day articles of sun-protective clothing. Authorizes sites to set policy regarding type of clothing to be allowed. EC §35183.5 further provides for the use of sunscreen by students, during the school day, without a physician's note or prescription. Further authorizes sites to establish policy regarding the use of sunscreen.	Ed Code: 35256 35183.5
<u>Tobacco Free Campus – Requires district and county office receiving Tobacco Use Prevention (TUPE) funds to adopt and enforce tobacco-free campus policy, to communicate policy to school staff, parents pupils and community, and to post signs stating “Tobacco Use Prohibited” at all entrances to the school. Under 104495, smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground, except on a public sidewalk located within 25 of the playground is prohibited. (Amended by AB 1867, Ch. 527, Statutes of 2003).</u>	<u>HSC 104420, 104495</u>
Uniform Complaint Procedures and Available Appeals; Identity of Coordinators - Requires annual written notification to pupils, employees, parents, district advisory committee, school advisory committees, and other interested parties of Uniform Complaint Procedures which apply to all state and federal categorical programs requiring formal complaint procedures regarding alleged acts of discrimination on the basis of ethnic group identification, religion, age, sex, color, and physical or mental disability. Notice is to include identify of person(s) responsible for processing complaints, civil law remedies that may be available, and the appeal or review procedures contained in the following sections of 5 CCR: § 4650, Basis of Direct State Interventions; § 4652, Appealing Local Agency Decisions; and § 4671, Federal Review Rights. Notice to be in English, and when applicable under EC § 48985, primary language or mode of communication of recipient.	Code: Code of Regulations, Title 5, Section 4622

**SPECIFIC CIRCUMSTANCE AND/OR SPECIFIC TIMES DURING THE STUDENT'S ACADEMIC CAREER NOTIFICATION**

SUBJECT	LEGAL RESOURCE
Academic Failure - Requires governing boards to prescribe regulations requiring the evaluation of each pupil's achievement for each marking period. Requires written notice to, or a conference with, the parent when the student is in jeopardy of failing a class.	Ed Code: 49067
Attendance of suspended child's parent or guardian - Requires principal to send a letter to parents requiring their attendance in classroom if pupil is suspended by a teacher for violations of Ed Code 48900 (i) or (k).	Ed Code: 48900.1
Bicycle Helmet Law - Provides that no person under 18 years of age shall	V.C. 21212

operate a bicycle a non-motorized scooter, or a skateboard or ride as a passenger unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards. Note: Although not required, it is recommended that all schools annually notify students of the requirement of the section.	
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SUBJECT	LEGAL RESOURCE
Bilingual/bicultural education - Establishes procedures for consultation, notification, placement, and withdrawal of pupils from bilingual programs. Requires notification to parents by mail or in person of the fact that their child or ward will be enrolled in the program of bilingual education. Permits parental right not to have his/her child enrolled in the program of bilingual education. Permits parental right not to have his/her child enrolled in such programs,-Upon assessment and reassessment of English proficiency and enrollment in program of education for English language learners.	Ed Code: 52173; 52164.1; 52164.3; 5 CCR 4306
California Assessment of Academic Achievement - States legislative intent that district provide information on academic status and progress of pupils to pupils, their parents or guardians, and teachers on a timely basis. Permits district to inform parents of availability of exemptions under EC § 60615, but prohibits district from soliciting exemption.	Ed Code: 60602 5 CCR § 852
California-Consolidated Testing Program - Provides legislative intent that districts should provide information regarding assessments to pupils, parents, and guardians on a timely basis.	Ed Code: 60602
Chapter I Program Participation - When a child is selected to participate in a Chapter I program, the parent must be advised of his/her right to help design and implement the program.	Code of Federal Regulations, Title 34 (34CFR) § 200.3; Education Consolidation & Improvement Act of 1981.20 use 6319
Child Abuse Complaint Process Information Guidelines - Requires the California Department of Education (CDE) to develop guidelines to be disseminated to parents and guardians, describing procedures a parent or guardian can follow in filing a complaint of child abuse against a school employee. Requires distribution to parents.	Ed Code: 33308.1, Ed Code: 48987
Continuous School Program -Requires district to publish, not later than November 1st of preceding school year, its intention to operate a continuous school program. Further requires public hearing with adequate notice given to employees and parents affected.	Ed Code: 37611, 37616
Courses Utilizing Animal Parts; Teacher's responsibility to inform - Requires teacher to notify parents and pupils of the pupil's rights to refrain from the harmful or destructive use of animals. Companion sections (EC § 32255 et seq.) further require pupil to notify his or her teacher regarding this objection, which must be confirmed by a note from the parent. Permits teacher, upon notification, to assist the pupil to develop and agree upon an alternative. Prohibits teachers from being arbitrary or capricious. Permits pupils to pursue grievance procedures in existing la w.	Ed Code: 32255 <u>et. Seq.</u>
Court Order for records - Requires reasonable effort to notify parent in advance of compliance with court order for records.	Ed Code: 49077
Driver Training - Districts maintaining courses in Driver's Training shall advise parents of potential civil liability and mandated insurance coverage.	Ed Code: 35211
Employment based attendance options - Districts that provide for employment based attendance options pursuant to Ed Code 48204 (f) shall annually advise parents of such options. Authorizes district to allow elementary pupil to establish residence if parent or guardian is employed within boundary of	Ed Code: 48980(g), 48204(f)

district.	
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SUBJECT	LEGAL RESOURCE
English Language Development Test; Report to Parents -Requires district, for each pupil assessed using California English Language Development Test, to notify parents of the results within 30 calendar days following receipt of results. Notice to comply with requirements of EC § 48985.	SGCR § 11511.5
English Language Education; Parental Waiver - Requires district to inform parents of placement of child in structured English immersion program and of opportunity to apply for waiver. Requires district to establish procedures for granting waiver, as specified.	Ed Code: 310,311; 5 CCR § 11303
Exclusion; Habits and Disease - Stipulates prior notice requirement (including content) to parents when governing board is considering exclusion of pupil for filthy or vicious habits (Ed Code 48211). Further requires notice pursuant to this section be sent by governing board, as soon as reasonably possible, for pupils administratively excluded for contagious, infectious, or communicable disease.	Ed Code: 48213
Expulsion - admission - When a student is expelled from another district for certain acts seeks admission - a hearing regarding possible danger presented by expelled student.	Ed Code: 48915.1, 48918
Expulsion occurs - When expulsion or suspended expulsion occurs; decision to expel; right to appeal to county board; obligation to inform new district of status.	Ed Code: 48918
Expulsion orders; Readmission - Requires that a description of the readmission process from expulsion be made available to the pupil and parent at the time of expulsion. If the governing board denies readmission following a review, the board shall notify the pupil's parents, in writing, of the reasons for denial. Further, the notification shall include the educational program to which the pupil is to be assigned.	Ed Code: 48916
Fingerprinting - Districts that elect to provide a 'fingerprinting program pursuant to Ed Code 32390 shall inform parents of the program as specified.	Ed Code: 48980(f)
Fingerprinting Program; Kindergarten or New Enrollees - Authorizes district to offer fingerprinting program for children enrolled in Kindergarten or newly enrolled. Requires district to inform parents, in writing, of finger-printing program, if adopted by district, and rights of participation.	Ed Code: 32390
Gifted and Talented Education Program (GATE) -District policy must include a procedure for notification of a pupil's parent of participation or non-participation in the GATE program. Requires district's written plan for GATE program to include procedure to inform parents of pupil's participation or non-participate in the program. Also requires written plan be available for public inspection.	California Code of Regulations, Title 5 (5 CCR) § 3831
Golden State Examination program - Measures pupil achievement under statewide standards of competency in academic subjects and establishes special honors designation and insignia on a high school diploma for qualifying pupils.	Ed Code: 60650
Hearing Regarding Person Denied Permission to Register as a Visitor - This law specifies the content of a written request for a hearing from a person denied registration and entrance to a school. It requires the principal or superintendent to promptly mail a written notice of the date, time, and place of the hearing. Timelines are specified.	PC § 627.5

SUBJECT	LEGAL RESOURCE
High School Exit Exam; Cheating - Requires district to notify pupils prior to each administration of exam that any pupil found to have cheated or compromised security of examination shall have test marked invalid.	5 CCR § 1220
IEP Notification: Expulsion Request for Special Education Pupil- Requires 48 hours prior notification of IEP meeting; or that the meeting will be held without parent participation unless parent requests a postponement of up to three days. Stipulates parent must receive written notice of intent to conduct a pre-expulsion assessment and requires parent to make pupil available without delay.	EdCode:4891S.5 34 CFR 300.505
Immunization Requirements; Exclusion of Pupils - Requires districts to exclude pupils from attendance when immunization requirements are not met. Requires districts to refer parents or guardians to the usual sources of medical services to obtain such immunizations. Requires notification of such requirements as established by the Health Department for compliance. Also notifies parents/guardians of immunization requirements upon admission to school.	Ed Code: 48216, 49403; Health & Safety Code 120365, 120370, 120375
Injurious Object Taken from Student - The parent or guardian of a pupil from whom an injurious object has been taken may be notified by school of the taking.	Ed Code: 49332
In-school suspension - Requires at the time a pupil is assigned to supervised suspension, a school employee shall notify, in person or by telephone, the pupil's parents or guardians. If the pupil is assigned to supervised suspension for longer than one class period, a school employee shall notify the parent or guardian in writing.	Ed Code: 48911.1(d)
Interdistrict Attendance - Authorizes two or more districts to enter into agreement for the interdistrict transfer of one or more students for a period of up to five days. Requires notification to applicant of right of appeal to county board when interdistrict permit is denied.	Ed Code: 46600, 46601
Interdistrict Choice-Notice of Acceptance or Rejection:- Allows, but does not require, school districts to adopt a resolution establish interdistrict choice. Participating districts may provide written notice of acceptance or rejection.	Ed Code: 48209.9
Intradistrict Choice Policy - Requires district to adopt rules and regulations establishing a policy of open enrollment within the district for residents of the district.	Ed Code: 35160.5(b)
Involuntary transfer: Continual Education - Requires governing boards to adopt rules and regulations for the involuntary transfer of pupils to continuation schools. Requires written notice to be given to the pupil and pupil's parents informing them of the opportunity to request a meeting with the designee of the superintendent prior to transfer. Further requires decision to transfer be in writing and sent to pupil and parent.	Ed Code: 48432.5
Kindergarten Admission, When 5 years old -Requires applicant parent to be informed of effects, advantages and disadvantages of early kindergarten entry.	Ed Code: 48000
Laser Pointers: Prohibitions on Sales Possession and Use -, Prohibits possession of a laser pointer by any student on any elementary or secondary school premise, unless possession is for valid instructional or other school-related purpose. Further prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog.	Penal Code: 417.27

<u>SUBJECT</u>	<u>LEGAL RESOURCE</u>
Materials Querying Personal Beliefs - Prohibits using tests that question pupils' personal beliefs unless the parent or guardian is notified in writing that the test will administered, and gives their written permission.	Ed Code: 51513
Medical and Hospital Services for Pupils - Authorizes district to provide medical or hospital service through non-profit membership corporations or <u>insurance policies for pupil injuries arising out of school-related activities.</u>	Ed Code: 49472
Medical and Hospital Services Not Provided - If governing board of a district that maintains junior high schools or high schools does not provide or make available medical and hospital services for pupils of the district injured while participating in athletic activities, the board must notify parents of such pupils <u>that the services are not provided.</u>	Ed Code: 49471
Megan's Law Sex Offender Notification - Assembly Concurrent Resolution (ACR) 72, Chapter 122, Statutes of 1997, strongly encourages each school district to include in its annual notification to parents, information about the availability of a CD-ROM or other electronic medium containing information about registered sex offenders as required by Megan's Law, as specified. This information is provided by the Department of Justice to local law enforcement agencies in each county.	Penal Code (PC) §290A
Migrant Education Program - Requires district receiving migrant education funds or services to actively solicit parental involvement in planning, operation, and evaluation of its programs through establishment of parent advisory council. Requires notice to parents, in language they understand, that parents <u>have sole authority to decide composition of council.</u>	Ed Code: 54444.2
No Child Left Behind Act/Parental Notification - Requires districts that receive Title I funds to notify parents of children in schools that fail to meet requirements as specified in the Act. Program Improvement-Parent/ Guardian shall be notified when their children's school is identified as "program improvement" and the opportunities for school choice and/ or supplemental instruction; Teacher Qualifications-Parent/Guardian shall be notified that they may request specified professional qualifications of the student's classroom teacher(s) and assigned paraprofessional(s); Homeless Children-Each local education agency liaison for homeless children shall ensure the dissemination of public notice of the educational rights of students in homeless situations; Military Recruiters: Release of Directory Information-Parent/Guardian shall be notified of requirement to release specified directory information on students to military recruiters. Notifications to include an "opt out provision related to the release of a student's name, address and telephone number; and, Persistently Dangerous Schools-Parents/Guardians shall be notified of elementary and/ or secondary schools considered to be persistently dangerous" pursuant to California Department of Education guidelines an of available <u>options.</u>	Title 1: Reauthorization of Elementary Secondary Education Ad, HR1, No Child Left Behind Act of 2001
Notice of Proficiency Examination - Requires distribution of an announcement explaining the California High School Proficiency exam (CHSPE). Notice must be given to students in 11 <sup>th</sup> and 12 <sup>th</sup> grades, early enough to enable interested pupils to meet all examination registration requirements for fall test of that year.	5 CCR §11523
Open Campus Lunch Period - Permits high schools to have open campus if procedures are followed. Notice specified by section must be sent with Ed Code 48980. Also lists waiver of liability. If district permits high school pupils to leave school grounds during lunch, requires district to notify parents and inform of	Ed Code: 44808.5

non-liability.	
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SUBJECT	LEGAL RESOURCE
Opportunity Program - Notice of intended adjustment transfer to opportunity Program-Pupil and pupil's parent or guardian must be notified in writing prior to transfer to opportunity program. Notice must be in parent's primary language and must request response within 10 days.	Ed Code: 48637.1
Parental Involvement; Rights of Parents and Guardians to Information - Provides that parents/ guardians have the right and should have the opportunity to be informed by the school of the following: (1) when child is absent from school; (2) of their child's progress, about school rules, including disciplinary rules and procedures along with attendance, retention and promotion policies pursuant to §48070.5, dress codes, and procedures for visiting the school. In addition, it is the intent that parents be notified as early in the year as practicable, pursuant to § 48070.5 if their child is identified as being at risk of retention and of their right to consult with school personnel regarding any decision to promote or retain and to appeal a decision to promote or retain.	Ed Code: 48070.5; 51101
Rights of Parents/Guardians Who Lack English Fluency - Provides that school districts shall take all reasonable steps to ensure that all parents/ guardians of pupils who speak a language other than English are properly notified in English and in their home language of the rights and opportunities available to them pursuant to this section.	Ed Code 51101.1
Primary Child Abuse Prevention Program - Requires notice of mandated child abuse prevention programs and parental right to refuse to have his/her children participate.	Welfare & Institutions Code (WIC) § 18976.5; 51550
Promotion/Retention of Pupils; Creation of Policy; Parent Notification - Provides for the development of a board policy regarding the promotion and retention of pupils as specified. Further provides for parent notification when a pupil is identified as being at risk of retention. Notice shall be provided as early in the school year as practicable.	Ed Code: 48070.5 (e) and 51101(a)(16)
Pupil Records - Mandates that a school requesting pupil records inform the parent of his/her right to receive a copy of the pupils permanent record and to challenge its content.	Ed Code: 49068
Pupil Records; Transfer - Requires district requesting transfer of records for incoming pupil to notify parent of right to receive copy of pupil's record and to challenge its content. Allows district sending records, when pupil transfers out of state, to notify parent/ guard of his/her rights.	Ed Code: 49068 5 CCR § 438
Reciprocal Withholding of Grades, etc. - Requires school district to which a pupil, subject to Ed Code 48904, has transferred, to also withhold grades, diplomas, or transcripts upon receiving notice from the former district. Requires receiving district to notify the parents in writing of the decision to withhold as specified.	Ed Code: 48904.3
Transfers - Notice of Acceptance or Rejection of Application - Allows, but does not require, district to adopt resolution establishing "interdistrict choice." Amended to provide that participating districts may provide written notice of acceptance or rejection	Ed Code: 48209.9
Transfers -Right to Review Records - When a student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30.	34 CFR 99.34
University Campus Buildings - notifies before high school student attends specialized secondary program on a university campus. Notices that university campus buildings may not meet Education Code requirements for structural safety.	Ed Code: 17288

SUBJECT	LEGAL RESOURCE
<p>Withholding Grades for Property Damage - Authorizes district to withhold grades, diploma, and transcript of pupil willfully damaging school property, after affording pupil due process. Requires written notice to parent of alleged misconduct before withholding grades, diploma, or transcript. Requires district to <u>establish procedures for withholding.</u></p>	<p>Ed Code: 48904</p>
<p>Withholding Grades, Transcripts, Diplomas - Requires any school district that decides to withhold a pupil's grades, diploma, or transcripts pursuant to § 48904 (authority to withhold) shall, upon receiving notice that the pupil has transferred to any school district in the state, notify the parent/ guardian of the pupil, in writing, that the decision to withhold will be enforced until the <u>obligation for damages (pursuant to § 48904) has been met</u></p>	<p>Ed Code 48904.3(b)</p>
<p>Records of Expulsion and Suspension - Specifies for purposes of notification to parents and required reporting to the California Department of Education, that all offenses set forth in Ed Code 48900 (a-o) shall be properly identified in all <u>appropriate records of a pupil.</u></p>	<p>Ed Code: 48900.8</p>
<p>Release of Pupil to Peace Officer - When a principal or other school official releases a minor pupil to a peace officer for the purpose of removing the minor from the school premises, the school official shall take immediate steps to notify the parent guardian, or responsible relative of the minor regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code, or pursuant to Section 305 of the Welfare and Institutions Code. In those cases, the school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held, or that the disclosure would cause the custody of the minor to be disturbed, the officer may refuse to disclose the place where the minor is being held for a period not to exceed 24 hours. The officer shall, however, inform the parent, guardian, or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the <u>minor is being held at a subsequent detention hearing.</u></p>	<p>Ed Code: 48906</p>
<p>Rules Governing Expulsion Procedures; Hearings; Notice - Delineates rules governing due process procedures for expulsion. Requires written notice of the hearing (including pupil rights) to be forwarded to the pupil at least ten calendar days prior to the hearing. Pupil or parent(s) are allowed to be represented by a non-attorney advisor. Requires notice to include pupil and parent obligation to notify any new district of enrollment of the pupil's status in the expulsion process. Also requires written results of the hearing to be sent to parent or guardian by superintendent or designee. Further requires inclusion of a notice of parent's / guardian's obligation, at the time of enrollment, to inform any new district of the pupil's expulsion. Governing boards have the authority to issue subpoenas. This now requires that subpoenaed witnesses be informed regarding their receipt of applicable fees. Additionally, the notice of decision to expel shall include a notice of the educational alternative placement to be provided to the pupil during the time of expulsion.</p>	<p>Ed Code: 48918</p>

SUBJECT	LEGAL RESOURCE
School Accountability Report Card - It is the legislative intent that schools make a concerted effort to notify parents of the purpose of the school accountability report cards and ensure that all parents receive a copy of the report card; and to ensure that districts with internet access make copies of the report available through the internet. EC § 3312 and 35294.6 state the report card content requirements.	Ed Code 33126(c), 35256
School Accountability Report Card Information; Internet accessibility - Each school connected to the internet shall make the information contained in School Accountability Report Card accessible on the Internet. This information shall be updated annually.	Ed Code: 35258
School Accreditation - Requires a school board to give official notice, at a regularly scheduled meeting, if a school that has elected to be accredited by the Western Association of Schools and Colleges or other accrediting agency, loses it accreditation status. Further requires written notification to Parent/ guardian/ caregiver of pupils in the school of the lost accreditation status and potential consequences.	Ed Code: 35178.4
School Attendance Review Board referral- If any minor is a habitual truant, or is irregular in attendance at school, the pupil may be referred to a School Attendance Review Board (SARB). The supervisor of attendance or a designee shall notify the minor and parents or guardian of the referral.	Ed Code: 48263
School Bus Safety Rules - Upon registration, if K-6 students have not previously been transported. School bus safety rules and information, list of stops, rules of conduct, red in a school bus light danger zones, walking to and from stops.	Ed Code: 39831.5
School Crimes Handbook - Requires the State Attorney General's office to prepare and present to the State Superintendent of Public Instruction a handbook, written in easily understandable language, that summarizes California penal and civil law pertaining to crimes committed against persons or property on school grounds. The superintendent shall publish and disseminate the handbook to all school districts and request that all parents and guardians be notified of the contents and availability of the handbook. .....	PC § 626.1
School Safety Patrol- Requires written parental permission prior to assigning a student to a school safety patrol. Notification is implied.	Ed Code: 49302
Scoliosis Notification - Requires notification to parent of any pupil suspected of having Scoliosis. Notification must include an explanation of Scoliosis, early treatment significance, and public services available for treatment.	Ed Code: 49452.5
Sex Education Classes; Course Criteria; Voluntary Surrender of Minor 72 Hours Old or Younger - Requires all public schools that teach sex education courses that discuss sexual intercourse to include the provisions of § 1255.7 of the health and Safety Code and Section 271.5 of the Penal Code, relating to parents and others who voluntarily surrender physical custody of a minor child 72 hours old or younger at a hospital emergency room or other designated place without being subject to prosecution.	Ed Code Section 51553,51550
Sex Education Instruction - Requires district to notify parents, in writing, prior to any instruction in which human reproductive organs and their functions and processes are described, illustrated, or discussed, and right of parents to inspect and review materials to be used. Notice may be sent by regular mail or other method commonly used to communicate in writing with parents. Opportunity for parent to request, in writing, that child not attend instruction should also be included.	Ed Code: 51550



SUBJECT	LEGAL RESOURCE
Special Education: Age of Majority - Beginning at least one year before special education pupils reach the age of 18, they are to be informed of their rights that will transfer them upon reaching the age of 18. A statement of this nature shall be included in the individualized education program.	Ed Code: 56345(a)(8)
Special Education: Assessment Plan, Parental Rights - Requires district provide parent with written, proposed assessment plan within 15 days of referral for assessment, as specified. Further requires notification of parents' rights to be included. Primary language of parent or other mode of communication is required. IEP meeting scheduled and determination at meeting upon completion of administration of assessment. If parent disagrees with assessment has the right to obtain independent educational assessment.	Ed Code: 56321 34 CFR 300.502
Special Education: Assessment, Due process - Requires as part of the assessment plan for special education evaluation, parents are notified that upon completion of the assessment an individualized education program team meeting will be held. The purpose of the meeting will be to discuss the assessment, the educational recommendations, and the reasons for the recommendations. Additionally, the parents are entitled to a copy of the assessment report and the documentation of determination of eligibility.	Ed Code: 56329 34 CFR 300.502.
Special Education: Child Find System - Requires district establish written policy and procedure to include written notification to all parents of their rights pursuant to EC §§ 56300 et. seq. and requires parents be given copy of rights upon initial referral for assessment, upon notice of IEP program meeting, upon filing complaint, or upon filing for pre-hearing mediation conference or due process hearing.	Individuals with Disabilities Education Act (IDEA) Ed Code: 56301
Special Education: Complaint - Appeal rights and procedures when providing written decision in response to a complaint re: discrimination, special education, or non compliance with laws regulating educational programs.	5 CCR 4631
Special Education: Due Process Hearing - Notification upon requesting a due process hearing - child's name, address, school, description of problem, and proposed resolution.	34 CFR 300.507
Special Education: Functional Behavioral Assessment - Notification and consent before functional behavioral assessment begins.	5 CCR 3052
Special Education: Electronic Recording of IEP - Requires notification listed in Ed Code 56321 to include the right to electronically record the proceedings of IEP meetings.	Ed Code: 56321.5, 56341
Special Education: Emergency Intervention - within one school day of emergency intervention or serious property damage.	5 CCR 3052
Special Education: IEP - Need for written request when parent orally requests review of IEP. Notice of IEP meetings, why participation is necessary when prior to participation in special education. Procedural safeguards notice for initial referral for evaluation, notification of IEP meeting, reevaluation of student, and registration of complaint.	Ed Code: 56343.5, 56346 20 USC 1415(d)
Special Education: IEP Notification - early enough to ensure opportunity for parent to attend IEP meeting - time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate.	34 CFR 300.345

SUBJECT	LEGAL RESOURCE
Special Education: Modification - Before modification of behavioral intervention notify the need for modification, right to question modification.	5 CCR 3052
Special Education: Placement Change - Decision regarding change of placement for more than 10 days.	20 USC 1415(k) 34 CFR 300.523
Special Education: Suspension Decision for more than 10 days or disciplinary action taken for dangerous behavior.	20 USC 1415(k) 34 CFR 300.523
Special Education: State Hearing - Attorney - Notify 10 days before using an attorney to present arguments at state hearing.	Ed Code: 56507
Special Education - Written Notice - Whenever there is a proposal or refusal to initiate or change the identification, evaluation, or placement.	20 USC 1415© 34 CFR 300.503
Standardized Achievement Test - Within 20 working days of receiving results of standardized achievement test. Results of test; test purpose, individual score and intended use.	Ed Code: 60641; 5 CCR 863
Suspension - Requires Reasonable Effort to Notify the Parents in Person or by Telephone at Time of Suspension; Mandates Follow-up Notification in Writing. Requires request to parent to attend meeting to determine if suspension should be extended when expulsion is being considered.	Ed Code: 48911
Suspension by Governing Board: Intent to Hold a Closed Session - Permits governing board to suspend within the limits of Ed Code 48903, restrictions on days of suspension. Requires written notice by registered or certified mail, or personal service, of the board's intent to conduct a closed hearing for disciplinary action.	Ed Code: 48912
Suspension by Teacher; Reports, Conferences, Referrals - Authorizes teacher to suspend pupil from class. Specifies terms and conditions of teacher suspensions. Requires report of the suspension to the principal and requires teacher to request parent or guardian to attend conference.	Ed Code: 48910
Tobacco – Possessed or used tobacco, or any products containing tobacco or nicotine products *cumulative 2 years). Disciplinary action first offense: 1 day ISS/OSS; parent notification, Disciplinary action second offense: 2-3 Day ISS/OSS; required parent conference. Disciplinary action additional offenses: 5 OSS; required parent conference; referral to appropriate program; behavioral contract; and/or alternative placement.	Ed Code: 48900(h), 48901
Venereal Disease Education - Permits governing boards of any school district to offer instruction in venereal disease education with assistance from the California Department of Education. Requires written notice to parents by regular mail or any other method of delivery regarding their rights to inspect materials and/ or to exclude child from such instruction.	Ed Code: 51820
Violent Crime - Notice of Occurrence - Provides that the principal or designee may send a written notice of the occurrence and general nature of a crime to each pupil's parent or legal guardian, following verification with law enforcement of the occurrence of a violent crime on an elementary or secondary	Ed Code: 35294.1

school site.	
Vision and Other Defects - Requires district supervisor of health to report to parents any noted health (including visual) defects. Further requires that the report ask the parent to take such action as will cure or correct the defect.	Ed Code: 49456
Vision Appraisal - Requires notice to parents of their right to refuse vision appraisal of their pupils by filing copy of private physician, surgeon, optometrist report, or to refuse appraisal due to religious beliefs by filing written statement with the principal.	Ed Code: 49455

SPECIFIC CIRCUMSTANCE NOTIFICATION SUMMARY TO LAW ENFORCEMENT  
PERSONNEL AND OTHERS  
(Notification is required when specific circumstances occur or are planned)

SUBJECT	LEGAL RESOURCE
Anabolic Steroids Warning Statement, Posting - Requires every contract for lease of athletic facilities to include a notice of the harmful effects of anabolic steroids. Further requires that such a notice be posted in every school locker room. Specified wording, size of type, and font.	Civil Code (CC) § 1812.97
Assault or Threat by Pupil on School Employee; Duty to Report - Requires a report to law enforcement officials of attack, assault, or menace of any employee by a pupil. States that failure to report is an infraction. Provides sanctions against persons impeding such report.	Ed Code 44014
Confidentiality of Records - Requires that the school district superintendent shall be notified within seven days by the court about any enrolled minor, Kindergarten to grade 12, who has committed a felony or misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, sex offenses listed in section 290 of the penal code, assault or battery, larceny, vandalism or graffiti, and further requires the superintendent to transmit information to the principal of the school attendance. The principal shall then disseminate information to counselors directly supervising or reporting on the behavior or progress of the minor.	Welfare and Institutions Code (WIC) §827
Disruptive Presence at Schools -Specifies authority of administration to direct persons to leave campus whose presence interferes with school activities, unless such person is a parent of a child attending that school, is a student of the school, or has prior written permission of school administration.	PC § 626.8
Expulsion Appeal Written Request for Transcript -" County Board Rules on Appeal shall include a notice to appellant that a request to the district for a copy of a written transcript of the local hearing and supporting documents shall be in writing.	Ed Code: 48919
Firearms: School - Prohibits any person except peace officers from bringing firearms on campus without prior written permission of administration.	PC § 626.9
Juvenile Court and Probation Officer - Notices of Behavior Violations - Mandates report to probation officer within ten days of specified school attendance and behavior violation by pupil declared to be a ward of the court pursuant to Welfare & Institutions Code (WIC) § 602 and ordered to attend	Ed Code: 48267

school.	
Notification to Law Enforcement: Assault with a deadly weapon, Controlled	Ed Code: 48902
Substance Violation- Requires principal or designee to report to appropriate law enforcement, prior to suspension or expulsion of pupil, violations of Penal Code §§245,0626.9, or 626.10. Requires notification to law enforcement within one school day of suspension or expulsion for violations of EC §48900(c) or (d). Meets reporting requirements of the Gun-Free Schools Act of 1994.	
Non-students: Direction to Leave; Re-entry - Specifies authority of administration to direct non-students to leave campus. Must notify person that if he returns within seven days, he will be guilty of a crime.	Penal Code (PC) § 626.6
Release of Information Pursuant to Court Order - Requires information concerning a pupil to be furnished in compliance with a court order. Requires that a reasonable effort to be made to notify the parent and the pupil in advance.	Ed Code: 49077
<b>SUBJECT</b>	<b>LEGAL RESOURCE</b>
Release of Student Record Information - Should notify within 24 hours of release of student information to a judge or probation officer for conducting a truancy mediation program or for presenting evidence at a truancy petition.	Ed Code: 49076
Report of Missing Children - It is the intent of the legislature that specified persons, including school teachers, administrators, aides, playground workers and bus drivers, be required to report missing children to a law enforcement agency in a timely manner.	Ed Code: 49370
Reporting to Teacher of Pupil Whose Actions are Grounds for Suspension or Expulsion- Mandates notification to teachers regarding classroom pupils who have committed violations pursuant to Ed Code 48900 (except 48900(h), tobacco) or 48900.2, 48900.3,48900.4 or 48900.7. District is to provide information based on records it maintains or receives from law enforcement.	Ed Code: 49079
School Crime Reports - Mandates reporting of specified crimes and fights on provided form provided by the State Department of Education.	PC § 628, Et. Seq.
Severance of Attendance: Report to County Superintendent of Schools - Permits county superintendents of schools to require reporting of severance of attendance.	Ed Code: 48202
Signs at Entrances - Mandates signs at each school site entrance specifying entrance registration requirements, where office is located, and route to take for outsiders. Although this provision only applies to outsiders, a local governing board can use its broaden range powers, pursuant to EC § 35160, to broaden the requirement to include all visitors (including parents). Entrance signs are mandated if a school wishes to control access to School premises pursuant to PC § 627 et. seq.	PC § 627.6
Suspension and Expulsion: Pupil Records; Removal to Another District- Requires a school district to which a pupil is transferring to, request from the district of last enrollment, any records of acts committed that resulted in suspension or expulsion. Upon receipt of this information, the district shall inform the pupil's teacher(s) of the suspension(s) or expulsion(s) including the acts committed.	Ed Code: 48201
Truant - Notice to Parent or Guardian of a Truant- Mandates a letter to parent or guardian upon pupil's initial classification as a truant. Includes mandated contents of letter.	Ed Code: 48260.5
Truant - Report of Truants to Attendance Supervisor - Requires reporting of truant, as defined, to attendance supervisor or superintendent.	Ed Code: 48260
Williams Act – Supplemental Uniform Complaint Procedure (Williams – Requires	Ed Code: 35186

<p>District to establish policies and procedures regarding deficiencies related to Instructional materials, emergency or urgent facilities conditions that pose a threat to The health and safety of students or staff, and teacher vacancy or misassignment. District to adopt policies and post notices by January 1, 2005. Further requires district To use Uniform Complaint Procedures (5CCR§§ 4600 et seq.) to identify and resolve Complaints regarding those issues. Sets forth different timelines for investigation and Resolution of complaints that timelines specified under Uniform Complaint Procedures Note: The California School Board Association recommends that districts keep</p>	
<p>EC § 35186 procedure separate from existing Uniform Complaint Procedures. (EC § 35186 added by SB 550, Ch. 900, Statutes of 2004, and amended by AB 2727 Ch. 903, Statutes of 2004).</p>	

**NOTICE TO PARENT/GUARDIANS: COMPLAINT RIGHTS**

Education Code 35186 requires that the following notice be posted in your child’s classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.

Note: Education Code 35186, as amended by AB 2727 (ch. 903, Statutes of 2004), requires that the notice notify parents/guardians of the location to obtain a complaint form where there is a shortage and that posting a notice downloadable from the California Department of Education’s website will satisfy this requirement. The law does not require that complain forms be placed in any specific location. The following optional paragraph lists locations where complaint forms may be available and should be modified to reflect district practice.

1. To file a complaint regarding the above matters, complaint forms can be obtained at the principal’s office, district office, or can be downloaded from the school district’s or California Department of Education’s website.